

## Coaching Outline Business Plan Basic Seminar 23S

Note! These are the important dates, and they are fixed. All further updates will be announced during E-Lab.				
Below the table you find the "how-to" for integrating these dates (except the ones marked yellow) into your calendar (google, outlook or apple).				
blue = coaching or reflection		green = BPG specific dates		yellow = NOT added to Coach calendar
Date	Time	Status	Location	What's happening
12.04.2023	18-19:30	mandatory (added to calendar)	offline TUM central, <a href="#">Gabelsberger Straße, room 1237</a>	E-Lab welcome evening Overview of E-Lab and how to co-create with us Coaching insights from the senior coaches Get to know each other
13.04. and 14.04.2023	10-16:30 EACH DAY	fulltime mandatory (added to calendar)	In the application form you can choose your preference	E-Lab Education = basis for your coaching Missing parts of it is a No Go!  Online E-Lab Education for BPG coaches  Offline E-Lab Education for BPG coaches ( <a href="#">TUM central, Gabelsberger Straße, room 1237</a> )  <b>Both E-Lab Educations have the same date, time, and content</b>
24.04.2023	19-20	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "First team meeting" - Get all steps and methods to create an awesome first meeting with your teams, and a solid baseline setting
25. / 28.04.2023	18-19	mandatory to attend one of them (added to calendar)	online	Run the team finding and ideation sessions for all students
26.04.2023	15:30-16:30 18-20	mandatory (added to calendar)	online	Coach briefing with the lecturer, <b>VERY important</b> to attend!  BPG Kickoff - meet the teams, and facilitate team finding, VERY important to attend!
30.04. / 14.05. / 28.05. / 11.06. / 25.06. / 09.07.	midnight	mandatory (added to calendar)	online	BPG coaching logbook entry
30.04.2023	midnight	for your information	online	Deadline for team registration
02.05.2023	10-18	mandatory (added to calendar)	online	Team-Coach Matching (you can do other things, but need to be available on slack all day)
Starting 03.05.2023	individual dates	mandatory	online or offline	Contact with your teams, bi-weekly meetings, in between written exchange via slack
03.05.2023	18-20	highly recommended (added to calendar)	online	BPG Online Session on problem, solution, prototyping, business model
10.05.2023	19-20:30	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "Intercultural communication" - Become aware and navigate cultural challenges, and foster cultural synergies
15.05.2023	19-20	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "How to motivate teams" - Dive deeper into the brain chemistry during a conflict and how to shift focus, plus learn how to create motivational boosts for your teams

Reflection calls 15. to 19.05. 29.05. to 02.06. 12. to 16.06. 26. to 30.06. Optional retrospective 10. to 14.07.	individual dates	<b>mandatory</b>	online or offline	Based on your logbook entry you'll have a 30-40 minutes reflection call with your senior coach about your role and your teams' progresses
24.05.2023	19-20	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "Great Retrospectives" - Learn how to organize meaningful retrospectives with your teams
30.05.2023	midnight	<b>mandatory to give feedback to your teams (added to calendar)</b>	online	Upload deadline for MidTerm Pitch (video and text) by each team, coaches give written feedback
31.05. - 06.06.2023	individual	<b>mandatory (reminder added to calendar)</b>	online	Give a short written feedback to the video of your teams (or the teams of you swap coach)
31.05. - 09.06.2023	individual time slots	<b>mandatory (reminder added to calendar)</b>	online or offline	Retrospective with each of your teams
31.05.2023	18-20	highly recommended (added to calendar)	online	Online Session on market, competition, financials, Minimum Viable Product, business plan
14.06.2023	18-20	for your information (added to calendar)	online	Lecturer Consultation Hour for the teams
28.06.2023	18-19	highly recommended (added to calendar)	online	BPG Exam Tips
03. to 07.07.2023	individual dates	<b>mandatory (added to calendar)</b>	online or offline	Dry runs for the final presentation with your teams, coach swap recommended
07.07.2023	10-13	for your information (added to calendar)	online or Garching	Workshop <i>for teams</i> "Presentation Training" with Steffi Schwarzack
10. to 13.07.2023	individual dates between 13-18	highly appreciated (added to calendar)	online	BPG final presentations (you can attend the finals of your teams)
10. to 21.07.2023	individual dates	highly appreciated	online or offline	Retrospective with each of your teams
20.07.2023	09:00	<b>mandatory (added to calendar)</b>	online	Hand in your coaching reflection paper
20.07.2023	16-18	highly appreciated (added to calendar)	offline (with online access)	E-Lab Celebration + certificates and final group retro for all coaches

### Integrate the dates into your GOOGLE calendar

1. option: go to your calendar, click on + sign to add calendar, click "subscribe calendar", add this link [c\\_classroom42f95ce6@group.calendar.google.com](https://calendar.google.com/calendar/embed?src=c_classroom42f95ce6%40group.calendar.google.com)

2. option: go to your calendar, click on + sign to add calendar, click "via URL", add this link [https://calendar.google.com/calendar/embed?src=c\\_classroom42f95ce6%40group.calendar.google.com&ctz=Europe%2FBerlin](https://calendar.google.com/calendar/embed?src=c_classroom42f95ce6%40group.calendar.google.com&ctz=Europe%2FBerlin)

**Integrate the dates into your OUTLOOK calendar**

Go here: <https://drive.google.com/file/d/1GxeYRLOR97EP0GMQ48DdJdlzgjLE3J4i/view?usp=sharing>

Click on download

Go to your outlook calendar

Import the ics file into your Outlook calendar

**Integrate the dates into your APPLE calendar**

Click on this link to start the automatic download: [https://calendar.google.com/calendar/ical/c\\_classroom42f95ce6%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/c_classroom42f95ce6%40group.calendar.google.com/public/basic.ics)

Click on the basic.ics file in your download folder

Import the ics file into your apple calendar