**INTRO SESSION ON EXPECTATION MANAGEMENT WITH GIZ REPRESENTATIVE HOANG THI THU AND BSO`s REPRESENTATIVES**

**Pre-Session within the Kick-off meeting: 27.11.2022**

Bullet points of expectation management:

* Follow up on first and second virtual training to give the opportunity to work more in depth.
* Follow up on Biofach 2022
* The coaching sessions should be interactive and tailored to the participating institutions.
* On Board are two BSO`s: VOAA and CRED
* Support in preparation for the Biofach 2023
* Support in the concept of matchmaking event on-site
* Support in targeting the buyers and European market understanding
* Support and preparing companies for the B2B events
* Input on GDPR Regulations

**BSO`s COACHING CONCEPT AND TIMELINE**

***(6-8 COACHING SESSIONS: 90 minutes)***

**1st coaching session: 08.11.2022**

**Follow up on Biofach 2022**

 Agenda

* Short recap on previous trainings (Virtual MM + organizing the B2B Missions) within the SRECA Project
* Outcomes and lesson learnt from trainings
* Interactive brainstorming on Biofach 2022 (Tools: MS Team whiteboard, Miro board)
* Logistics (MS Team space, fixing dates on upcoming sessions, attendance protocol)
* Sneak preview and Upcoming tasks

**2nd coaching session: 11.11.2022**

**Embracing new goals, defining milestones in participation in Bocfach 2023**

Agenda:

* Input sessions : Goals vs. objectives
* Interactive brainstorming on defining new goals and milestones at Biofach 2023
* (Tool: Miro board)
* Best practice example of matchmaking event
* Sneak preview and upcoming tasks

**3rd coaching session: 28.11.2022**

**Networking – how to get in contact – strategy**

Agenda:

* Input sessions : Presentation of manual on B2B Online platforms and how to how to get in contact
* Interactive brainstorming on first draft of matchmaking event on-site at Biofach 2023
* (Tool: Miro board)
* Finalisation of action plan and timeline for the preparation of matchmaking event at Biofach
* Sneak preview and upcoming tasks

**THREE THEMATIC COACHING SESSIONS AND FINAL WRAP UP SESSION**

4th coaching session: 01.11 – 05.11.2022: **Support and preparing companies for the B2B events *(Marketing materials, Performance at Biofach (B2B sales talk, company pitch)***

5th coaching session: 05.12 – 09.12.2022: **European Market analysis**

6th coaching session: 09.12 – 12.12.2022: **GDPR aspects in organisation of matchmaking events, how to do a follow up after the Biofach 2023**

7th coaching session: 12.12 – 16.12.2022: **Final session: Summary of the coaching results and wrap up on preparation for the Biofach 2023**

**BSOs COACHING SESSION GUIDELINE**

**Preparation:**

* Onboarding of participants
* Attendance Monitoring in the participation activity list

**Execution**

* Short introduction into agenda
* Feedback to the previous tasks
* Thematic input session (Power Point Presentation)
* Interactive brainstorming session (Tool: Miro digital board)
* Preview on upcoming tasks

**Follow-up**

* After each coaching session participants are receiving via e-mail:
* Thematic Power Point Presentation
* Overview on upcoming tasks
* Recommendations (if needed)