

Checklist – brief characteristics of the enterprise

Name of firm:	
Number of employees:	Year of foundation:
Main fields of activities:	

	Yes	No
Does your firm have a further training programme?	<input type="checkbox"/>	<input type="checkbox"/>
Does your firm have a further training budget?	<input type="checkbox"/>	<input type="checkbox"/>

Vocational further training	Past/Present training?	Planned/Future training?
▪ Informal learning in the working process without certificate	<input type="checkbox"/>	<input type="checkbox"/>
▪ Practical learning at the workplace with certificate (new technologies)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Project-integrated learning in the framework of development and modernisation processes	<input type="checkbox"/>	<input type="checkbox"/>
▪ In-house courses with own trainers	<input type="checkbox"/>	<input type="checkbox"/>
▪ In-house courses with external trainers and training institutions	<input type="checkbox"/>	<input type="checkbox"/>
▪ External courses at training institutions	<input type="checkbox"/>	<input type="checkbox"/>
▪ Individual learning with multimedia modules	<input type="checkbox"/>	<input type="checkbox"/>

Which factors hinder the further training most?	
▪ No suitable offers from training institutions	<input type="checkbox"/>
▪ Unsatisfactory experience with previous courses	<input type="checkbox"/>
▪ Lack of funds	<input type="checkbox"/>
▪ Lack of time	<input type="checkbox"/>
▪ Lack of interest in further training of employees	<input type="checkbox"/>

	Yes	No
Are internet accesses available?	<input type="checkbox"/>	<input type="checkbox"/>

Which online instruments were used?	
▪ Internet access (online research, e-mail)	<input type="checkbox"/>
▪ Internet exposure (homepage with company profile, contact possibilities)	<input type="checkbox"/>
▪ Electronic commerce (online merchandising possibilities)	<input type="checkbox"/>