

Prepared By : Head of Incubation & Start Up Business	Working Instructions Management of Business Incubation	Date: 25 January 2021
Checked By: Vice Rector 4		Revision: 00
Approval By: MR	Doc No:WI-WAREK4/MOBI/07/IKB/01/2021/00	Page: 01 of 01

WORKING INSTRUCTIONS

1. Objectives :

- Fostering small business actors so that they can progress and develop in society.
- Provide relevant training related to the business run by business actors.
- It is hoped that it can produce innovations that are useful and can be applied in society.

2. Programme

• Business Incubation

The Business Incubation Programme implemented by the Center for Innovation & Business (CIB) aims to foster and develop small business actors so that they can progress and develop. This program is aimed at the community who are one of the stakeholders of the LSPR CIB.

- Training and workshops related to Business Planning, Design Thinking, Business Model Canvas, Financial Management, Business Legality, Digital Marketing and Customer Service.

Business Incubation

No	Description dan Process	PIC	Documents
1	Business Incubation planning design	Vice Rector 4 Head of Incubation & Start up Business	Proposal TOR Poster
2	Collaborating with various partners who can support the incubation process.	Vice Rector 4 Head of Incubation & Start up Business	Proposal TOR Email Direct Messages (Chat)

3	Registration of participants	CIB Officer	e-Form
4	Selection of Participants	Vice Rector 4 Head of Incubation & Start up Business CIB Officer	e-Form Participant's Commitment Form
5	Implementation of Incubation	Head of Incubation & Start up Business CIB Officer	Trainer Contract Teaching Material
6	Monitoring and Evaluation	Vice Rector 4 Head of Incubation & Start up Business	Monitoring Form Feedback Form Post Event Report

