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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"

### POLISH 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. <b>Training to all intermediaries</b> 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".	10 Nov 2020 9.00 a.m.	Magdalena Licznarska Magdalena Popowska Marita McPhipilips Julita Wasilczuk	Pomerania Development Agency Co. members:: Katarzyna Glanc-Tarczewska Andrzej Rzeźnikowski Joanna Wołczyk Justyna Jańczak  Free Entrepreneurship Association members: Małgorzata Popis Karolina Musielewicz Grzegorz Łepkowski Marcin Stolarek Paweł Gruszkowski	_____	6 academic hours
2	4.5.2. <b>Training by HEI instructors to all relevant intermediary managers</b> 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"	24 Nov 2020 9.00 a.m.	Magdalena Popowska	Pomerania Development Agency Co. members: Katarzyna Glanc-Tarczewska Andrzej Rzeźnikowski Joanna Wołczyk Justyna Jańczak  Free Entrepreneurship Association members:	-----	6 academic hours

				Iwona Różniak Małgorzata Popis		
3	4.5.3. <b>Training to Communication, ICT and office staff in the intermediary organizations by INT managers</b> "Introductions to the Toolbox Portal: functionalities and the basic elements in the toolboxes". Limitation: they will not receive financial support for this activity.	When the portal starts working but before 1 December 2020	Henryk Stasiński Anna Jafra	Małgorzata Popis Karolina Musielewicz Grzegorz Łepkowski Marcin Stolarek Paweł Gruszkowski Iwona Różniak	_____	4 academic hours
4	4.5.4. <b>The intermediary representatives in the operational teams to all SME owner-manager clients</b> "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.	Before 1 Dec 2020	Małgorzata Popis Justyna Jańczak	-----	<b>Name of SMEs:</b> 1. Grafix. Centrum poligrafii. 2. P.P.H.U. NASZA CHATA Marek Zblewski 3. K&M 4. Prodmorex	4 academic hours