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## **Report of Certification Procedure for Entrepreneurial Coaches**

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## Introduction

This certification report outlines the requirements and procedures for certifying coaches to become entrepreneurial coach trainers. The program is designed to equip participants with the knowledge and skills required to train other coaches in entrepreneurial coaching.

## Scope

The internationally developed certificate aims to elevate the status of training materials developed in WP6.1, enabling them to be used to instruct entrepreneurship coaches and enhance the impact, visibility, and sustainability of the TAKE-UP project.

## Certification Levels

After the successful completion of the second batch, and receiving feedback from the participants of the first batch, the consortium established a standard procedure for issuing certificates. Based on this, the certification program has two levels: Certified Entrepreneurial Coach and Certified Entrepreneurial Master Coach.

### I. Certified Entrepreneurial Coach:

To become a Certified Entrepreneurial Coach, participants must complete a five-day training program to be trained by the trained coach. The training program can be split up on weekends, afternoons, and during the week to accommodate the participants' schedules. Participants are required to attend all sessions and sign an attendance list to receive certification.

The training program covers the following topics:

- Reasons to support entrepreneurs
- Understanding entrepreneurs' challenges
- Entrepreneurial coaching: process and skills
- Assessment of current challenges of entrepreneurs
- Communication and listening skills
- Tools to structure business ideas (business model canvas, marketing, supply chain management)
- Evaluating business ideas
- Identifying stressors and resources
- Understanding entrepreneurial teams
- Conflict management
- Project management basics
- Own identity as entrepreneurial coach

Upon completion of the training program, participants will be able to coach students who are interested in starting a business at every level of their stage in the process.



## **Certified Entrepreneurial Master Coach:**

To become a Certified Entrepreneurial Master Coach, a Certified Entrepreneurial Coach must gain practical experience by conducting coaching based on the TAKE-UP methodology and spreading the knowledge by providing coaching to further coaches. Thus, a certified Entrepreneurial Master Coach must:

- I. Take at least 10 coaching sessions with students/entrepreneurs and prepare a report (“Log Sheet Coaching Sessions”) about the meetings. After the 10 sessions have been completed, the filled-out log sheets must be sent to the Principal Investigator (PI) of the corresponding institution.
- II. Deliver 2 complete TAKE-UP trainings for training other entrepreneurial coaches (2 sessions of 5-days each) including at least 10 participants per session. Once the training has been completed, it is necessary to send the attendance sheets and program to the PI of the corresponding institution. Furthermore, for each session that is offered, the trainer must ensure that the PI of their institution joins the training online for at least 10 minutes to provide supervision.
- III. Upon completion of the 10 sessions and the two TAKE-UP training sessions, the coach must submit a final report summarizing their experience and the feedback received from participants (at least 1 written page).

The 10 sessions with students are intended to provide practical experience in coaching and to prepare the coach for the TAKE-UP training sessions. The coach must submit a report on each session, including signature from the participants.

The two TAKE-UP training sessions aim to exhibit the coach's ability to train others in entrepreneurial coaching. Each session must be five days long and must include at least ten participants. The coach must deliver the training program, which must cover the topics covered in the Certified Entrepreneurial Coach training program, in a clear and effective manner. To facilitate coaching of students and training of coaches, it is recommended to form teams of at least two individuals per university. This approach will simplify coordination and delivery, and allow for quick exchange of feedback from team partners on coaching and training. For sharing feedback about each other’s coaching sessions, please use the document “Evaluation Sheet”.

## **Conclusion**

The Certified Entrepreneurial Coach and Certified Entrepreneurial Master Coach certification programs provide participants with the necessary knowledge and skills to provide practical guidance to students and train other coaches in entrepreneurial coaching. The program has a rigorous process to ensure that coaches meet the highest standards of professionalism and expertise. After completing the program, participants will be able to confidently train other coaches in entrepreneurial coaching and contribute to the development of future entrepreneurs.

