CVETNET
Intergenerational
digital learning

CVETNET HANDBOOK
COMPANY MEETING CHECKLISTS FOR THE INTERVIEWER

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Innovative Methodology on Digital Transformation and
Intergenerational Training at SMEs

Assessment and Implementation Methodologies for Individual CVET
Training Pathways for SMEs

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COMPANY MEETING CHECKLISTS FOR THE INTERVIEWER

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INTRODUCTION

Digitalization is rapidly changing the way in which European companies are operating by making some business models redundant while paving the way for new ones. New technologies demand continuous efforts in up-skilling and reskilling of human resources. Digital transformation does not only involve digitalization but new management skills, new processes, new team management, new information management, other ways of manufacturing, marketing, and communication as well. In addition, the irruption of the "Millennial" generation is changing the way work is managed at SMEs, and how the human resources must be managed.

Regarding CVETNET's aim of reinforcing CVET networks across Europe, the aim of this handbook is to guide the assessment and implementation of innovative methodologies to elaborate the individual CVET training pathways for staff and teams at SMEs. In this way, the CVETNET project will contribute to support human resources' adaptation to digital transformation, and with the involvement of different generations.

This part focuses on the meetings with the company where the responsible for activity should introduce the topic. The meeting should last less than one hour and cover the following topics:

First, it would be necessary to locate and contact an SME and its manager or Human Resources' Manager. Second, the interviewer should introduce the CVETNET project and explain the pilot phase, as well as the advantages for the company such as the free Train the Trainers guide offered by the project.

After the SME's representative has agreed to participate in the pilot phase, a new meeting should be set (online or in person) to deepen the SME's needs and potential: Goals and strategies of the company regarding digitalization, the current employees and their status and the possibilities of intergenerational and digital learning. The interviewer should also present the forms to be completed by the SME and fix the date for the following meeting, and he/she should always offer help and support for anything during the process.

At the end of the pilot phase, the responsible of the survey would arrange a final meeting with the entrepreneur/manager to present the "Training Path Result Reports" for the staff/employees. They would discuss the eventual implementation of the trainings and the nomination of participants in the free train-the-trainer for staff online.

COMPANY CHECKLIST - FIRST CALL (ACQUISITION)

Topic	Status	Comments
FIRST CALL OF THE MANAGING DIRECTOR OR HR MANAGER	✔	
Short Presentation of CVETNET Project Aim		
Explanation of the Pilot Phase		
Explanation of Advantages for the Company		
Forwarding of Sample Training Pathway Report for Individual Employees		
Mentioning of Free Train-the-Trainer for Their Staff Online as a Reward for Participation		

COMPANY ACTUAL MEETING CHECKLIST (ONLINE / IN PERSON) (PART 1)

Topic	Status	Comments
ACTUAL MEETING	✓	
Short Presentation of CVETNET Project Aim (if Additional Participants in the Meeting)		
Explanation of the Pilot Phase (if Additional Participants in the Meeting)		
Discussion of Goals and Strategies of the Company and Regarding Digitalization		
Discussion of Current Employees and their Status		
Discussion of Generations in the Company – Their Knowledge and Attitude		
Fathoming of Intergenerational Learning Possibilities		
Fathoming of Relevant Staff to be Trained / Assessment		
Check of their Current and Desired Functions and Tasks		
Discussion of Existing Training Programs in the Company / External		

COMPANY ACTUAL MEETING CHECKLIST (ONLINE / IN PERSON) (PART 2)

Topic	Status	Comments
ACTUAL MEETING	✓	
Forms to be Filled in by Staff to be Trained and the Company Manager / HR		
Fixing a Date for Delivery and the Schedule for the Whole Process Including Next Meeting		
Offering Help for the Meantime (Online, E-Mail)		

COMPANY FINAL MEETING CHECKLIST (ONLINE / IN PERSON)

Topic	Status	Comments
FINAL MEETING	✓	
Presentation of Training Path Result Reports for the Individual Employees		
Discussion		
Suggestions for Implementation / Trainings		
Nomination of Participants in the Free Train-the-Trainer for Staff Online		