

## TRANSFORMING ACADEMIC KNOWLEDGE TO DEVELOP ENTREPRENEURIAL UNIVERSITIES IN PAKISTAN (TAKE UP)

### MICRO COACHINGS PROTOCOL

#### PARTICIPANT LIST

Name	Institution	Date				
		29/11/22	05/12/22	27/03/23	22/05/23	24/07/23
Dr. Samnan Ali	GCU					
Zunaira Zahid	GCU		x	x	x	
Dr. Zohaib Saeed	GCU					
Dr. Haider Aejaaz	GCU					
Uzair Ahson	GCU			x		
Dr. Rana Rasheed Mahmood Khan	GCU					
Dr. Muhammad Ali	GCU					
M. Shahzad	GCU					
Hassam Waheed	GCU					
Muhammad Hatim alias Shahzaib	GCU					
Dr. Usama Ijaz Bajwa	CUI		x	x		
Dr. M Naeem Shehzad	CUI	x		x	x	x
Dr. Imran Haider Naqvi	CUI			x		
Dr. Muhammad Waqas Anwar	CUI					
Dr. Mirza Tariq Humayun	CUI			x		x
Dr. Shahzad Khurram	CUI			x	x	
Dr. Imran Shafique	CUI					
Dr. Shahzada Babar	UoG	x		x		
Dr. Tahir Rashid	UoG			x	x	
Dr. Khalid Iqbal	UoG			x		
Dr. Zarfshan Shabbir	UoG			x		
Dr. Hammad Ismail	UoG	x		x	x	
Dr. Ghulam Abbas	UoG	x		x		
Dr. Jawad Syed	LUMS					

Dr. Mohammed Shehryar Shahid	LUMS					
Saima Mujtaba Rana	LUMS			x		
Amina Shaikh	LUMS					
Minahil Zia	LUMS					
Arsalan Akhtar Khan	LUMS					
Mishel Azhar	LUMS					

**MICRO COACHING SESSION 3 (29/11/23)**

**Sum of participants: 4**

**Meeting agenda**

1. Catch up – How are your coaching sessions going so far?
2. Discussion of problems and open questions
3. Miscellaneous

**Meeting recap**

1. **Coaching Sessions:** All participating coaches have already conducted several coaching sessions. The coachees come from various fields and bring many different issues related to the startup process. The coaches described the typical flow of one of their coaching sessions, the questions they asked the coachees, the models they used, and the specific challenges they faced. Master Coach Theresa Zimmer provided feedback and improvement suggestions on these points and answered specific questions from the coaches.
2. **Integration of learned content into teaching:** Some coaches offer specific seminars on entrepreneurship based on the learned content or actively organize entrepreneurship projects for students.
3. **Next steps and future development:** The coaches demonstrate a high level of motivation to apply the learned content practically and to offer new entrepreneurship projects at their universities in the future. They aim to inspire more students to engage with entrepreneurship and expand their personal network to other departments to enhance their performance as coaches.

Additionally, they are planning to extend the duration of the coaching sessions, which have been relatively short (20-30 minutes). The coaches intend to develop full-day workshops on entrepreneurship for students to reach a larger audience. They particularly want to prioritize active and interactive exercises, moving away from traditional lectures.

### MICRO COACHING SESSION 3 (05/12/23)

**Sum of participants: 2**

#### Meeting agenda

1. Catch up – How are your coaching sessions going so far?
2. Discussion of problems and open questions
3. Miscellaneous

#### Meeting recap

1. **First steps for train-the-trainer:** The coaches have started sharing the learned content with their colleagues. They found the feedback and networking topics from the TAKE UP manual particularly helpful and have presented them as short training sessions to colleagues within their own department. As a result, the first steps for the train-the-trainer workshops have been initiated.
2. **Coaching Sessions:** The coaches are already successfully conducting coaching sessions with students from their class. In their descriptions, the coaches outlined the usual structure of their coaching sessions, including the questions they asked the coachees and the models they employed. They also highlighted the specific challenges they encountered during the coaching process. They emphasized the helpful role of the GROW model in structuring the coaching sessions.
3. **Integration of learned content into teaching:** The coaches offer various entrepreneurship projects within their teaching, where students are tasked with creating fictional companies or facing typical challenges that entrepreneurs encounter, which they need to solve. Additionally, there are plans for entrepreneurial projects in collaboration with different real companies, providing students with opportunities to gain real practical experiences.

## MICRO COACHING SESSION 3 (27/03/23)

**Sum of participants: 14**

### Meeting agenda

1. Presentation and explanation of log sheets for coaching sessions
2. Catch up – How are your coaching sessions going so far?
3. Discussion of problems and open questions
4. Organization of follow-up Microcoachings
5. Miscellaneous

### Meeting recap

1. **Certification Process:** In order to be certified, a total of 10 coaching sessions must be conducted. To document the coaching sessions, a log sheet must be filled out and signed by both the coach and the coachee(s) at the end of each session. The log sheets can be found in the Google Drive folder (link below) and will only be submitted to the project manager once all 10 sessions have been completed.
2. **Teamwork (optional):** To strengthen and improve the coaches coaching skills in the long term, it is recommended that coaches support each other. They are supposed to find a partner, preferably someone who also works at the same university, and schedule one or more dates to observe each other in real coaching sessions and provide feedback afterwards. For this purpose, an evaluation sheet was designed, which is also available in the Google Drive folder and contains more detailed instructions on the process of teamwork.

To better coordinate the organization of the teams, the coaches should use an Excel file in the Google Drive folder. The Excel file contains a contact list with the contact dates of all coaches, as well as a second list where they can enter their names as well as the names of their partners.

3. **Ideas for the visit of our greek partners:** Coaches were supposed to gather ideas to make the upcoming visit of the Greek project partners as efficient and helpful as possible. The ideas and suggestions should be sent via email to Master Coach Theresa Zimmer.



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## MICRO COACHING SESSION 4 (22/05/23)

**Sum of participants: 5**

### Meeting agenda

1. Catch up – How are your coaching sessions going? (Discussion of problems and questions about coaching process.)
2. Discussion of problems/questions concerning the Log Sheet
3. Teaming up – Evaluation of other coaches
4. Certification process
5. Miscellaneous

### Meeting Recap

1. **Log Sheets:** Most coaches have already filled out a couple of log sheets. Nevertheless, some uncertainties regarding the specificity of individual dimensions in the log sheet needed to be clarified, and they appeared to be understood after the clarification.
2. **Coaching sessions:** All the present coaches conduct regular entrepreneurial coaching sessions (at least once a week). The most significant challenge reported by the coaches is that many coachees come to coaching with incorrect expectations. Most of them believe that the coach will provide a simple solution to their problem and become frustrated when this is not the case. Nonetheless, the coaches strive to maintain this approach and educate the coachees about the fact that coaching requires mutual engagement in the process to be successful.
3. **Timing concerns about the certification process:** Some coaches expressed concerns regarding the feasibility of the performance required for the certification process. They consider conducting two five-day train-the-trainer workshops as impractical. This was forwarded to Master Coach Theresa Zimmer and will be discussed in the upcoming Coordinator meeting.
4. **Teaming up:** Some of the coaches have formed teams and entered them into the Excel spreadsheet. However, due to scheduling issues, no joint coaching sessions have been conducted yet.

## MICRO COACHING SESSION 5 (24/07/23)

**Sum of participants: 2**

### Meeting agenda

1. Catch up – How are your coaching sessions going?
2. Teaming up – Evaluation of other coaches
3. Completion of the Log Sheet
4. How are your train the trainer sessions going?
5. Miscellaneous

### Meeting Recap

1. **Train-the-trainer workshop:** During a five-day train-the-trainer workshop at CUI, a total of 45 participants were trained by five entrepreneurial coaches. Throughout the workshop, they covered 10 topics from the TAKE UP coaching manual. Master Coach Theresa digitally supervised the workshop on 21 July 2023.

In reflection on the workshop, the entrepreneurial coaches noted that they had too little time overall for the adequate delivery of content and exercises from the TAKE UP manual. They had planned a variety of exercises from the manual as well as their own developed exercises, but due to time constraints, they couldn't execute them properly. Additionally, they spent too much time conveying the theoretical content, which further reduced the time available for active exercises and practical application of the material. In the future, the coaches intend to restructure the workshops to prioritize practical exercises and utilize time more efficiently. The general feedback about the course was positive. A subsequent evaluation is planned.

2. **Feedback about Log Sheets:** Some trainers have already shared completed log sheets with their PI who, in turn, has forwarded them to Master Coach Theresa Zimmer. Based on the information provided in the log sheets, a feedback document will be created and discussed during the upcoming Microcoaching session.
5. **Teaming up:** Due to scheduling issues, no joint coaching sessions have been conducted yet.