




# MAST

Mediterranean Alliance  
for Sustainable Tourism

## D5.1

# GUIDELINES FOR COACHING ACTIVITIES

The partnership



With the financial support of



On behalf of



Union for the Mediterranean  
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## D5.1 GUIDELINES FOR COACHING ACTIVITY – MAST PROJECT

The coaching activity is one of the main outputs of the MAST project, allowing people who took part in the project to have support to start or develop their business in the tourism field, from a sustainable perspective.

The partners of the project have to follow these guidelines to organize and deliver the coaching activity:

1. The coaching activity is **nationally based**; it means that every partner has to do it in its own country with the participants who come from the consortium countries ( Italy, Greece, Malta, Morocco and Tunisia);
2. The coaching activity has to be done with participants who **attended the training**;
3. Each partner has to do the coaching activity within the end of the project, preferably within the **15<sup>th</sup> March 2022**;
4. Each partner has to identify **the person in charge**, in its team, to deliver the coaching activity;
5. Each partner can choose to do the coaching activity **online or physically**;
6. Each partner has to identify **2/3 availabilities** for the coaching activity;
7. Each partner has to create a **Doodle Survey**, using the following tool <https://doodle.com/> putting the availabilities before identified; please indicate in the doodle survey that images/photos will be taken during the coaching activity;
8. The coaching activity has to last **1 hour** for each country;
9. Each partner has to collect from the MAST Admin portal the **Email address** of the people who took part at the training activity;

10. Each partner has to **contact by email** people who took part at the training activity, explaining them the coaching activity and sharing with them the Doodle link previously created;

11. This is an **example of the email** to be sent:

Dear Participant,

We are writing from \_\_\_\_\_, first of all to thank you for the participation at the MAST Project.

We are happy to share with you the opportunity to take part in the Coaching activities to give you support to start and develop your sustainable business in the tourism sector.

The coaching activity will be held online/physically at \_\_\_\_\_ .

We invite you to share with us your preference regarding your availabilities in one of the date proposed and that you can find at this link: DOODLE LINK

Further information regarding the place/link to follow the coaching activities will be shared in the next few days.

Looking forward to see you at the Coaching,

Best Regards

Signature

12. Once received the Doodle survey feedback, each partner has to send an email to participants to **share** with them the **information** regarding the date, time and the place where the coaching activity will be held.

12.1) If it will be **physical**, you have to share the indication about the place.

12.2) If it will be **online**, you have to create a meeting link using Google Meet and share it with the participants.

13. It is recommended that each partner does the coaching activity in the **Mother Language**.

14. During the coaching activity, each partner will give the opportunity to the participants to **ask questions** to have more specific feedback on their business idea.

15. Each partner will do **photos/screen** during the coaching activity done;
  
16. Each partner will prepare, after the coaching activity is done, **a report** of it, in English, and will send it to MACTT to be shared, together with the photos/screen taken, in the MAST website blog section.



**Official Fb page:** <https://www.facebook.com/MASTproject>

**Official Website:** <https://www.mastproject.eu/>