

Theoretical framework Organizational profiling Individual profiling Good practice Glossary Download Contact

Leonardo da Vinci







Awareness raising and skills assessment in SMEs

TrainSME Final Event
15. March 2007, Stara Zagora

Background idea

Challenge vocational training

-  SME: Small & Micro Enterprises
-  Lack in personnel development
 - Insufficient investigation of needs
 - Lack in strategic planning
 - Missing time and resources?
-  TrainSME: Contribute to improve the situation
 - Toolkit: <http://www.merig.org/trainsme/toolkit/en/index.htm>



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Who are „WE“?

Involvement, Collaboration, Creativity, Fun, ...




Supported by:



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Target groups

We want to address ...

-  Managers of SME (employees)
 - Need for basic information
 - Previously HRD was no major issue
-  Training institutions
-  Training consultants / Trainers

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Main project steps





Products and achievements

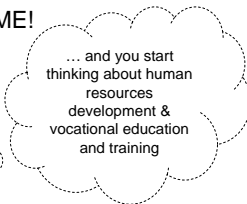
-  Survey on “Analysis of Training Needs in European Small and Micro Enterprises”
-  TrainSME Toolkit
-  Pilot application and bridging the gap to training
-  Summary compendium

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Project aims

Raise Awareness!

-  Improve HRD & VET in SME!
-  Information
-  Assessment tools
-  Practical examples



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TrainSME Toolkit

How we start and what it is about

- 7 languages
- 4 main sections
- ...

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"Theoretical" framework

Read, read, read more ...

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Individual profiling (I)

Be aware and assess training needs

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Individual profiling (II)

10 minutes quick assessment

- 2 Profiles
 - "current"
 - "target"
- 2 Checklists
- 9 Topics
- 33 Questions

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Individual profiling (III)

Presentation of results

- Comparison
 - "current" profile
 - "target" profile
- Difference
 - Scores
- Short comment

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Individual profiling (IV)

Presentation of recommendations

- Toolkit links
 - Background
 - Examples
 - Checklists
- (EU) Projects
- "Localised" links

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Organisational profiling (I)

Strategy, Training, ... → Awareness

Questionnaire for the diagnosis and optimisation of operational development of competence

4 Topics

55 Questions

Topic C: Activities conducive to learning at the workplace

1 2 3 4 5

1 - I strongly agree
2 - I agree
3 - I partly agree
4 - I disagree
5 - I strongly disagree

CS1 Our enterprise systematically pursues the development and refinement of new products / services.
CS2 Our enterprise is committed to the creation and maintenance of training places.
CS3 A high degree of responsibility is placed on employees.
CS4 As far as it is feasible, the employees at the workplace can exchange tasks.
CS5 The employees have the possibility to arrange work by themselves and to help each other.
CS6 The employees are informed regularly about available possibilities of further training offered to other organisations.
CS7 The employees at the workplace are accorded full recognition as competent employees of the enterprise.
CS8 Management supports and encourages self-organisation among its staff.
CS9 The employees are praised for good performance by their managers.
CS10 The management assesses the performance of its employees and actively encourages them to further develop their skills and competences.
CS11 The information and communication technology in our enterprise is fully up to date.

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Organisational profiling (II)

Presentation of results

- Traffic lights
- Questions
- If RED
 - Further recommendations

Topic A: Strategy towards provision of training and competences development

The red traffic light indicates that you have not set implemented cultures in your organisation as overall strategy for the development of your employees' competences. The TrainSME Toolkit can provide you with information on how to establish such a strategy.

Topic B: Provision of incentives to encourage performance and skills improvement

Your responses indicate that your organisation provides incentives to your employees to improve their individual performance through the acquisition of further training and also that your employees are motivated to improve their skills and competences and think and act accordingly.

Topic C: Activities conducive to learning at the workplace

The traffic light shows yellow which indicates that workplaces and the entrepreneurial culture also learning in the workplace. But this requires further attention from a view of the following tool and documents to get an idea how and what to change.

Topic D: Collaboration and flow of information within the organisation

The green traffic light indicates that there is a collaborative climate in the organisation and that the teams are able to communicate effectively.

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Organisational profiling (III)

Further recommendations

- See questions
- Links
 - Within Toolkit
 - Further links
 - Checklists

Recommendations

The Toolkit itself has developed a need for further activities and recommendations to assist the following sections of the Toolkit:

- Competences
- Organisational development
- Individual development
- Activities conducive to learning
- Collaboration and flow of information
- Self-organisation
- Performance and skills improvement
- Further training
- Information and communication technology
- Competences development of employees

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Further Content

Theoretical framework Organisational profiling Individual profiling **Good practice** Glossary Knowledge Contact

- "Good practice"
 - Pilot test experiences
 - 7 countries
- Glossary
 - Terms and definitions
- Download
 - Checklists, Texts
 - Further information

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The TrainSME project – next steps

Project finalisation - Valorisation

- Pilot tests
 - Results from 7 countries
- Pilot training
 - Performed in 6 countries
- Final version of the Toolkit
 - This is the FIRST public presentation!
- Dissemination & Exploitation
- End of the LdV project TrainSME: 31. March 2007

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Valorisation

Key: Networking

- Partner networks and SME networks
- Supporting organisations and administrative networks
- Presence at regional and local events
- Publications, conference presentations, press etc.
- Participating SMEs
- ...

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