

Page 43; O4. 5 output B:

All four operational teams have executed their **logistic plans** of training and other interventions, with evaluations based on a common matrix. The plans together with evaluation reports are available from the project website"

FINNISH OPERATIONAL TEAM’S LOGISTIC PLAN OF TRAINING

No.	Topic	Date	Name of instructor (who does the training)	Names of participants		Comments / ideas for improvement
				Name of intermediary (participant) / staff members (participant in the training)	Name of SME	
1	4.5.1. Training to all intermediaries who serve SME owner-managers by HEI instructors according to train-the trainer programme "How to use online train-the-trainer programme: how to operate the Toolbox Portal in the entire counselling process and how to operate the initiatives listed in the catalogue of transnational networking and cooperation".	27.11.2020	Minttu Lampinen Anni Pajunen Ismo Vuorinen Mikko Mäntyneva	SYO 20 members HY 3 members		4 academic hours
2	4.5.2. Training by HEI instructors to all relevant intermediary managers in "How to carry out corporate changes as business models: Business models support operationalization of the new tools, how to use the online business model guideline"	11.10.2020	Team Finland / Häme (Pauliina Hirviniemi)	10 intermediary managers		4 academic hours
3	4.5.3. Training to Communication, ICT and office staff in the intermediary organizations by INT managers "Introductions to the Toolbox Portal: functionalities and the basic elements in the toolboxes". Limitation: they will not receive financial support for this activity.	2-3 WEEKLY MEETINGS	Ulla, Pauliina and Johanna	Communications manager Marketing & Comms manager CEO Business Advisor Marketing Designers Sales representative		4 academic hours

4	4.5.4. The intermediary representatives in the operational teams to all SME owner-manager clients "Introduction of all project tools" includes: functions, details, with special attention to the counselling toolbox and the expected comparative advantages seen from the owner-managers' perspective, the guideline for transnational networking and cooperation, with concrete initiatives from the intermediaries to how the owner-managers can profit from transnational networking and cooperation.	09-12 several meetings with SMEs / SYO 18.11.20 / HY	Tapio Vuorenmaa, SYO Pauliina Hirviniemi, HY	-----	SYO press HY press <i>SME names to be listed</i>	4 academic hours
---	---	--	---	-------	--	------------------



EUROPEAN
REGIONAL
DEVELOPMENT
FUND

