

WP2 - Needs analysis and methodology definition

Project: SET – Self-Entrepreneurship Training for Trainers

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Project Coordinator: Castlereagh Enterprises Ltd.

WP2 Leader: Estonian University of Life Sciences (Eesti
Maaülikool)

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Education and Culture DG

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Partners

Castlereagh Enterprises Ltd - UK

David McConnell

e-Mail: David.McConnell@castlereagh.com

URL: www.castlereagh.com

Magyarországi Olasz Kereskedelmi Kamara – HU

Zsuzsanna Barna

e-Mail: sportello.europa@cciu.com

URL: www.cciu.com

Euroface Consulting s.r.o – CZ

Aneta Bernatkova

e-Mail: bernatkova@euro-face.cz

URL: www.euro-face.cz

TK Formazione Srl – IT

Michela Calabrese

e-Mail: m.calabrese@tkformazione.it

URL: <http://www.tkformazione.it/>

Development Association of Aetolakarnania – GR

Iannis Zavras

e-Mail: epetamet@epimetol.gr

URL: www.epimetol.gr

Estonian University of Life Sciences – EE

Riin Kikkas

e-Mail: Riin.Kikkas@emu.ee

URL: www.emu.ee

I.P.F. – ES

Miguel Angel Postigo

e-Mail: direccion@ipfinternational.com

URL: www.ipfinternational.com

VEDOMA – SI

Olga Pregl

e-Mail: Olga.pregl@siol.net

URL: www.vedoma.si

SPI Sociedade Portuguesa de Inovacao – PT

Ana Ribeiro

e-Mail: anaribeiro@spi.pt

URL: <http://www.spi.pt>

Proget83 – FR

Severine Bemka

e-Mail: presidence-proget83@orange.fr

URL: www.proget83.com



Introduction

SET – Self-Entrepreneurship Training for Trainers is a 24-month long project focused on entrepreneurship education for trainers. The project is funded by the European Commission, DG Education and Culture under the Lifelong Learning Grundtvig Programme. SET aims to identify an innovative training methodology for trainers in the area of entrepreneurship and validate it through one international training course that will have 2 editions during the project (one in Slovenia and another one in Italy). Through this, the project aims at improve the availability and quality of European Training Courses and foster adult education at a European level. SET project is being implemented by a partnership of 10 countries, coordinated by Castlreagh Enterprises. Project partners are institutions from UK, Hungary, Czech Republic, Italy, Greece, Estonia, Spain, Slovenia, Portugal and France. These institutions have different fields of expertise, ensuring complementary competences and experiences, which is a key aspect for the success of the project.

WP 2- the second workpackage will have as outcome a requirements analysis via a structured questionnaire to be submitted to our target group and the creation of focus groups and a Report on the research analysis. The needs analysis will guarantee a strong involvement of the Target Group, and potential users during all the different phases of the work program, to ensure the matching between the expected project results and their expectations and needs; this will be obtained by applying the questionnaires to a broad target public in each participating country.

WP 3 is led by the Estonian partner Estonian University of Life Sciences (Eesti Maaülikool). All partners will be contibute by interviewing and collection results from trainers/advisors and from entrepreneurs in their countries.



1. Methodological approach - WP 2 Analysis and methodology definition

The project aims at identifying and validate an innovative methodology to apply in a Grundtvig training course addressed to trainers specialised in business (self-entrepreneurship) in order to improve the availability and quality of European training Courses.

Partnership States must:

- recognize the benefits of entrepreneurship education and adopt/implement national strategies on entrepreneurship education in primary, secondary and higher education
- translate at national level through concrete measures the will to develop entrepreneurial mindsets among young people (integrate entrepreneurship education into school curricula, starting at primary level, run entrepreneurship education courses in teacher training institutes, promote and facilitate in-house training in Companies, notably through a reduction of administrative procedures

Impact:

- The project has a great impact at European level: through the identification, the exchange and the sharing of best practice on training pathways on self-entrepreneurship in several countries (10), based on “different” entrepreneurship culture thanks to the variety and heterogeneity of the project consortium, and the testing of the individuated training course for trainers around Europe.

Outcome:

- The requirements analysis via a structured questionnaire to be submitted to our target group and the creation of focus groups and report on the research analysis.
- The needs analysis will guarantee a strong involvement of the Target Group, and potential users during all the different phases of the work program to ensure the matching between the expected project results and their expectations and needs be obtained by applying the questionnaires to a broad target public in each participating country



Target group:

- Teachers and trainers specialised in entrepreneurship topics.

The target group's main needs are:

- To develop staff participation and a common vision on entrepreneurship education;
- To identify and to provide innovative entrepreneurial attitudes and skills, which involves developing certain personal qualities and not only directly focused on the creation of new businesses;
- To gain understanding of the importance of a focus on quality and training courses that respond directly to the course participants' need;
- To increase the ability to share knowledge, experience and skills, and propose a new methodology focused on non-formal education in an international context.

Analysis and methodology definition:

- Target group requirements analysis via a structured questionnaire to foster training skills on self-entrepreneurship topics and creation of focus groups
- Analysis of the collected data

Structured questionnaire:

Target group requirements analysis to foster training skills on self-entrepreneurship topics and creation of focus groups

- Interviews to entrepreneurs in each country
- Interviews to trainers, advisors and counsellors in each country

Timetable

- Compilation of the structured questionnaire
 - Compilation of the first draft, supervisor of WP2 (Estonian University of Life Sciences) –24th January – 22nd February 2008
 - The development of the questionnaire (all partners) – 22nd February -7th March
 - Final questionnaire, supervisor of WP2 - 10th March
 - Translation of questionnaire, all partners – 10th March-20th March

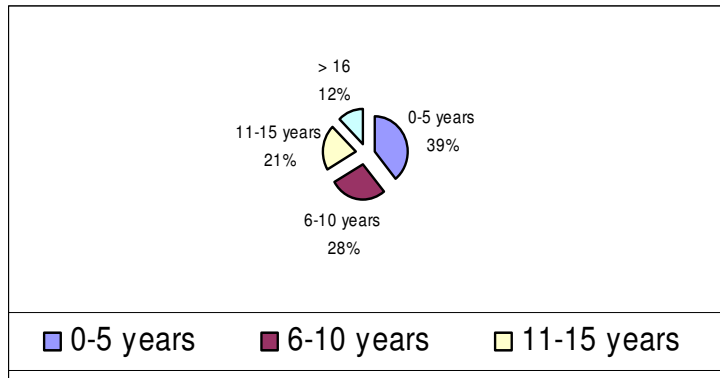


- Opinion poll of entrepreneurs and trainers, all partners – 20th March-10th May
- Analysis of the collected data
 - Country analysis and translation of analysis, all partners – 10th May-22nd May
 - Composing of final analysis, supervisor of WP2 - 22nd May-1st June 2008



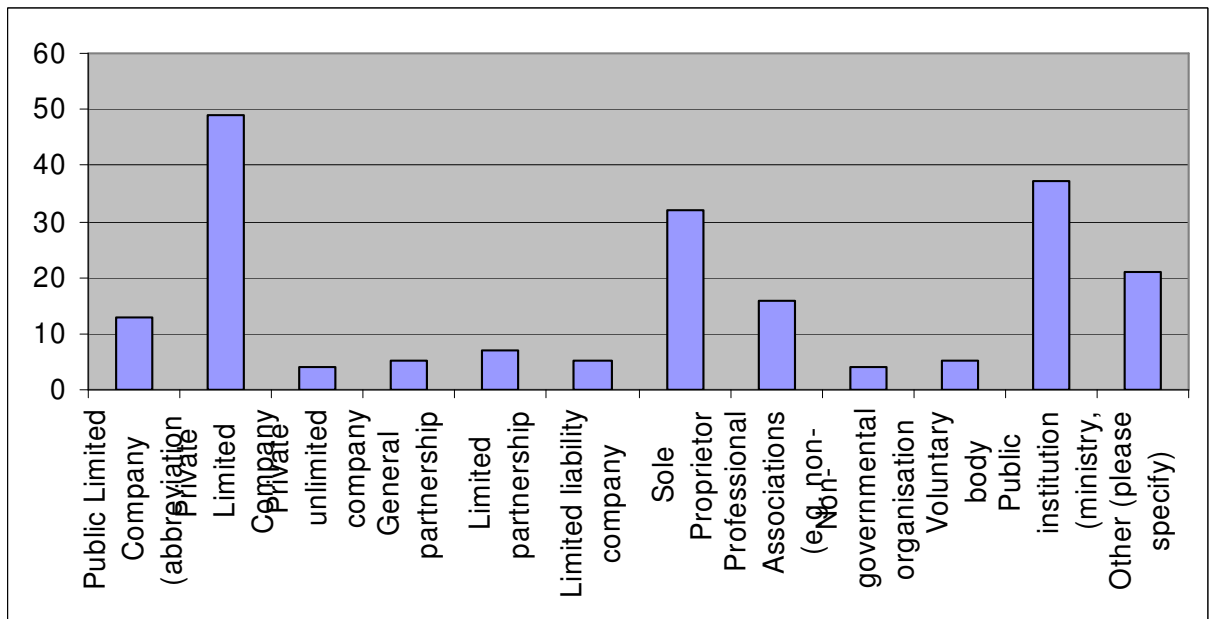
2. Results of the Questionnaires for trainers/advisors

1. How long have you worked as a business trainer, advisor, mentor, counselor?



Based on the diagramme 39% of respondent has been working 0-5 years, 28% 6-10 years, 21% 11-15 years and 12% less than 16 years.

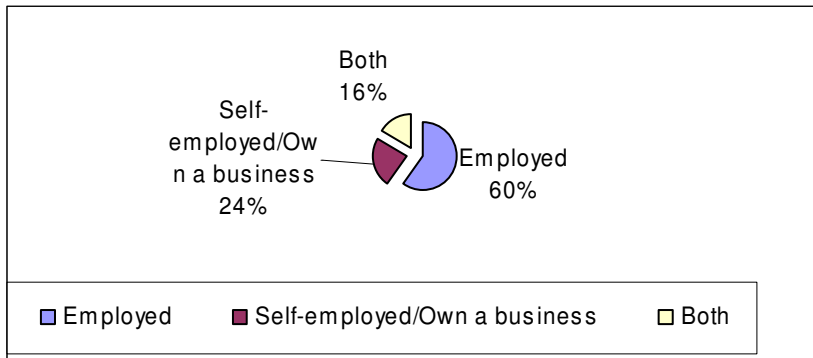
2. What is the legal format of your company/organisation?



Based on the diagramme 49 of respondent own private limited company, 32 work as sole proprietor, 37 work for public institution (ministry, education institution etc.), 16 at the Professional Associations (e.g. non-profit), 13 at the Public Limited Company, 7 own limited partnership, 5 own general partnership or limited liability company or Voluntary body and 4 as Private unlimited company or Non-

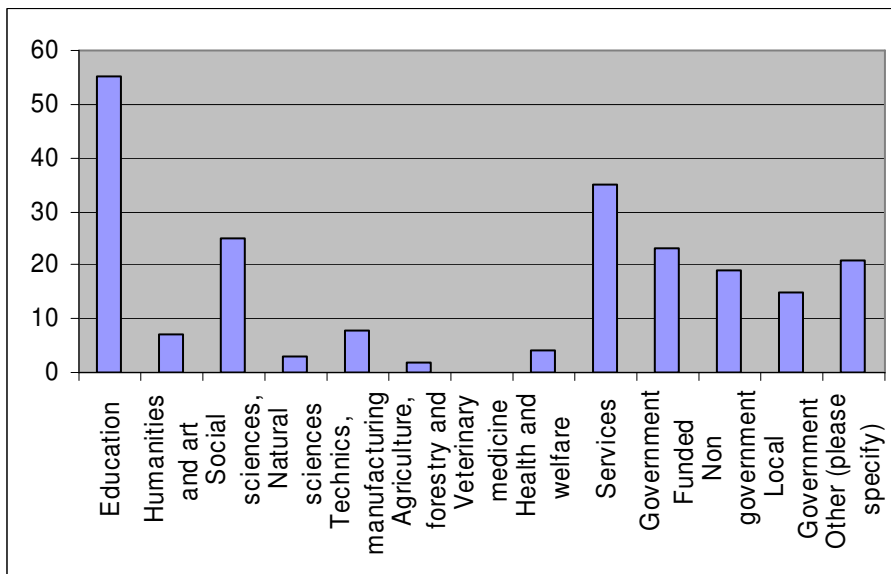
governmental organisation ("NGO") and in addition 21 marked other (without specifying)

3. If you are employed, what is the nature of your organisation?



As shown on the diagramme 60% of the respondend are employed, 24% self-employed and 16% answered both

4. If you are employed, what is the nature of your organisation?



Based on the diagramme - all together were 217 answers:

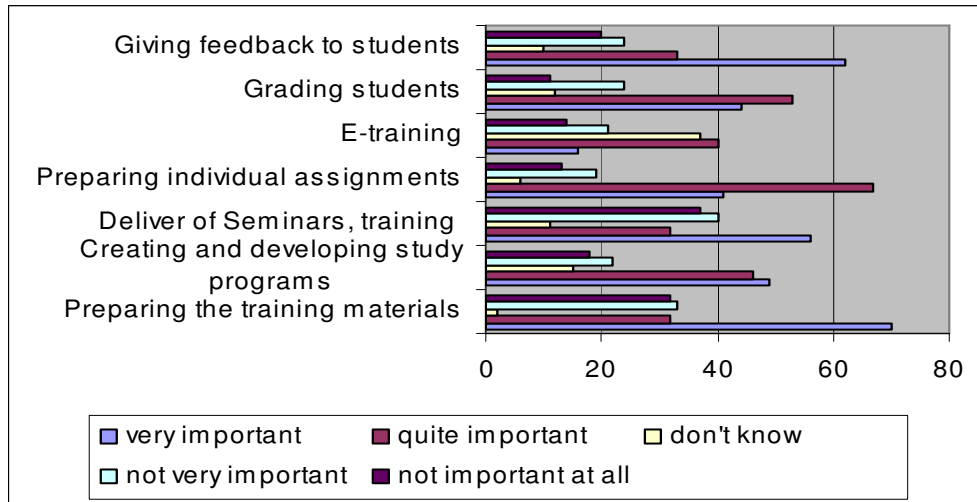
55 of respondend is active in aducation area, 35 in the services area, 23 Social sciences, business and law (social- and behavioral sciences, media, business and administration, law) and Government Funded Enterprise support, 19 Non government Funded Enterprise Support, 15 Local Government, 8 Technics, manufacturing and building, 7 Humanities and art, 4 Health and welfare, 3 Natural



sciences, 2 Agriculture, forestry and fishing industry, and in addition 21 marked other (without specifying)

5. How important are the following activities in your work as a trainer?

Curriculum



The most popular answer is preparing the training materials and giving feedback to students and then preparing individual assignments

Total answers in numbers given can be followed on the chart:

	Total				
	<i>very important</i>	<i>quite important</i>	<i>don't know</i>	<i>not very important</i>	<i>not important at all</i>
Preparing the training materials	70	32	2	33	32
Creating and developing study programs	49	46	15	22	18
Deliver of Seminars, training	56	32	11	40	37
Preparing individual assignments	41	67	6	19	13
E-training	16	40	37	21	14
Grading students	44	53	12	24	11



Giving feedback to students	62	33	10	24	20
TOTAL ANSWERS:	325	290	80	178	144

As we can see on the diagramme and on the chart the total answers as following:

Preparing the training materials - 70 respondend marked very important, 33 marked quite important and 33 not important at all 32 as quite important and, 2 marked dont know

Creating and developing study programs – 49 answered very important, 46 quite important, 22 not very important, 18 not important at all and 15 marked dont know

Deliver of Seminars, training - 56 answered very important, 32 quite important, 40 not very important, 37 not important at all and 11 marked dont know

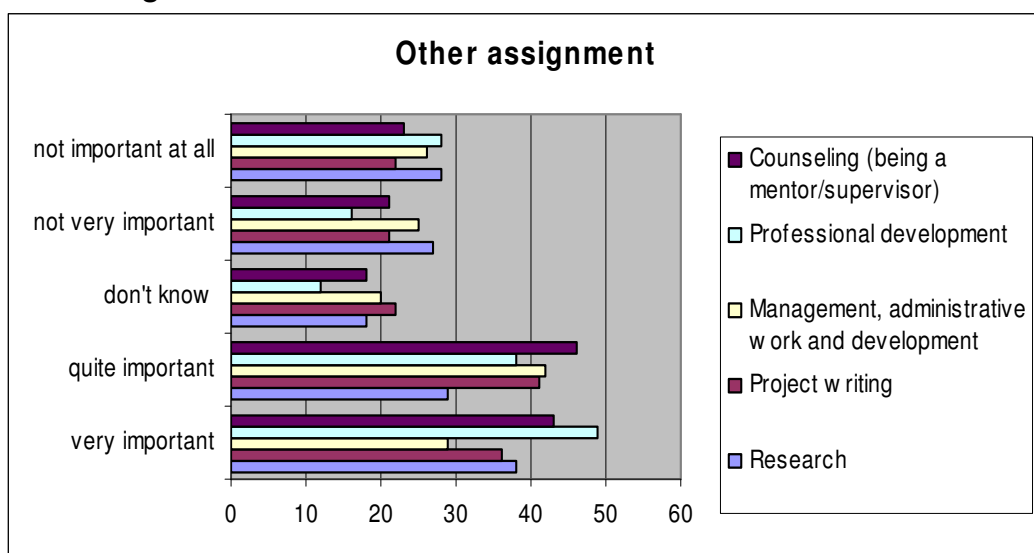
Preparing individual assignments - 41 answered very important, 67 quite important, 19 not very important, 13 not important at all and 6 marked dont know

E-training - 16 answered very important, 40 quite important, 21 not very important, 14 not important at all and 37 marked dont know

Grading students - 44 answered very important, 53 quite important, 24 not very important, 20 not important at all and 12 marked dont know

Giving feedback to students - 62 answered very important, 33 quite important, 24 not very important, 20 not important at all and 10 marked dont know

Other assignment



As it is shown on the diagramme the most important is professional development and also counselling, being a mentor and supervisor.

Total answers in numbers given can be followed on the chart:

	Total				
	<i>very important</i>	<i>quite important</i>	<i>don't know</i>	<i>not very important</i>	<i>not important at all</i>
Research	38	29	18	27	28
Project writing	36	41	22	21	22
Management, administrative work and development	29	42	20	25	26
Professional development	49	38	12	16	28
Counseling (being a mentor/supervisor)	43	46	18	21	23
TOTAL ANSWERS:	184	187	83	109	127

As we can see on the diagramme and on the chart the total answers as following:

Research - 38 answered very important, 29 quite important, 27 not very important, 28 not important at all and 18 marked dont know

Project writing - 36 answered very important, 41 quite important, 21 not very important, 22 not important at all and 22 marked dont know

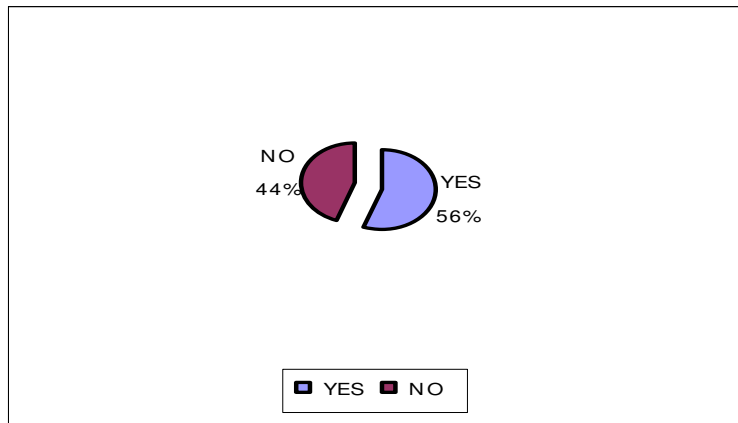
Management, administrative work and development - 29 answered very important, 42 quite important, 25 not very important, 26 not important at all and 20 marked dont know

Professional development - 49 answered very important, 38 quite important, 16 not very important, 28 not important at all and 12 marked dont know

Counseling (being a mentor/supervisor)- 43 answered very important, 46 quite important, 21 not very important, 23 not important at all and 18 marked dont know

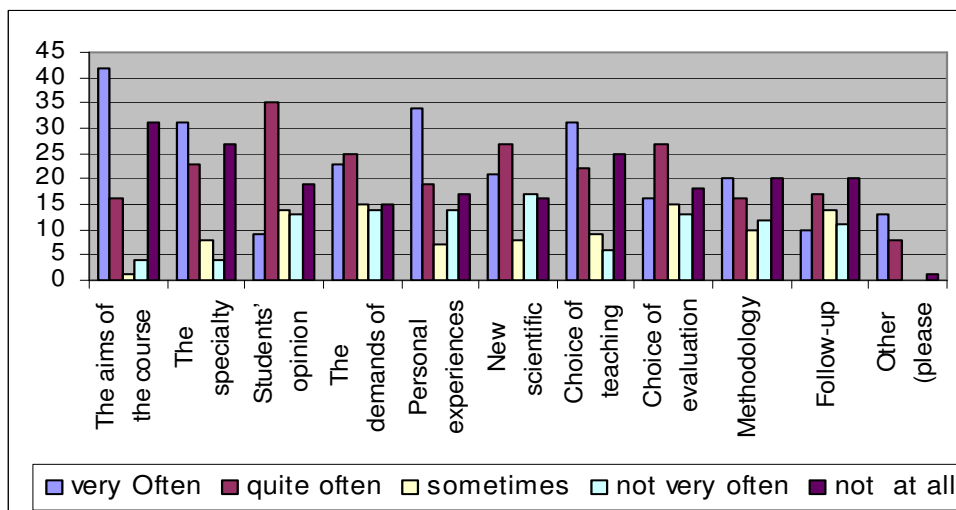
6. Are you involved in the development of training courses for entrepreneurs YES/NO





56% of respondents is involved in the development of training courses for entrepreneurs and 44% answers no to this question – as we can see on the diagramme.

7. Please note on the scale below, how much you consider the following aspects when creating and developing courses in entrepreneurship?



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very Often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
The aims of the course	42	16	1	4	31
The specialty and size of the target group	31	23	8	4	27
Students' opinion	9	35	14	13	19
The demands of the labour market	23	25	15	14	15

Personal experiences as a teacher	34	19	7	14	17
New scientific results in the training domain	21	27	8	17	16
Choice of teaching methods to meet the aims of the subject	31	22	9	6	25
Choice of evaluation methods to meet the aims of the subject	16	27	15	13	18
Methodology	20	16	10	12	20
Follow-up	10	17	14	11	20
Other (please specify)	13	8	0	0	1
TOTAL ANSWERS:	236	222	100	107	209

As we can see on the diagramme and on the chart the total answers as following:

The aims of the course - 42 answered very often, 16 quite often, 1 sometimes, 4 not very often, 31 not at all

The specialty and size of the target group - 31 answered very often, 23 quite often, 8 sometimes, 4 not very often, 27 not at all

Students' opinion - 9 answered very often, 35 quite often, 14 sometimes, 13 not very often, 19 not at all

The demands of the labour market - 23 answered very often, 25 quite often, 15 sometimes, 14 not very often, 15 not at all

Personal experiences as a teacher - 34 answered very often, 19 quite often, 7 sometimes, 14 not very often, 17 not at all

New scientific results in the training domain - 21 answered very often, 27 quite often, 8 sometimes, 17 not very often, 16 not at all

Choice of teaching methods to meet the aims of the subject - 31 answered very often, 22 quite often, 9 sometimes, 6 not very often, 25 not at all

Choice of evaluation methods to meet the aims of the subject - 16 answered very often, 27 quite often, 15 sometimes, 13 not very often, 18 not at all

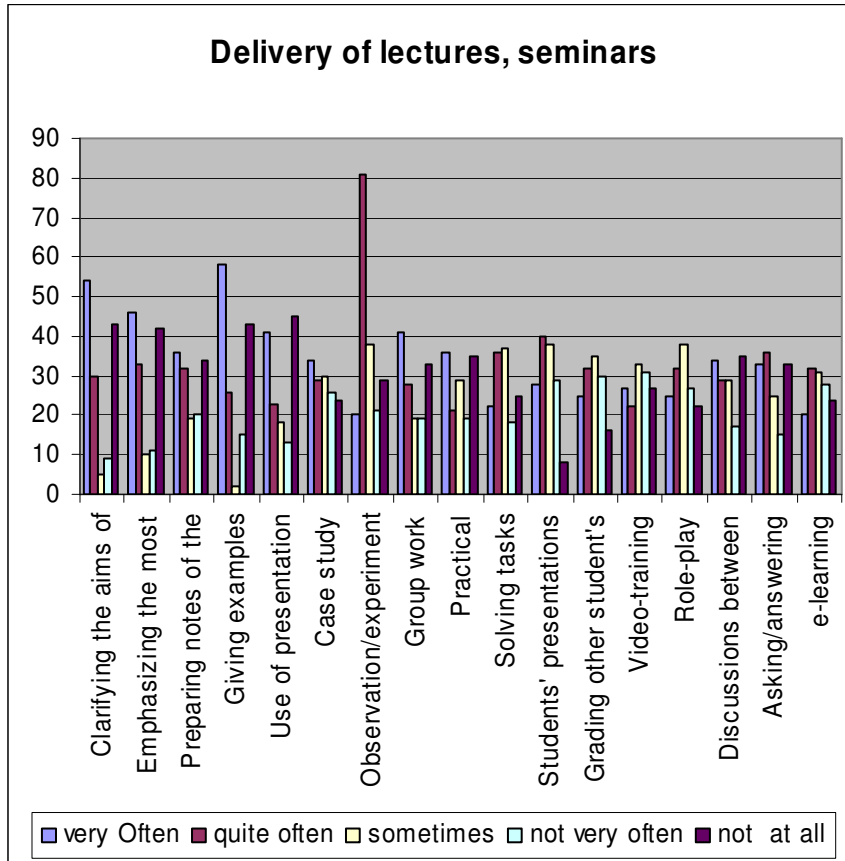
Methodology - 20 answered very often, 16 quite often, 10 sometimes, 12 not very often, 20 not at all

Follow-up - 10 answered very often, 17 quite often, 14 sometimes, 11 not very often, 20 not at all



8. There is a list of training activities and methods that have been classified according to the different aspects of the curriculum. Please evaluate, how often do you use them in teaching/training?

Delivery of lectures, seminars



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very Often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Clarifying the aims of the course	54	30	5	9	43
Emphasizing the most important aspects of the course	46	33	10	11	42
Preparing notes of the course and making them available for the students	36	32	19	20	34
Giving examples	58	26	2	15	43
Use of presentation tools	41	23	18	13	45
Case study	34	29	30	26	24



Observation/experiment	20	81	38	21	29
Group work	41	28	19	19	33
Practical exercises/laboratory work	36	21	29	19	35
Solving tasks	22	36	37	18	25
Students' presentations	28	40	38	29	8
Grading other student's assignments	25	32	35	30	16
Video-training	27	22	33	31	27
Role-play	25	32	38	27	22
Discussions between students	34	29	29	17	35
Asking/answering questions	33	36	25	15	33
e-learning	20	32	31	28	24
TOTAL ANSWERS:	580	562	436	348	518

As we can see on the diagramme and on the chart the total answers as following:

Clarifying the aims of the course - 54 answered very often, 30 quite often, 19 sometimes, 9 not very often, 43 not at all

Emphasizing the most important aspects of the course - 46 answered very often, 33 quite often, 10 sometimes, 11 not very often, 42 not at all

Preparing notes of the course and making them available for the students - 36 answered very often, 32 quite often, 19 sometimes, 20 not very often, 34 not at all

Giving examples - 58 answered very often, 26 quite often, 2 sometimes, 15 not very often, 43 not at all

Use of presentation tools - 41 answered very often, 23 quite often, 18 sometimes, 13 not very often, 45 not at all

Case study - 34 answered very often, 29 quite often, 30 sometimes, 26 not very often, 24 not at all

Observation/experiment - 20 answered very often, 81 quite often, 38 sometimes, 21 not very often, 29 not at all

Group work - 41 answered very often, 28 quite often, 19 sometimes, 19 not very often, 33 not at all

Practical exercises/laboratory work - 36 answered very often, 21 quite often, 29 sometimes, 19 not very often, 35 not at all

Solving tasks - 22 answered very often, 36 quite often, 37 sometimes, 18 not very often, 25 not at all



Students' presentations - 28 answered very often, 40 quite often, 38 sometimes, 29 not very often, 8 not at all

Grading other student's assignments - 25 answered very often, 32 quite often, 35 sometimes, 30 not very often, 16 not at all

Video-training - 27 answered very often, 22 quite often, 33 sometimes, 31 not very often, 27 not at all

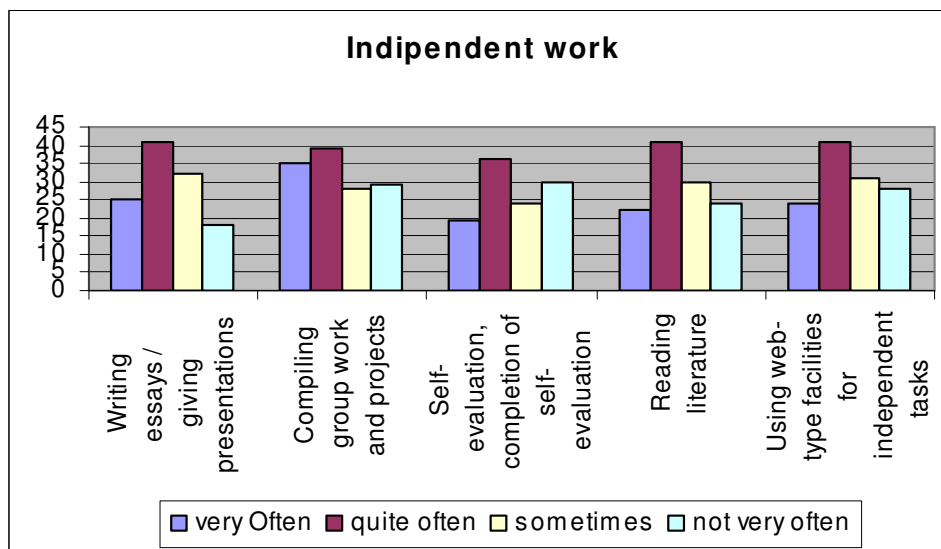
Role-play - 25 answered very often, 32 quite often, 38 sometimes, 27 not very often, 22 not at all

Discussions between students - 34 answered very often, 29 quite often, 29 sometimes, 17 not very often, 35 not at all

Asking/answering questions - 33 answered very often, 36 quite often, 25 sometimes, 15 not very often, 33 not at all

e-learning - 20 answered very often, 32 quite often, 31 sometimes, 28 not very often, 24 not at all

Independent work



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very Often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Writing essays / giving presentations	25	41	32	18	28



Compiling group work and projects	35	39	28	29	11
Self-evaluation, completion of self-evaluation tests	19	36	24	30	26
Reading literature	22	41	30	24	24
Using web-type facilities for independent tasks	24	41	31	28	16
TOTAL ANSWERS:	125	198	145	129	105

As we can see on the diagramme and on the chart the total answers as following:

Writing essays / giving presentations - 25 answered very often, 41 quite often, 32 sometimes, 18 not very often, 28 not at all

Compiling group work and projects - 35 answered very often, 39 quite often, 28 sometimes, 29 not very often, 11 not at all

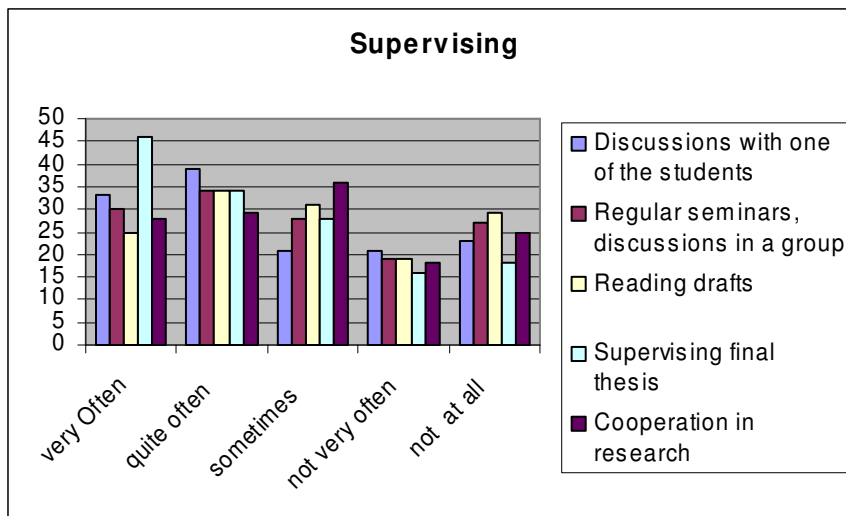
Self-evaluation, completion of self-evaluation tests - 19 answered very often, 36 quite often, 24 sometimes, 30 not very often, 26 not at all

Reading literature - 22 answered very often, 41 quite often, 30 sometimes, 24 not very often, 24 not at all

Using web-type facilities for independent tasks - 24 answered very often, 41 quite often, 31 sometimes, 28 not very often, 16 not at all

Supervising





Total answers in numbers given can be followed on the chart:

	Total				
	<i>very Often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Discussions with one of the students	33	39	21	21	23
Regular seminars, discussions in a group	30	34	28	19	27
Reading drafts	25	34	31	19	29
Supervising final thesis	46	34	28	16	18
Cooperation in research	28	29	36	18	25
TOTAL ANSWERS:	162	170	144	93	122

As we can see on the diagramme and on the chart the total answers as following:

Discussions with one of the students - 33 answered very often, 39 quite often, 21 sometimes, 21 not very often, 23 not at all

Regular seminars, discussions in a group - 30 answered very often, 34 quite often, 28 sometimes, 19 not very often, 27 not at all

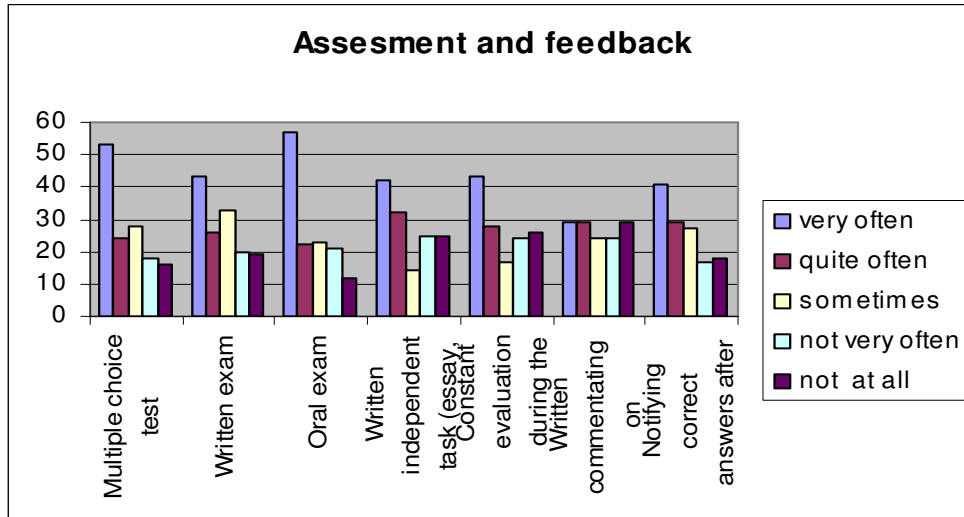
Reading drafts - 25 answered very often, 34 quite often, 31 sometimes, 19 not very often, 29 not at all

Supervising final thesis - 46 answered very often, 34 quite often, 28 sometimes, 16 not very often, 18 not at all



Cooperation in research - 28 answered very often, 29 quite often, 36 sometimes, 18 not very often, 25 not at all

Assesment and feedback



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Multiple choice test	53	24	28	18	16
Written exam	43	26	33	20	19
Oral exam	57	22	23	21	12
Written independent task (essay, research paper)	42	32	14	25	25
Constant evaluation during the course	43	28	17	24	26
Written commentating on participants' assignments and answers	29	29	24	24	29
Notifying correct answers after the exam	41	29	27	17	18



TOTAL ANSWERS:	308	190	166	149	145
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As we can see on the diagramme and on the chart the total answers as following:

Multiple choice test - 53 answered very often, 24 quite often, 28 sometimes, 18 not very often, 16 not at all

Written exam - 43 answered very often, 26 quite often, 33 sometimes, 20 not very often, 19 not at all

Oral exam - 57 answered very often, 22 quite often, 23 sometimes, 21 not very often, 12 not at all

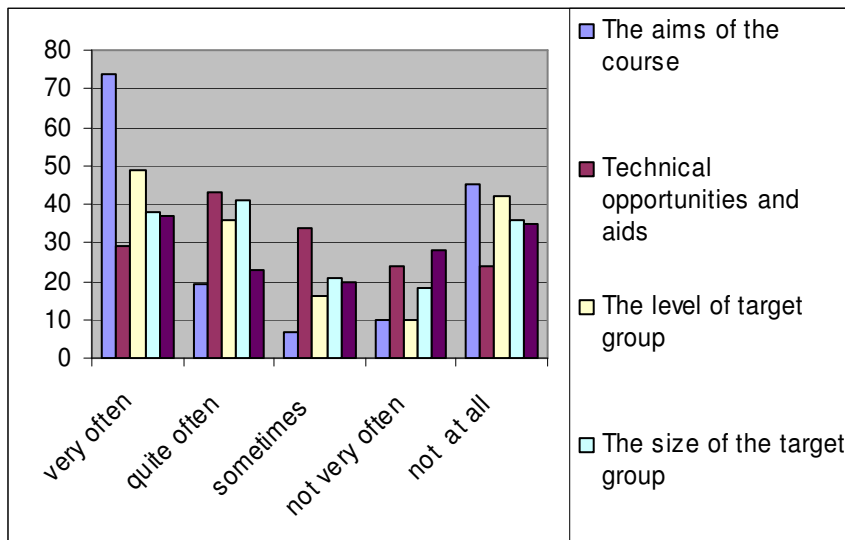
Written independent task (essay, research paper)- 42 answered very often, 32 quite often, 14 sometimes, 25 not very often, 25 not at all

Constant evaluation during the course - 43 answered very often, 28 quite often, 17 sometimes, 24 not very often, 26 not at all

Written commentating on participants' assignments and answers - 29 answered very often, 29 quite often, 24 sometimes, 24 not very often, 29 not at all

Notifying correct answers after the exam - 41 answered very often, 29 quite often, 27 sometimes, 17 not very often, 18 not at all

9. Please evaluate, how often you consider the following aspects in choosing teaching/training and evaluation methods?



Total answers in numbers given can be followed on the chart:

	Total
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	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
The aims of the course	74	19	7	10	45
Technical opportunities and aids	29	43	34	24	24
The level of target group	49	36	16	10	42
The size of the target group	38	41	21	18	36
Other peculiarity of the target group (e.g. adult working trainees)	37	23	20	28	35
TOTAL ANSWERS:	227	162	98	90	182

As we can see on the diagramme and on the chart the total answers as following:

The aims of the course - 74 answered very often, 19 quite often, 7 sometimes, 10 not very often, 45 not at all

Technical opportunities and aids - 29 answered very often, 43 quite often, 34 sometimes, 24 not very often, 24 not at all

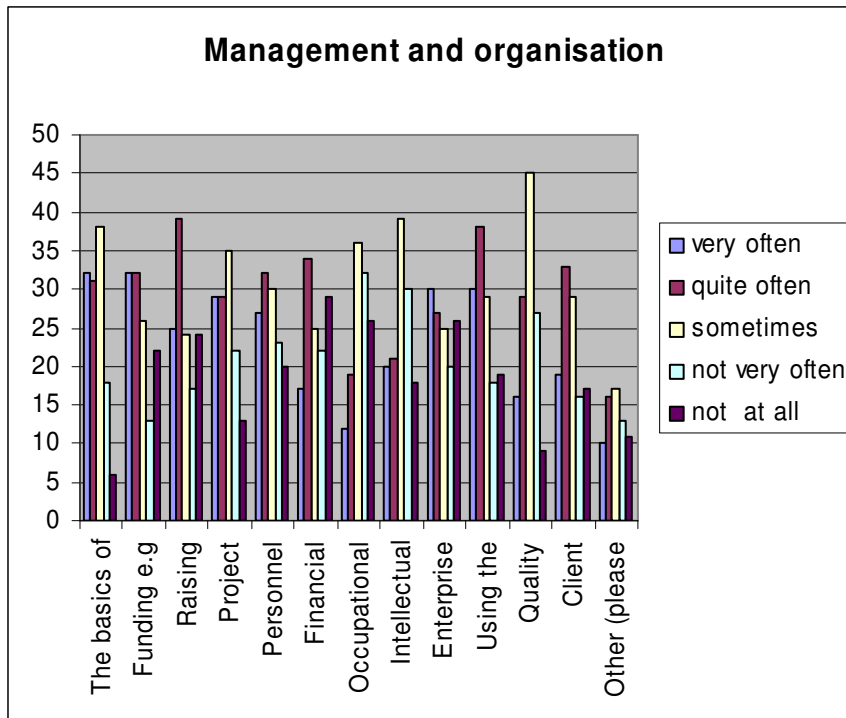
The level of target group - 49 answered very often, 36 quite often, 16 sometimes, 10 not very often, 42 not at all

The size of the target group - 38 answered very often, 41 quite often, 21 sometimes, 18 not very often, 36 not at all

Other peculiarity of the target group (e.g. adult working trainees) - 37 answered very often, 23 quite often, 20 sometimes, 28 not very often, 35 not at all

Management and organisation





Total answers in numbers given can be followed on the chart:

	Total				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
The basics of manufacturing and services	32	31	38	18	6
Funding e.g government grants	32	32	26	13	22
Raising finance	25	39	24	17	24
Project management	29	29	35	22	13
Personnel management, teamwork and team motivation	27	32	30	23	20
Financial management	17	34	25	22	29
Occupational health	12	19	36	32	26
Intellectual property	20	21	39	30	18



Enterprise support, government support	30	27	25	20	26
Using the services of business centers and business incubators	30	38	29	18	19
Quality management	16	29	45	27	9
Client relationship management	19	33	29	16	17
Other (please specify)	10	16	17	13	11
TOTAL ANSWERS:	299	380	398	271	240

As we can see on the diagramme and on the chart the total answers as following:

The basics of manufacturing and services - 32 answered very often, 31 quite often, 38 sometimes, 18 not very often, 6 not at all

Funding e.g government grants - 32 answered very often, 32 quite often, 26 sometimes, 13 not very often, 22 not at all

Raising finance - 25 answered very often, 39 quite often, 24 sometimes, 17 not very often, 24 not at all

Project management - 29 answered very often, 29 quite often, 35 sometimes, 22 not very often, 13 not at all

Personnel management, teamwork and team motivation - 27 answered very often, 32 quite often, 30 sometimes, 23 not very often, 20 not at all

Financial management - 17 answered very often, 34 quite often, 25 sometimes, 22 not very often, 29 not at all

Occupational health - 12 answered very often, 19 quite often, 36 sometimes, 32 not very often, 26 not at all

Intellectual property - 20 answered very often, 21 quite often, 39 sometimes, 30 not very often, 18 not at all

Enterprise support, government support - 30 answered very often, 27 quite often, 25 sometimes, 20 not very often, 26 not at all

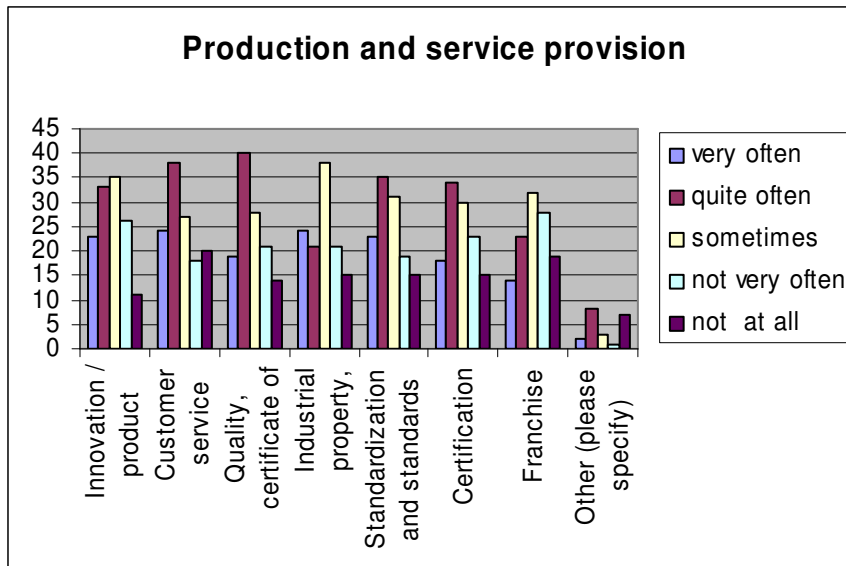
Using the services of business centers and business incubators - 30 answered very often, 38 quite often, 29 sometimes, 18 not very often, 19 not at all



Quality management - 16 answered very often, 29 quite often, 45 sometimes, 27 not very often, 9 not at all

Client relationship management - 19 answered very often, 33 quite often, 29 sometimes, 16 not very often, 17 not at all

Production and service provision



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Innovation / product development	23	33	35	26	11
Customer service	24	38	27	18	20
Quality, certificate of quality, CE marking	19	40	28	21	14
Industrial property,	24	21	38	21	15
Standardization and standards	23	35	31	19	15
Certification	18	34	30	23	15
Franchise	14	23	32	28	19
Other (please specify)	2	8	3	1	7
TOTAL ANSWERS:	144	229	210	143	110



As we can see on the diagramme and on the chart the total answers as following:

Innovation / product development - 23 answered very often, 33 quite often, 35 sometimes, 26 not very often, 11 not at all

Customer service - 24 answered very often, 38 quite often, 27 sometimes, 18 not very often, 20 not at all

Quality, certificate of quality, CE marking - 19 answered very often, 40 quite often, 28 sometimes, 21 not very often, 14 not at all

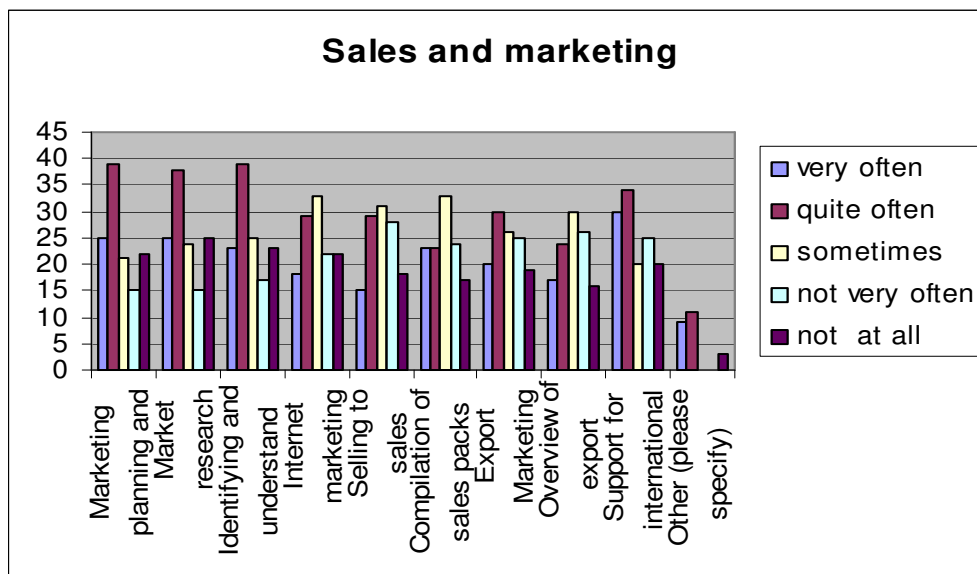
Industrial property, - 24 answered very often, 21 quite often, 38 sometimes, 21 not very often, 15 not at all

Standardization and standards - 23 answered very often, 35 quite often, 31 sometimes, 19 not very often, 15 not at all

Certification - 18 answered very often, 34 quite often, 30 sometimes, 23 not very often, 15 not at all

Franchise - 14 answered very often, 23 quite often, 32 sometimes, 28 not very often, 19 not at all

Sales and marketing



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Marketing planning and	25	39	21	15	22



management					
Market research	25	38	24	15	25
Identifying and understand target market	23	39	25	17	23
Internet marketing	18	29	33	22	22
Selling to sales professionals	15	29	31	28	18
Compilation of sales packs	23	23	33	24	17
Export Marketing	20	30	26	25	19
Overview of export markets	17	24	30	26	16
Support for international entrepreneurs	30	34	20	25	20
Other (please specify)	9	11	0	0	3
TOTAL ANSWERS:	205	296	243	197	185

As we can see on the diagramme and on the chart the total answers as following:

Marketing planning and management - 25 answered very often, 39 quite often, 21 sometimes, 15 not very often, 22 not at all

Market research - 25 answered very often, 38 quite often, 24 sometimes, 15 not very often, 25 not at all

Identifying and understand target market - 23 answered very often, 39 quite often, 25 sometimes, 17 not very often, 23 not at all

Internet marketing - 18 answered very often, 29 quite often, 33 sometimes, 22 not very often, 22 not at all

Selling to sales professionals - 15 answered very often, 29 quite often, 31 sometimes, 28 not very often, 18 not at all

Compilation of sales packs - 23 answered very often, 23 quite often, 33 sometimes, 24 not very often, 17 not at all

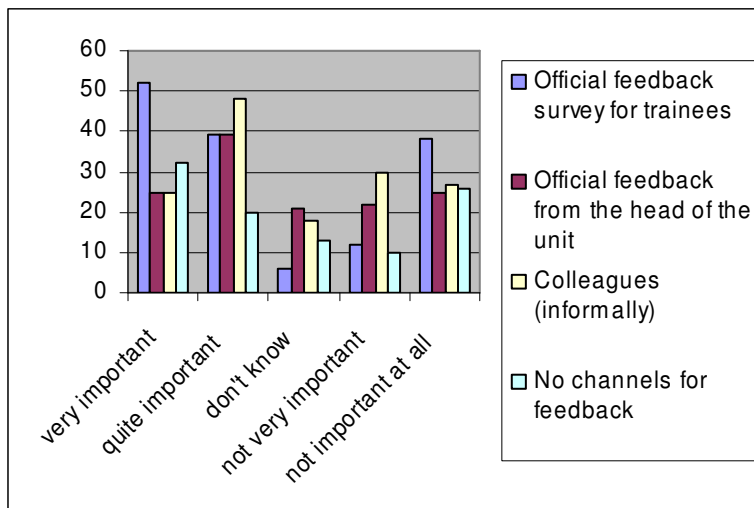
Export Marketing - 20 answered very often, 30 quite often, 26 sometimes, 25 not very often, 19 not at all

Overview of export markets - 17 answered very often, 24 quite often, 30 sometimes, 26 not very often, 16 not at all



Support for international entrepreneurs - 30 answered very often, 34 quite often, 20 sometimes, 25 not very often, 20 not at all

11. How important are the following mechanisms in evaluating your training programmes?



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very important</i>	<i>quite important</i>	<i>don't know</i>	<i>not very important</i>	<i>not important at all</i>
Official feedback survey for trainees	52	39	6	12	38
Official feedback from the head of the unit	25	39	21	22	25
Colleagues (informally)	25	48	18	30	27
No channels for feedback	32	20	13	10	26
TOTAL ANSWERS:	134	146	58	74	116

As we can see on the diagramme and on the chart the total answers as following:



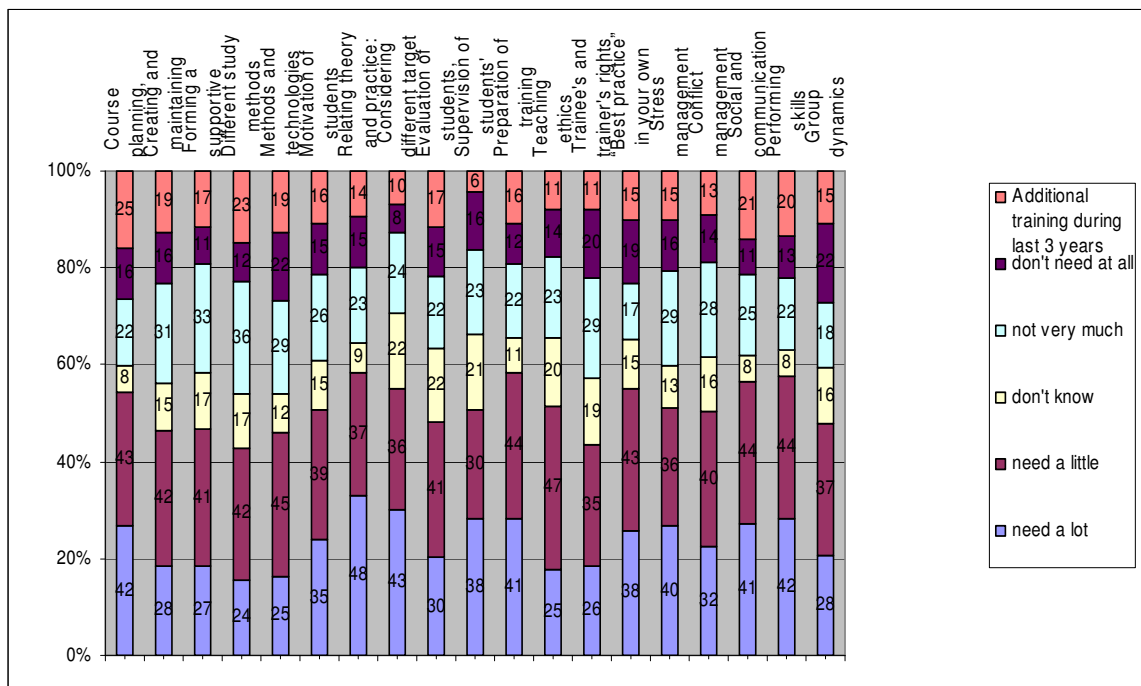
Official feedback survey for trainees - 52 answered very often, 39 quite often, 6 sometimes, 12 not very often, 38 not at all

Official feedback from the head of the unit - 25 answered very often, 39 quite often, 21 sometimes, 22 not very often, 25 not at all

Colleagues (informally) - 25 answered very often, 48 quite often, 18 sometimes, 30 not very often, 27 not at all

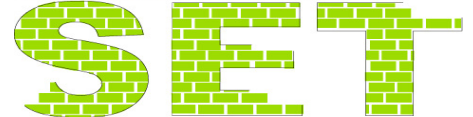
No channels for feedback - 32 answered very often, 20 quite often, 13 sometimes, 10 not very often, 26 not at all

12. To what extent do you need training in the following topics? Please evaluate all the topics and also note whether you have had additional training on these topics/subjects during last 3 years or not.



	Total					Additional training during last 3 years
	need a lot	need a little	don't know	not very much	don't need at all	
Course planning, principles of program preparation	42	43	8	22	16	25
Creating and maintaining study motivation	28	42	15	31	16	19





Forming a supportive environment for studying	27	41	17	33	11	17
Different study methods	24	42	17	36	12	23
Methods and technologies for studying via Internet.	25	45	12	29	22	19
Motivation of students	35	39	15	26	15	16
Relating theory and practice: conducting practical forms of study (practice, projects etc), business co-operation	48	37	9	23	15	14
Considering different target groups	43	36	22	24	8	10
Evaluation of students, giving feedback	30	41	22	22	15	17
Supervision of students' theses and conducting research seminars	38	30	21	23	16	6
Preparation of training materials	41	44	11	22	12	16
Teaching ethics	25	47	20	23	14	11
Trainee's and trainer's rights	26	35	19	29	20	11
"Best practice" in your own field	38	43	15	17	19	15
Stress management	40	36	13	29	16	15
Conflict management	32	40	16	28	14	13
Social and communication skills	41	44	8	25	11	21
Performing skills	42	44	8	22	13	20
Group dynamics	28	37	16	18	22	15
TOTAL ANSWERS:	653	766	284	482	287	303

As we can see on the diagramme and on the chart the total answers as following to the question nr 12:



Course planning, principles of program preparation - 42 need a lot, 43 need a little, 8 don't know, 22 not very much, 16 don't need not at all and Additional training during last 3 years marked by 25 person

Creating and maintaining study motivation - 28 need a lot, 42 need a little, 15 don't know, 31 not very much, 16 don't need not at all and Additional training during last 3 years marked by 19 person

Forming a supportive environment for studying - 27 need a lot, 41 need a little, 17 don't know, 33 not very much, 11 don't need not at all and Additional training during last 3 years marked by 17 person

Different study methods Course - 24 need a lot, 42 need a little, 17 don't know, 36 not very much, 12 don't need not at all and Additional training during last 3 years marked by 23 person

Methods and technologies for studying via Internet - 25 need a lot, 45 need a little, 12 don't know, 29 not very much, 22 don't need not at all and Additional training during last 3 years marked by 19 person

Motivation of students - 35 need a lot, 39 need a little, 15 don't know, 26 not very much, 15 don't need not at all and Additional training during last 3 years marked by 16 person

Relating theory and practice: conducting practical forms of study (practice, projects etc), business co-operation - 48 need a lot, 37 need a little, 9 don't know, 23 not very much, 15 don't need not at all and Additional training during last 3 years marked by 14 person

Considering different target groups - 43 need a lot, 36 need a little, 22 don't know, 24 not very much, 8 don't need not at all and Additional training during last 3 years marked by 10 person

Evaluation of students, giving feedback - 30 need a lot, 41 need a little, 22 don't know, 22 not very much, 15 don't need not at all and Additional training during last 3 years marked by 17 person

Supervision of students' theses and conducting research seminars - 38 need a lot, 30 need a little, 21 don't know, 23 not very much, 16 don't need not at all and Additional training during last 3 years marked by 6 person

Preparation of training materials - 41 need a lot, 44 need a little, 11 don't know, 22 not very much, 12 don't need not at all and Additional training during last 3 years marked by 16 person



Teaching ethics - 25 need a lot, 47 need a little, 20 don't know, 23 not very much, 14 don't need not at all and Additional training during last 3 years marked by 11 person
 Trainee's and trainer's rights - 26 need a lot, 35 need a little, 19 don't know, 29 not very much, 20 don't need not at all and Additional training during last 3 years marked by person

"Best practice" in your own field - 38 need a lot, 43 need a little, 15 don't know, 17 not very much, 19 don't need not at all and Additional training during last 3 years marked by 15 person

Stress management - 40 need a lot, 36 need a little, 13 don't know, 29 not very much, 16 don't need not at all and Additional training during last 3 years marked by 15 person

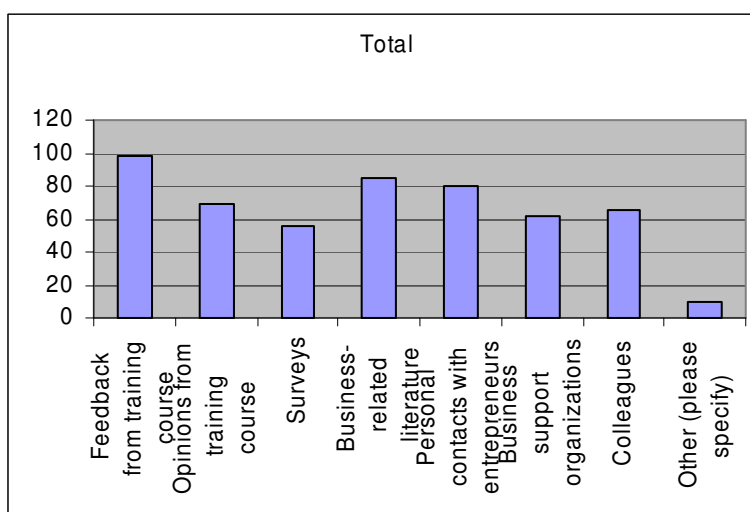
Conflict management - 32 need a lot, 40 need a little, 16 don't know, 28 not very much, 14 don't need not at all and Additional training during last 3 years marked by 13 person

Social and communication skills - 41 need a lot, 44 need a little, 8 don't know, 25 not very much, 11 don't need not at all and Additional training during last 3 years marked by 21 person

Performing skills - 42 need a lot, 44 need a little, 8 don't know, 22 not very much, 13 don't need not at all and Additional training during last 3 years marked by 20 person

Group dynamics - 28 need a lot, 37 need a little, 16 don't know, 18 not very much, 22 don't need not at all and Additional training during last 3 years marked by 15 person

13. Please tick the primary sources for developing your training materials

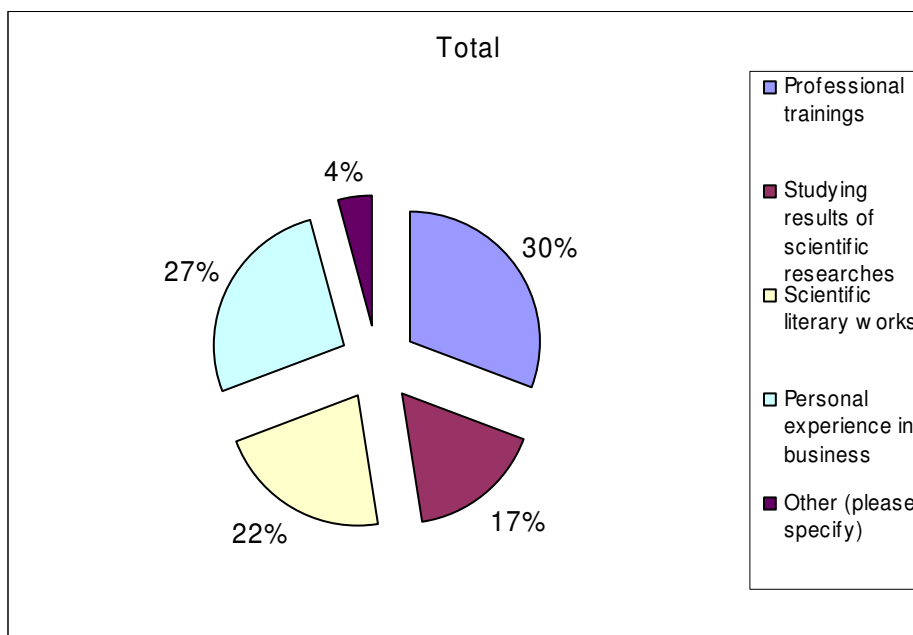


Total answers in numbers given can be followed on the chart:



	Total
Feedback from training course participants	98
Opinions from training course participants	69
Surveys	56
Business-related literature	85
Personal contacts with entrepreneurs	80
Business support organizations	62
Colleagues	66
Other (please specify)	10
TOTAL ANSWERS:	526

14. What kind of opportunities for individual development do you use, improvement of personal skills?



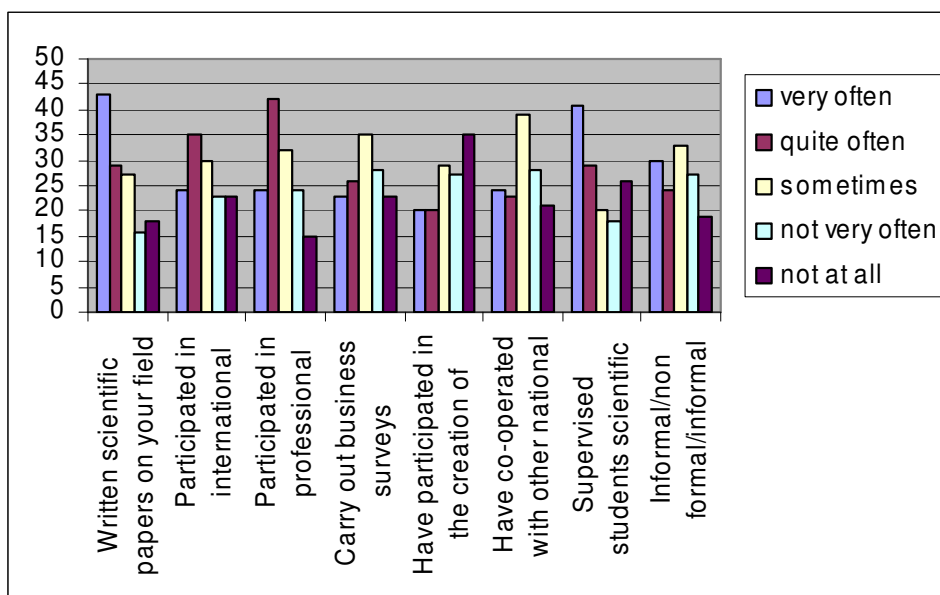
Total answers in numbers given can be followed on the chart:

	Total
Professional trainings	115 (30%)



Studying results of scientific researches	62 (17%)
Scientific literary works	80 (22%)
Personal experience in business	99 (27%)
Other (please specify)	16 (4%)
TOTAL ANSWERS:	372

15. To what extent do you engage in the following activities?



Total answers in numbers given can be followed on the chart:

	Total				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Written scientific papers on your field of specialization	43	29	27	16	18
Participated in international conferences on your field of specialization	24	35	30	23	23
Participated in professional training	24	42	32	24	15
Carry out business surveys	23	26	35	28	23
Have participated in the creation of	20	20	29	27	35



national business policy					
Have co-operated with other national offices/businesses	24	23	39	28	21
Supervised students scientific papers on given subject	41	29	20	18	26
Informal/non formal/informal training	30	24	33	27	19
TOTAL ANSWERS:	229	228	245	191	180

16. In which area do you feel that you require professional development?

Here are the answers to the question:

Self development & self confident – 2x Taxes and taxation, Practical development cases of good praxis, Rhetoric skills, Working with problematic customers, Patent and innovation

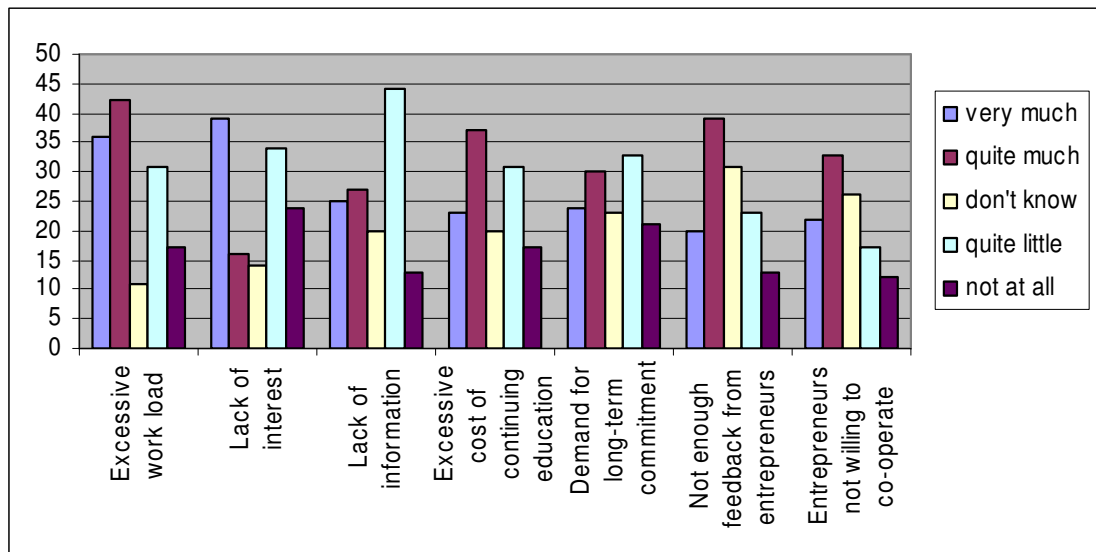
Economic themes, Motivation of participants and trainers, The power of positive thinking, Preparation of special best practice, Good and bad international practice

Exchanging international practice, Networking – acquaintanceship, Learning from practice

1. Negotiation; 2. in each area it is important information and constant updating following the development of the sector, the market trend and the new business technologies; 3. e-learning and internet related tools, sourcing training materials; 4. Public administration (health, local bodies, ministries) and cooperation; 5. Negotiation; 6. Rather than professional training development, I would appreciate being able to better combine my training and consultancy roles, in order to have more hands-on experience (via consultancy) in the areas in which I train. It is vital in entrepreneurial training environments to make ALL training TOTALLY related to the real work environment.

17. Please evaluate the main barriers to your professional development and continuing education?





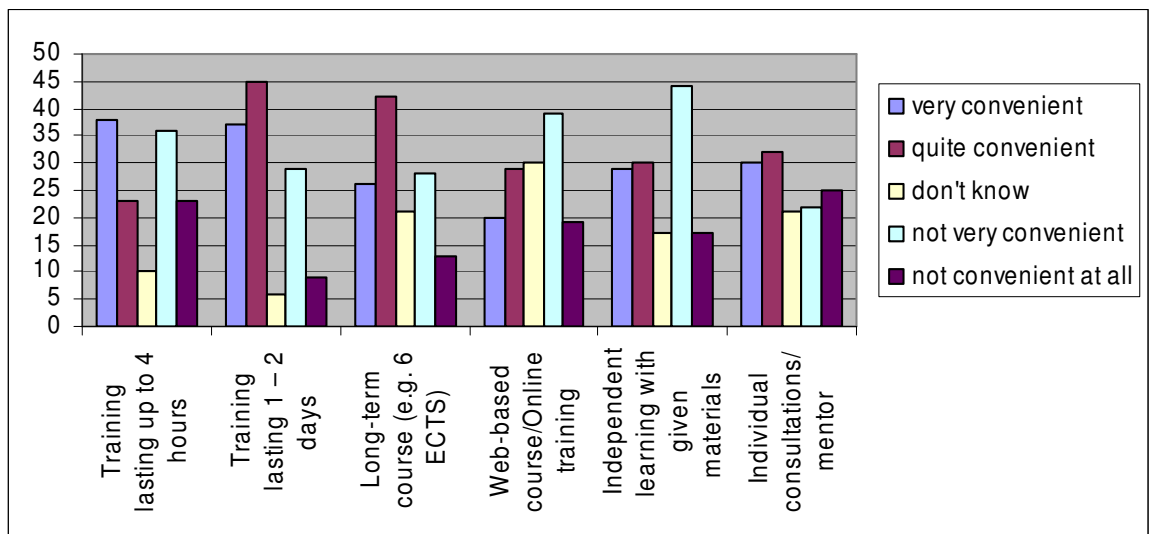
Total answers in numbers given can be followed on the chart:

	Total				
	<i>very much</i>	<i>quite much</i>	<i>don't know</i>	<i>quite little</i>	<i>not at all</i>
Excessive work load	36	42	11	31	17
Lack of interest	39	16	14	34	24
Lack of information	25	27	20	44	13
Excessive cost of continuing education	23	37	20	31	17
Demand for long-term commitment	24	30	23	33	21
Not enough feedback from entrepreneurs	20	39	31	23	13
Entrepreneurs not willing to co-operate	22	33	26	17	12
Other (please specify)	0	0	1	0	0
TOTAL ANSWERS:	189	224	146	213	117

As we can see on the diagramme and on the chart the most problematic issues are lack of interest, excessive work load, not enough feedback from entrepreneurs and excessive cost of continuing education.

18. What are your preferred types and durations of training? Please note according to the scale below.





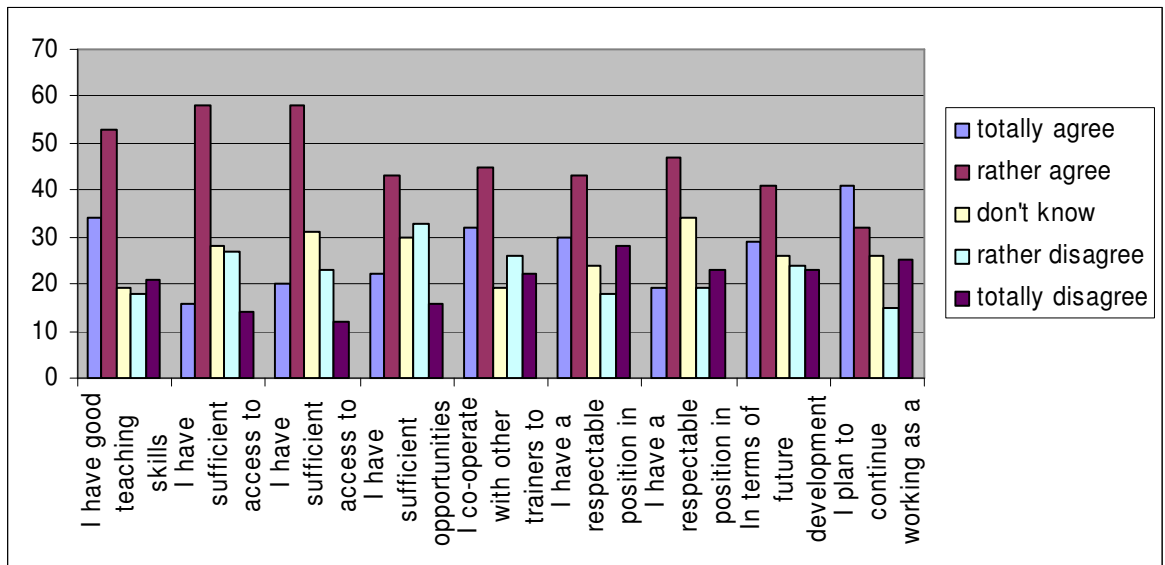
Total answers in numbers given can be followed on the chart:

	Total				
	<i>very convenient</i>	<i>quite convenient</i>	<i>don't know</i>	<i>not very convenient</i>	<i>not convenient at all</i>
Training lasting up to 4 hours	38	23	10	36	23
Training lasting 1 – 2 days	37	45	6	29	9
Long-term course (e.g. 6 ECTS)	26	42	21	28	13
Web-based course/Online training	20	29	30	39	19
Independent learning with given materials	29	30	17	44	17
Individual consultations/mentor	30	32	21	22	25
TOTAL ANSWERS:	180	201	105	198	106

As we can see on the diagramme and on the chart the most popular types and duration of the training is training lasting 1-2 days and then training lasting up to 4 hours and also long-term course.



19. Please mark the extent to which you agree with following statements.



Total answers in numbers given can be followed on the chart:

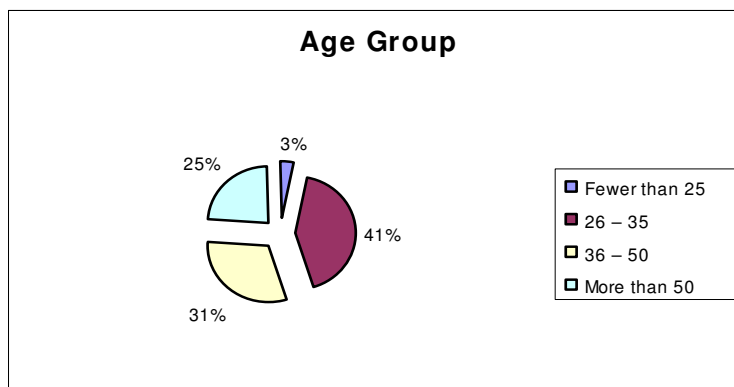
	Total				
	<i>totally agree</i>	<i>rather agree</i>	<i>don't know</i>	<i>rather disagree</i>	<i>totally disagree</i>
I have good teaching skills	34	53	19	18	21
I have sufficient access to information about teaching skills and related courses	16	58	28	27	14
I have sufficient access to materials related to teaching in educational institution (teaching method descriptions etc.)	20	58	31	23	12
I have sufficient opportunities for individual development in the field of teaching skills	22	43	30	33	16
I co-operate with other trainers to agree subjects in a study programme, expected goals and results	32	45	19	26	22
I have a respectable position in my institution	30	43	24	18	28
I have a respectable position in society	19	47	34	19	23
In terms of future development I consider that a career as a trainer has good potential	29	41	26	24	23

I plan to continue working as a trainer for at least 5 years more	41	32	26	15	25
TOTAL ANSWERS:	243	420	237	203	184

As it is shown on the chart and diagramme the choices of answeres people respondend totally agree that they are planning to work as trainer for at least 5 years more, in all other issues were most popular answer rather agree.

20. Background information

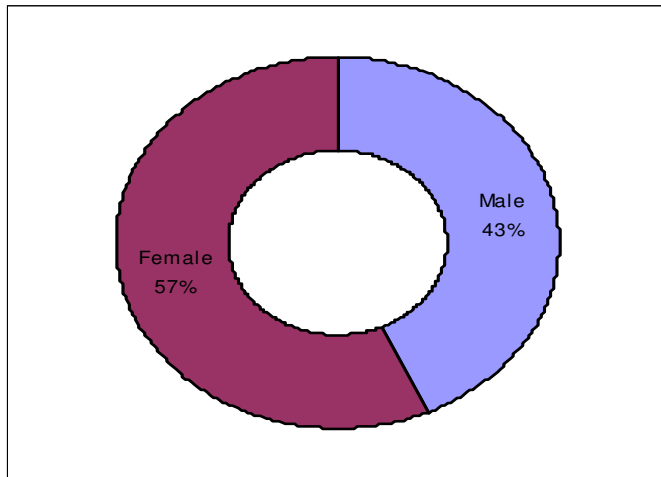
a. Your Age Group:



	Total			
	Fewer than 25	26 – 35	36 – 50	More than 50
answers	4	49	36	29

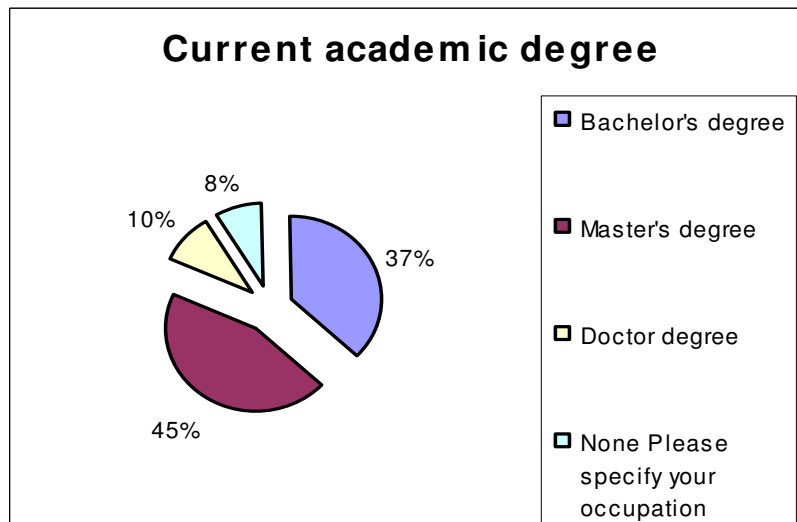
As it is shown on the chart and diagramme to the questionnaire responded trainers/trainers in age group – younger then 25 – 4 persons, in age between 26-25 – 49 persons, in age between 36-50- 36 persons and older then 50 – 29 persons

b. Sex



TOTAL	
Male	Female
62	81

c. What is your current academic degree?



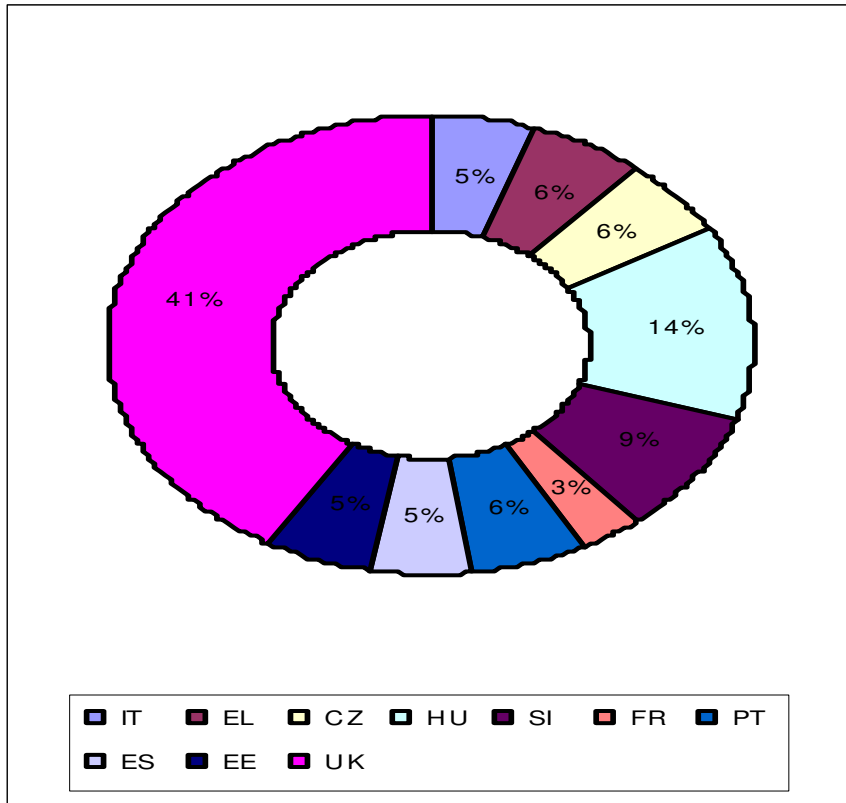
As we can see from the respondent 65 persons have master degree and 54 bachelor degree and 12 doctora degree

	Total
Bachelor's degree	54
Master's degree	65
Doctor degree	15
None Please specify your	12



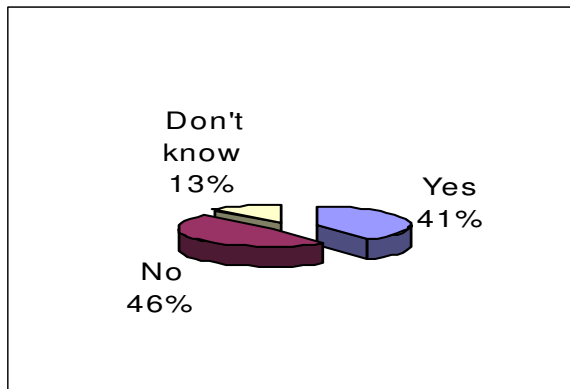
occupation	
TOTAL ANSWERS:	146

Total answers to the questionnaire in different countires:



3. Results of the Questionnaires for SME Owners/Managers and Self Employed Individuals

1. Do you think is it difficult to find information about entrepreneurship?

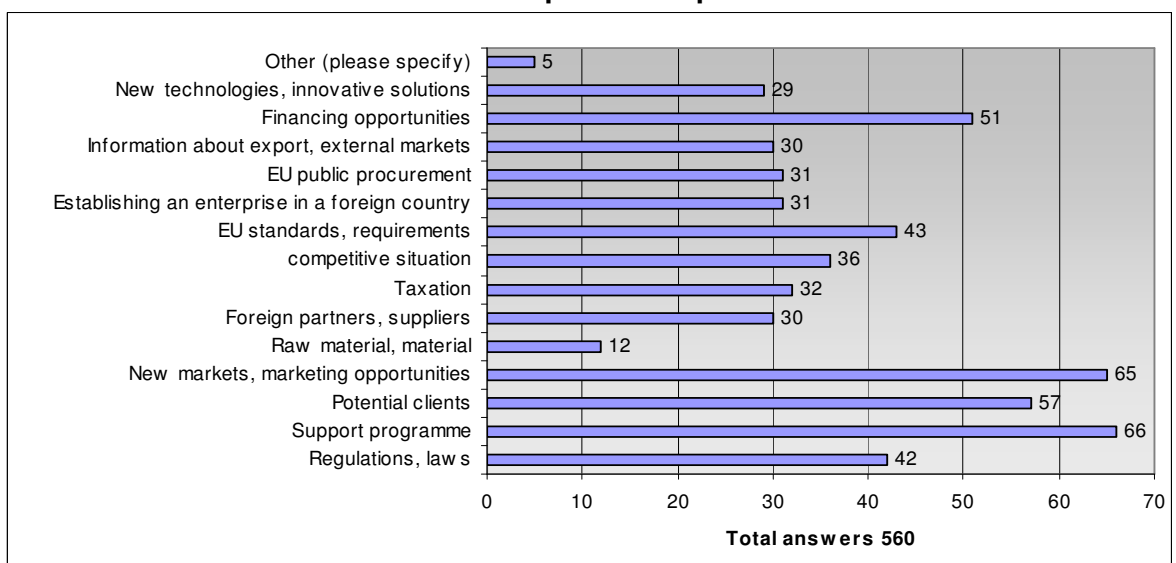


As we can see on the diagramme 46% answered no, 41% answered yes and 13% don't know.

Total answers in numbers given can be followed on the chart:

	TOTAL
Yes	108
No	123
Don't know	34
TOTAL ANSWERS:	231

2. What kind of information about entrepreneurship is difficult to find?



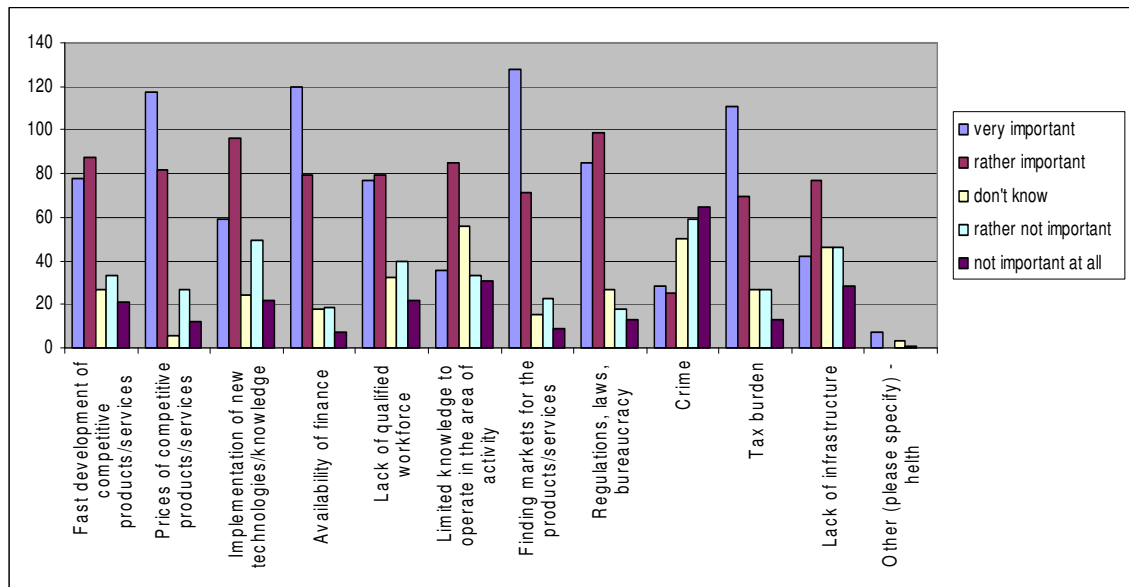
As we can see on the diagramme most difficult is to find information about support programmes, new markets and marketing opportunities and potential clients.

Total answers in numbers given can be followed on the chart:

	TOTAL
Regulations, laws	42
Support programme	66
Potential clients	57
New markets, marketing opportunities	65
Raw material, material	12
Foreign partners, suppliers	30
Taxation	32
competitive situation	36
EU standards, requirements	43
Establishing an enterprise in a foreign country	31
EU public procurement	31
Information about export, external markets	30
Financing opportunities	51
New technologies, innovative solutions	29
Other (please specify)	5
TOTAL ANSWERS:	560

3. Please evaluate on the scale below the factors that would hinder the development of your enterprise?





As we can see on the diagramme by the development of enterprise is most important is to pay attention to find markets for the products/services, availability of finances, orices of competitive products/services.

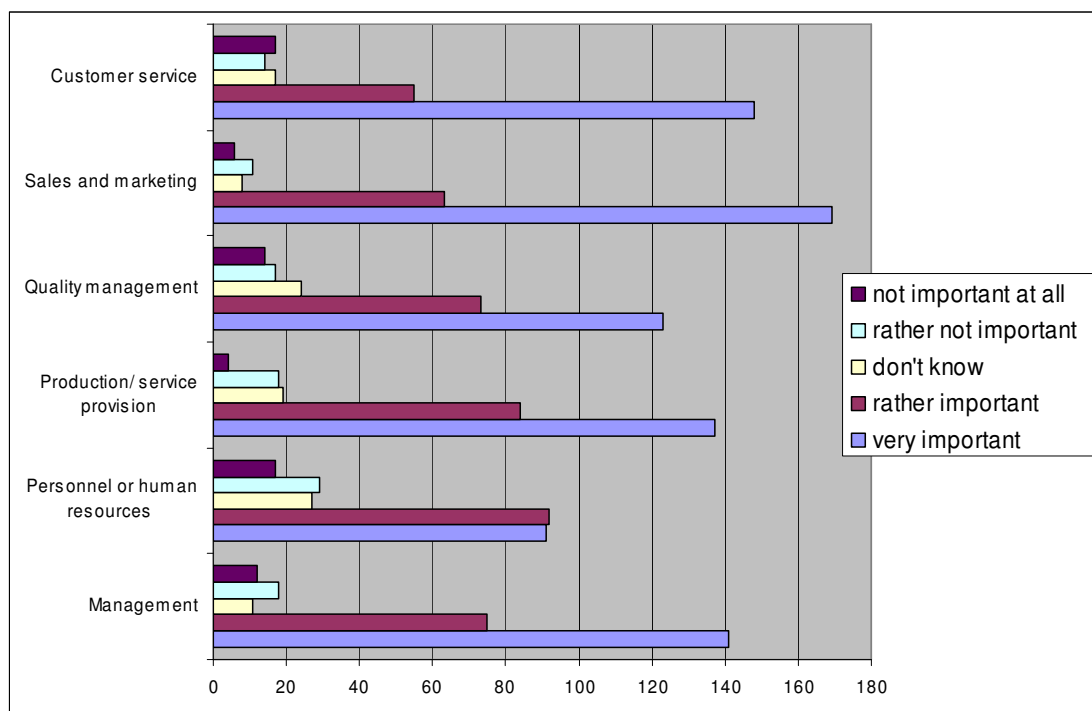
Total answers in numbers given can be followed on the chart:

	TOTAL				
	<i>very important</i>	<i>rather important</i>	<i>don't know</i>	<i>rather not important</i>	<i>not important at all</i>
Fast development of competitive products/services	78	87	27	33	21
Prices of competitive products/services	117	82	6	27	12
Implementation of new technologies/knowledge	59	96	24	49	22
Availability of finance	120	79	18	19	7
Lack of qualified workforce	77	79	32	40	22
Limited knowledge to operate in the area of activity	36	85	56	33	31
Finding markets for the products/services	128	71	15	23	9



Regulations, laws, bureaucracy	85	99	27	18	13
Crime	28	25	50	59	65
Tax burden	111	70	27	27	13
Lack of infrastructure	42	77	46	46	28
Other (please specify) - helth	7	0	3	1	0
TOTAL ANSWERS:	888	850	331	375	243

4. How important are the following functions in your enterprise/business?



As we can see on the diagramme by the development of enterprise is most important is sales and marketing, customer service and management.

Total answers in numbers given can be followed on the chart:

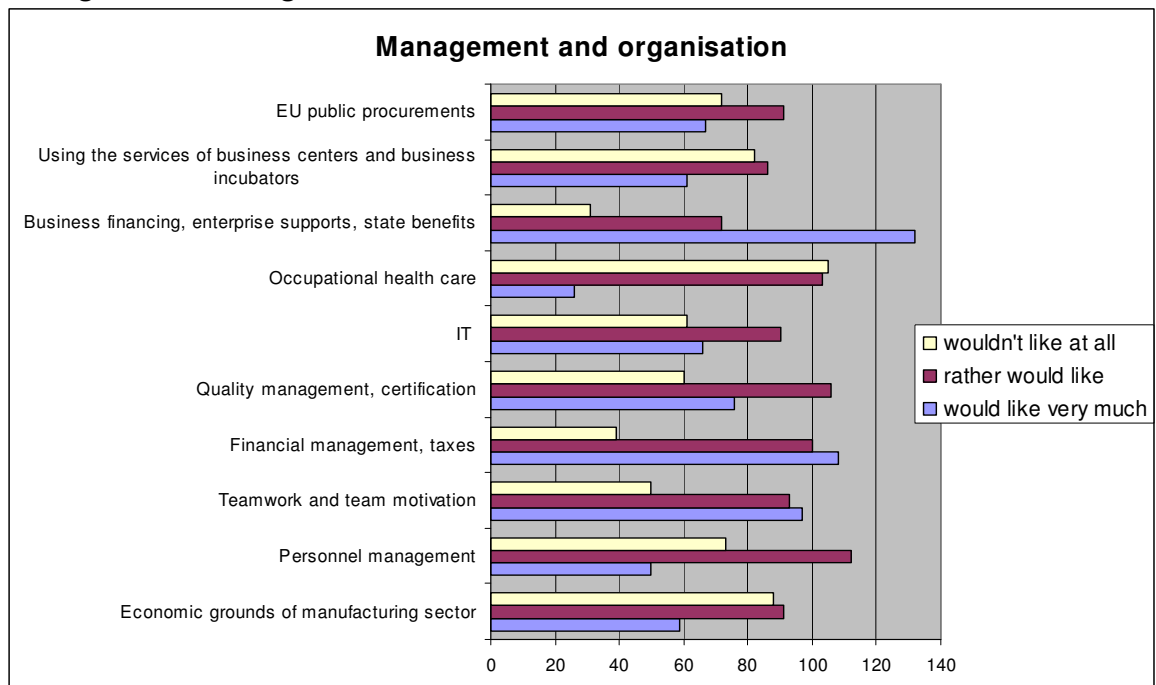
	TOTAL				
	<i>very important</i>	<i>rather important</i>	<i>don't know</i>	<i>rather not important</i>	<i>not important at all</i>
Management	141	75	11	18	12
Personnel or human resources	91	92	27	29	17



Production/ service provision	137	84	19	18	4
Quality management	123	73	24	17	14
Sales and marketing	169	63	8	11	6
Customer service	148	55	17	14	17
TOTAL ANSWERS:	809	442	106	107	70

5. In which purview of activities you would like to develop and/or branch-out as entrepreneur?

Management and organisation



As we can see on the diagramme as entrepreneurs need to develop in management and organisation areas - business financing, enterprise supports, state benefits, financial management, taxes and also personnel management.

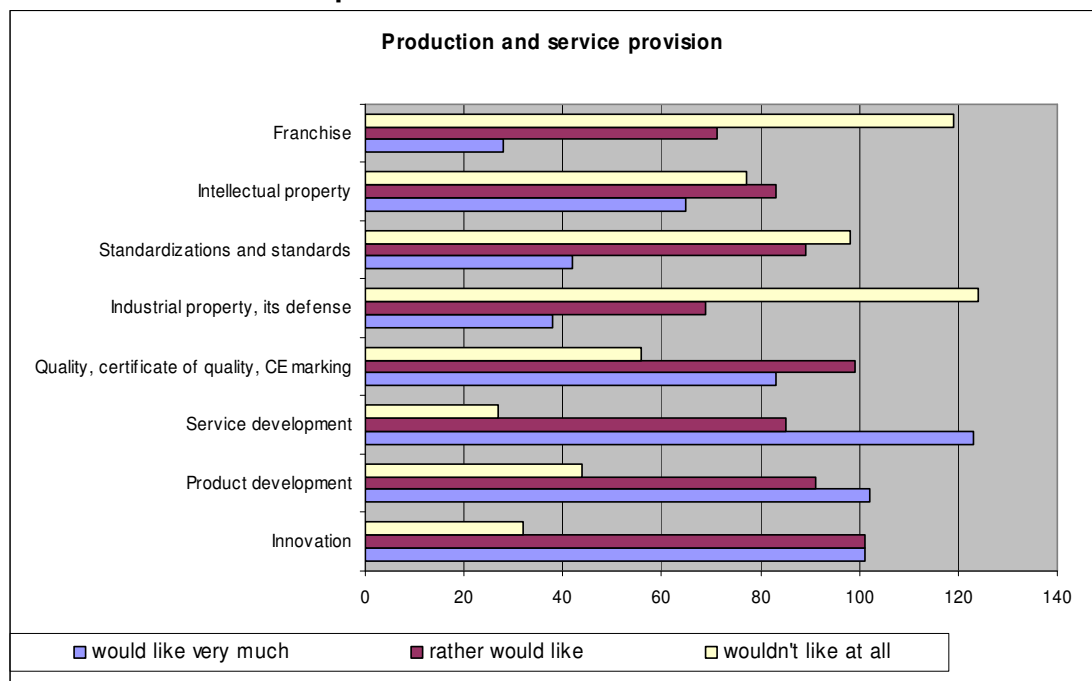
Total answers in numbers given can be followed on the chart:

	<i>TOTAL</i>		
	<i>would like very much</i>	<i>rather would like</i>	<i>wouldn't like at all</i>



Economic grounds of manufacturing sector	59	91	88
Personnel management	50	112	73
Teamwork and team motivation	97	93	50
Financial management, taxes	108	100	39
Quality management, certification	76	106	60
IT	66	90	61
Occupational health care	26	103	105
Business financing, enterprise supports, state benefits	132	72	31
Using the services of business centers and business incubators	61	86	82
EU public procurements	67	91	72
TOTAL ANSWERS:	742	944	661

Production and service provision



As we can see on the diagramme as entrepreneurs need to develop in production and service provision – service development, product development and innovation.

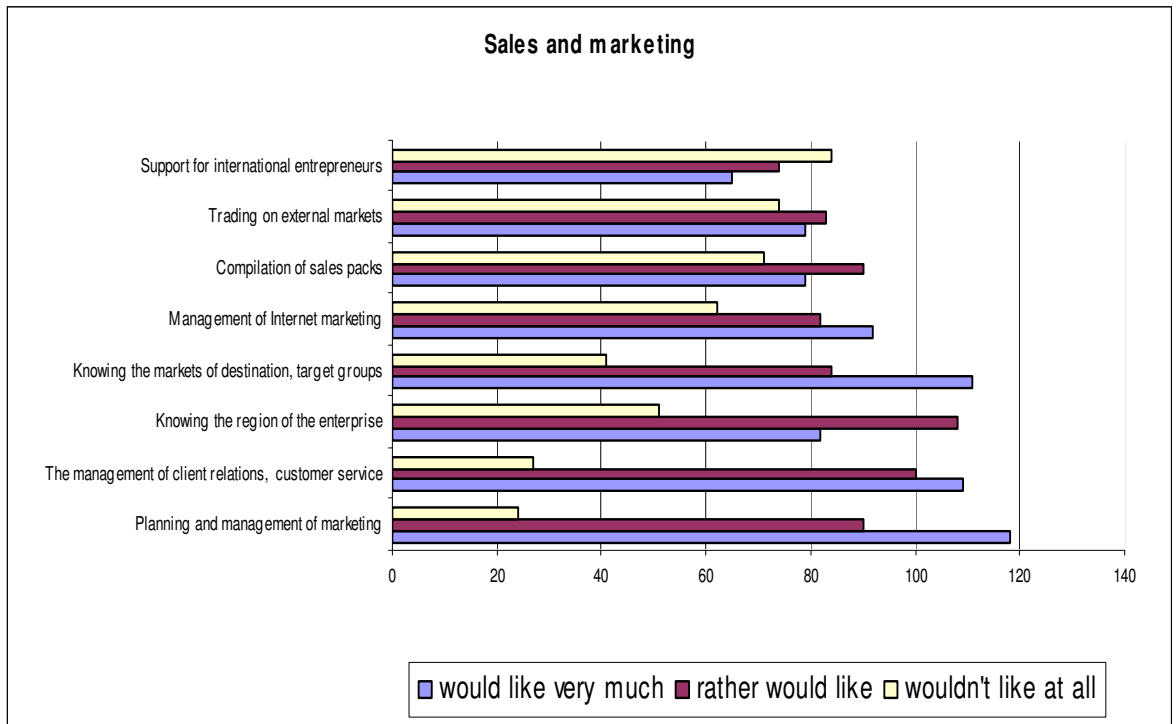


Total answers in numbers given can be followed on the chart:

	<i>TOTAL</i>		
	<i>would like very much</i>	<i>rather would like</i>	<i>wouldn't like at all</i>
Innovation	101	101	32
Product development	102	91	44
Service development	123	85	27
Quality, certificate of quality, CE marking	83	99	56
Industrial property, its defense	38	69	124
Standardizations and standards	42	89	98
Intellectual property	65	83	77
Franchise	28	71	119
TOTAL ANSWERS:	582	688	577

Sales and marketing





As we can see on the diagramme as entrepreneurs need to develop in sales and marketing – planning and management of marketing and Knowing the markets of destination, target groups.

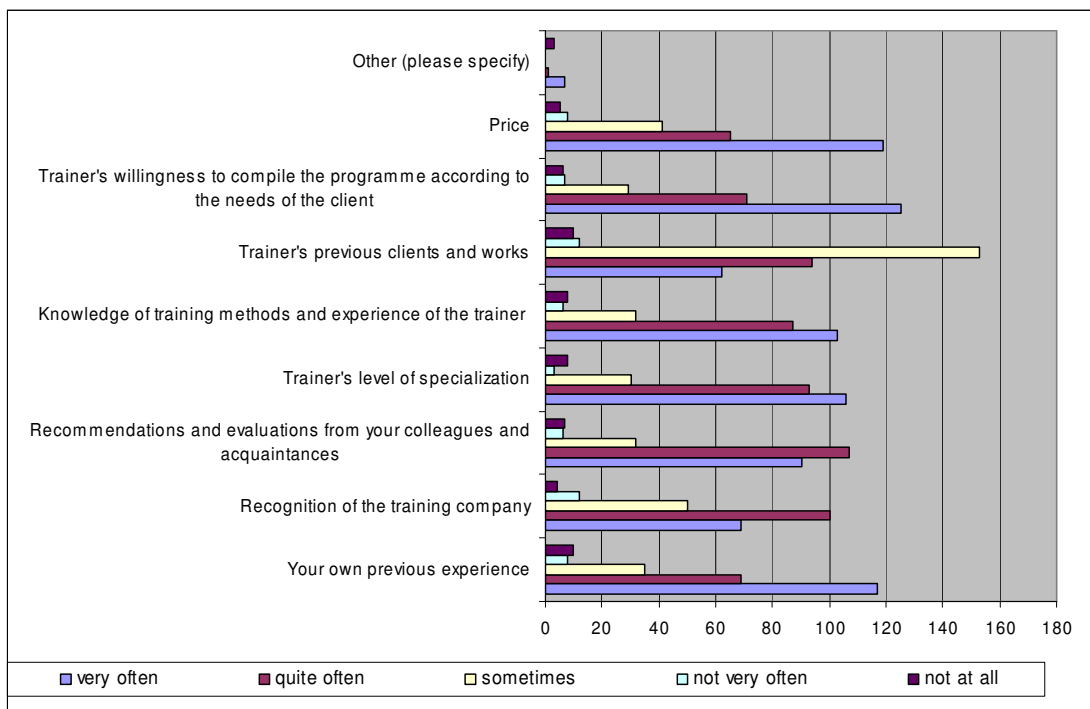
Total answers in numbers given can be followed on the chart:

	<i>TOTAL</i>		
	<i>would like very much</i>	<i>rather would like</i>	<i>wouldn't like at all</i>
Planning and management of marketing	118	90	24
The management of client relations, customer service	109	100	27
Knowing the region of the enterprise	82	108	51
Knowing the markets of destination, target groups	111	84	41
Management of Internet marketing	92	82	62



Compilation of sales packs	79	90	71
Trading on external markets	79	83	74
Support for international entrepreneurs	65	74	84
TOTAL ANSWERS:	735	711	434

6. If you were to be selecting a training company, which factors would you consider important in their selection?



As we can see on the diagramme by selecting the trainings play important role factors like – previous experiences, and trainers willingness to compile the programme according to the needs of the client and the price of the course.

Total answers in numbers given can be followed on the chart:

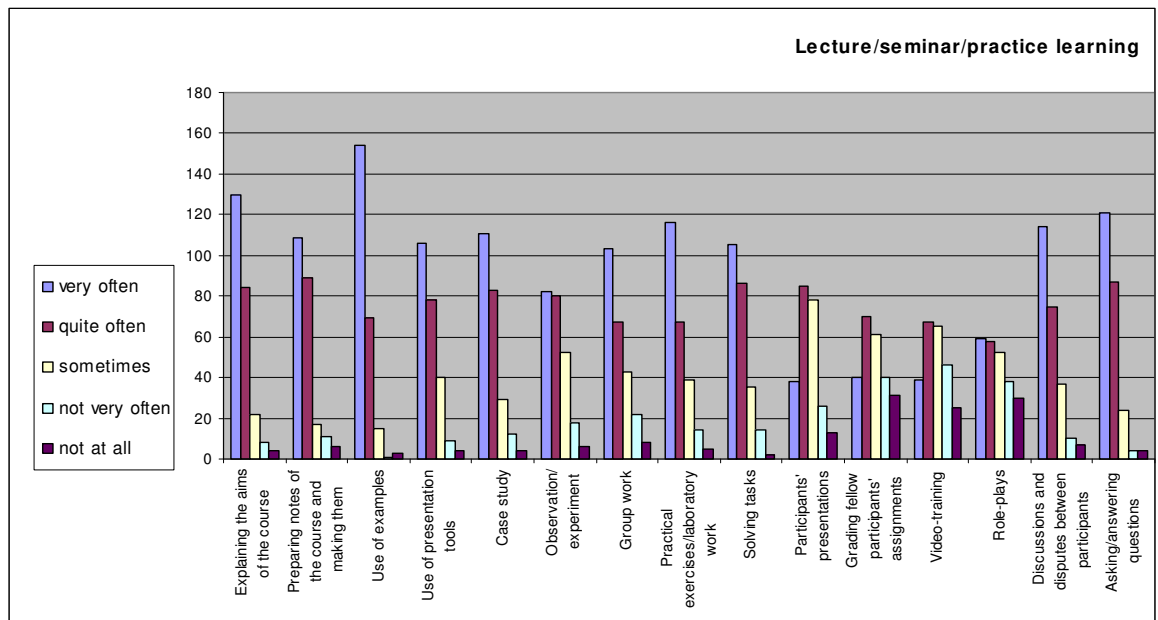
	TOTAL				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Your own previous experience	117	69	35	8	10
Recognition of the training company	69	100	50	12	4



Recommendations and evaluations from your colleagues and acquaintances	90	107	32	6	7
Trainer's level of specialization	106	93	30	3	8
Knowledge of training methods and experience of the trainer	103	87	32	6	8
Trainer's previous clients and works	62	94	153	12	10
Trainer's willingness to compile the programme according to the needs of the client	125	71	29	7	6
Price	119	65	41	8	5
Other (please specify)	7	1	0	0	3
TOTAL ANSWERS:	798	687	402	62	61

7. There is a list of training activities and methods below. To what extent should these activities be used in entrepreneurship training?

Lecture/Seminar/practice learning



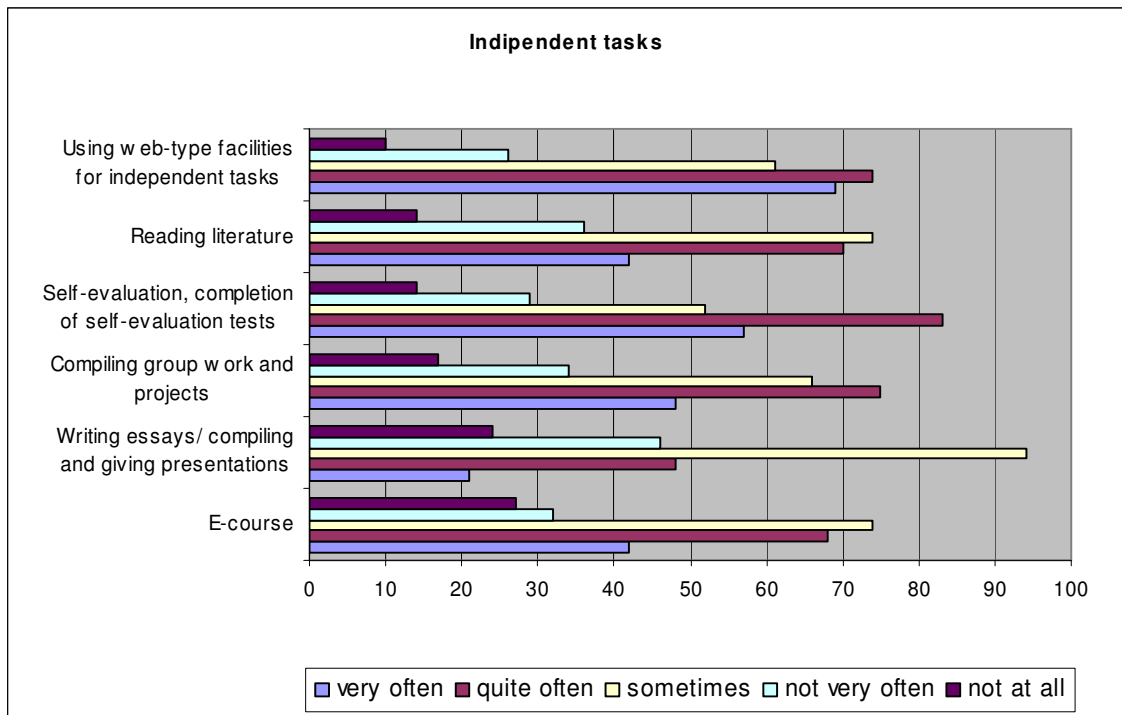
As we can see on the diagramme by entrepreneurship training in lectures/seminars should be used the methods like use of the examples and explaining the aims of the course and practical excersises.

Total answers in numbers given can be followed on the chart:

	TOTAL				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Explaining the aims of the course	130	84	22	8	4
Preparing notes of the course and making them available for the participants	109	89	17	11	6
Use of examples	154	69	15	1	3
Use of presentation tools	106	78	40	9	4
Case study	111	83	29	12	4
Observation/ experiment	82	80	52	18	6
Group work	103	67	43	22	8
Practical exercises/laboratory work	116	67	39	14	5
Solving tasks	105	86	35	14	2
Participants' presentations	38	85	78	26	13
Grading fellow participants' assignments	40	70	61	40	31
Video-training	39	67	65	46	25
Role-plays	59	58	52	38	30
Discussions and disputes between participants	114	75	37	10	7
Asking/answering questions	121	87	24	4	4
TOTAL ANSWERS:	1427	1145	609	273	152



Independent tasks



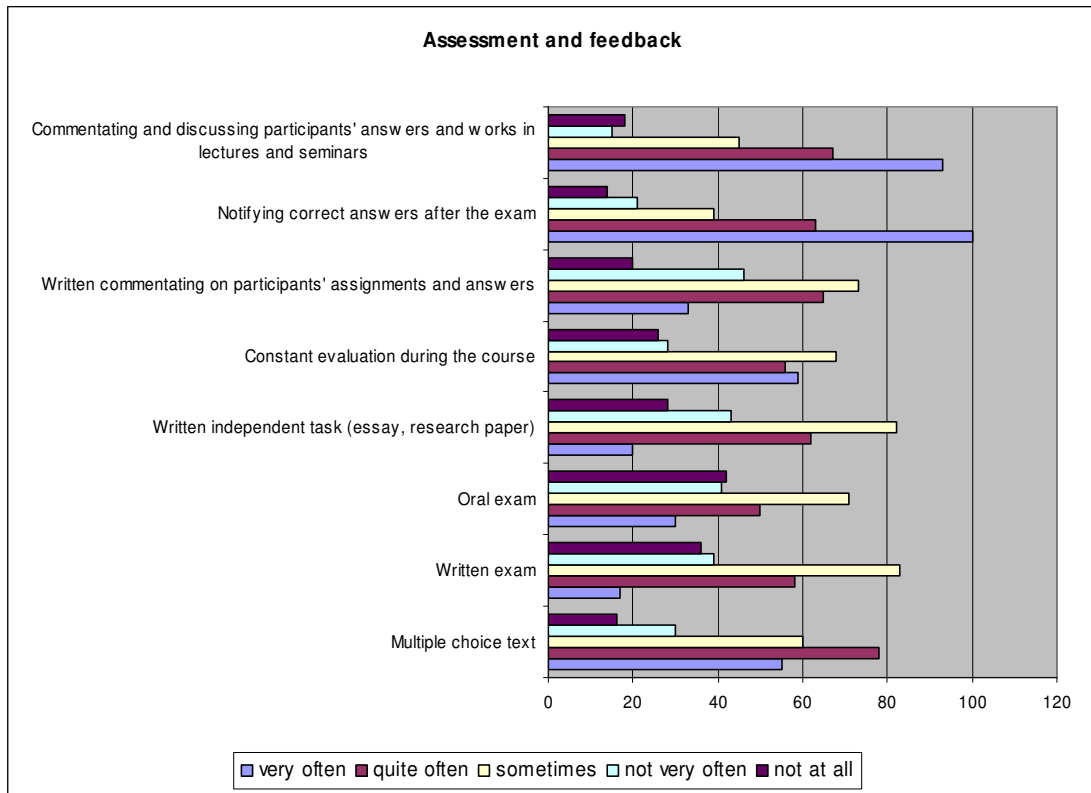
As we can see on the diagramme by entrepreneurship training in independent task should be used the methods like reading literature and writing essays/ compiling and giving presentations

Total answers in numbers given can be followed on the chart:

	TOTAL				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
E-course	42	68	74	32	27
Writing essays/ compiling and giving presentations	21	48	94	46	24
Compiling group work and projects	48	75	66	34	17
Self-evaluation, completion of self-evaluation tests	57	83	52	29	14
Reading literature	42	70	74	36	14
Using web-type facilities for independent tasks	69	74	61	26	10
TOTAL ANSWERS:	279	418	421	203	106

Assessment and feedback





As we can see on the diagramme by entrepreneurship training in assessment and feedback should be used the methods like notifying correct answers after the exam and commentating and discussing participants' answers and works in lectures and seminars.

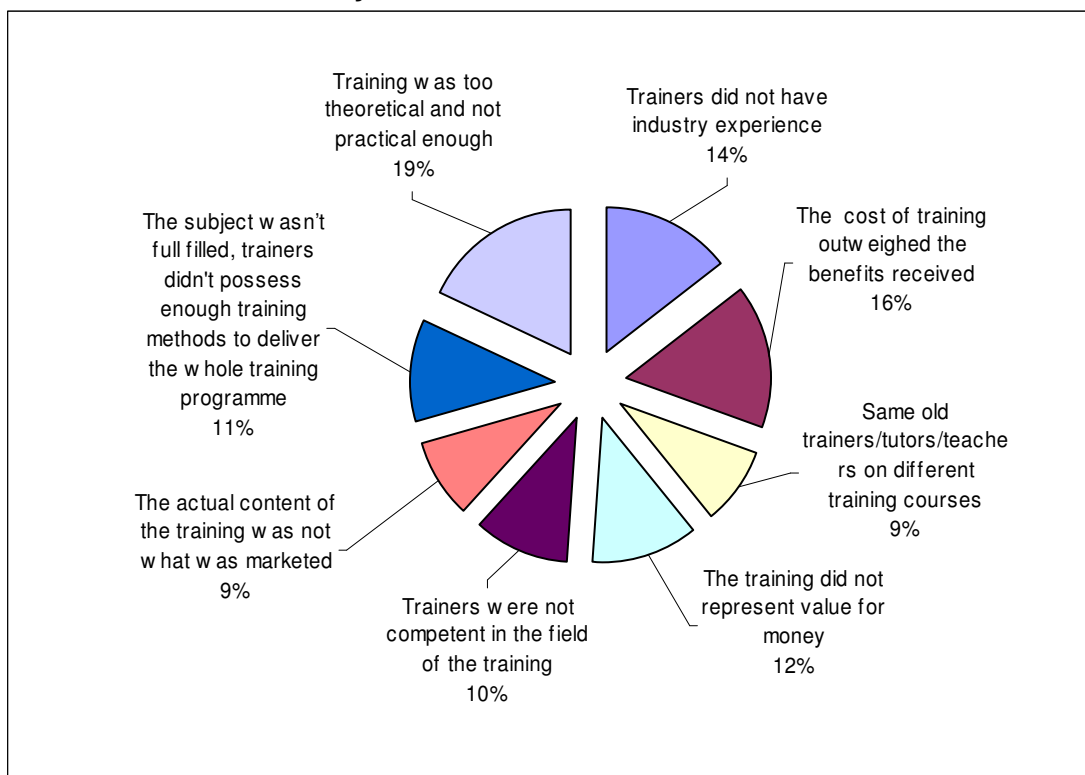
Total answers in numbers given can be followed on the chart:

	TOTAL				
	<i>very often</i>	<i>quite often</i>	<i>sometimes</i>	<i>not very often</i>	<i>not at all</i>
Multiple choice text	55	78	60	30	16
Written exam	17	58	83	39	36
Oral exam	30	50	71	41	42
Written independent task (essay, research paper)	20	62	82	43	28
Constant evaluation during the course	59	56	68	28	26
Written commentating on participants' assignments and answers	33	65	73	46	20



Notifying correct answers after the exam	100	63	39	21	14
Commentating and discussing participants' answers and works in lectures and seminars	93	67	45	15	18
TOTAL ANSWERS:	407	499	521	263	200

8. If you have ever been dissatisfied with training you have received, please tick the main reasons for your dissatisfaction.



As we can see on the diagramme why customer are not satisfied with the training the main reasons too theoretical and not enough practical and the cost of training outweighed the benefits received.

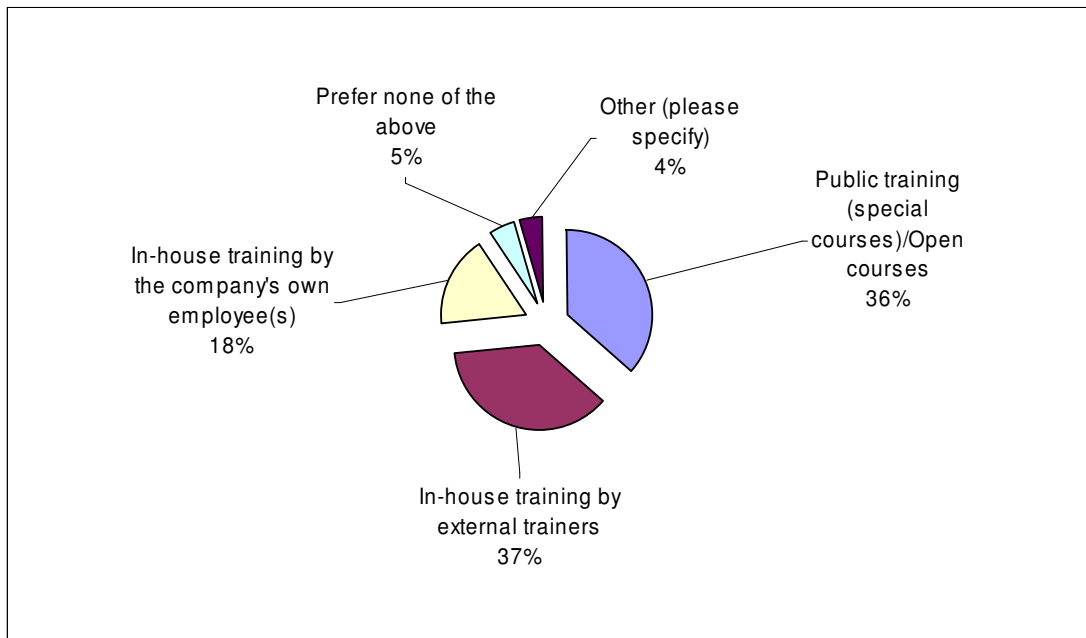
Total answers in numbers given can be followed on the chart:

	TOTAL
Trainers did not have industry experience	116
The cost of training outweighed the benefits received	129
Same old trainers/tutors/teachers on different training courses	70



The training did not represent value for money	96
Trainers were not competent in the field of the training	84
The actual content of the training was not what was marketed	73
The subject wasn't full filled, trainers didn't possess enough training methods to deliver the whole training programme	90
Training was too theoretical and not practical enough	146
TOTAL ANSWERS:	804

9. What is your preferred type of training?



As we can see on the diagramme entrepreneurs prefer to have in-house training by external trainers.

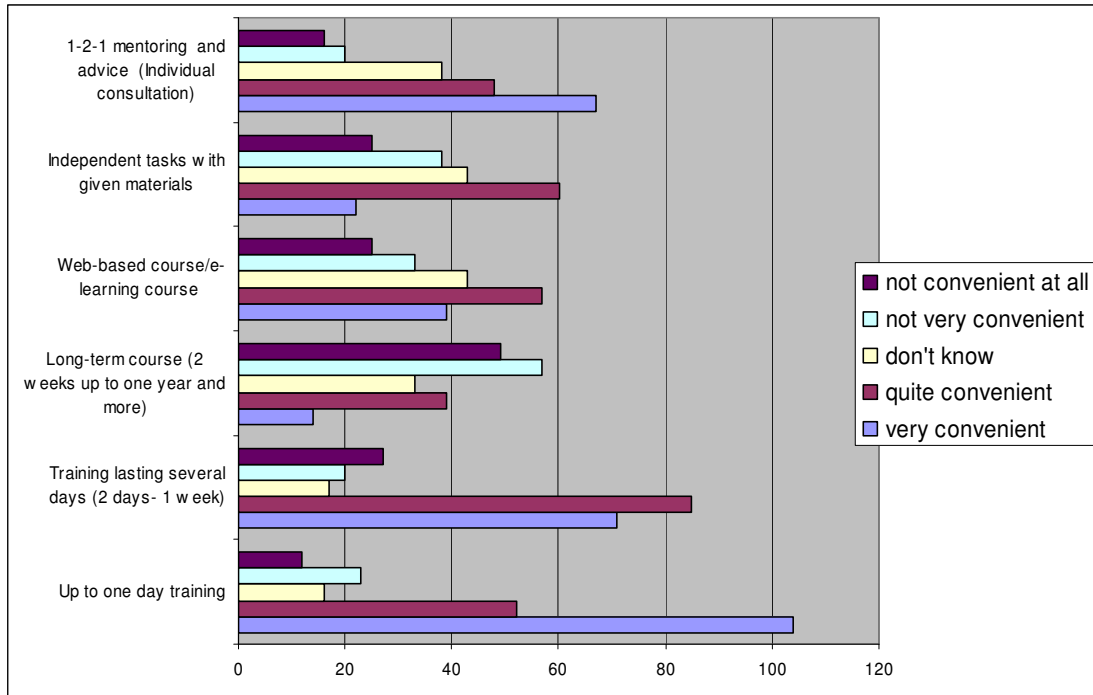
Total answers in numbers given can be followed on the chart:

	TOTAL
Public training (special courses)/Open courses	112
In-house training by external trainers	114
In-house training by the company's own employee(s)	54
Prefer none of the above	15



Other (please specify)	13
TOTAL ANSWERS:	308

10. What type and duration of training do you prefer?



As we can see on the diagramme entrepreneurs prefer to have up to one day training or training for several days(2 days- 1 week)

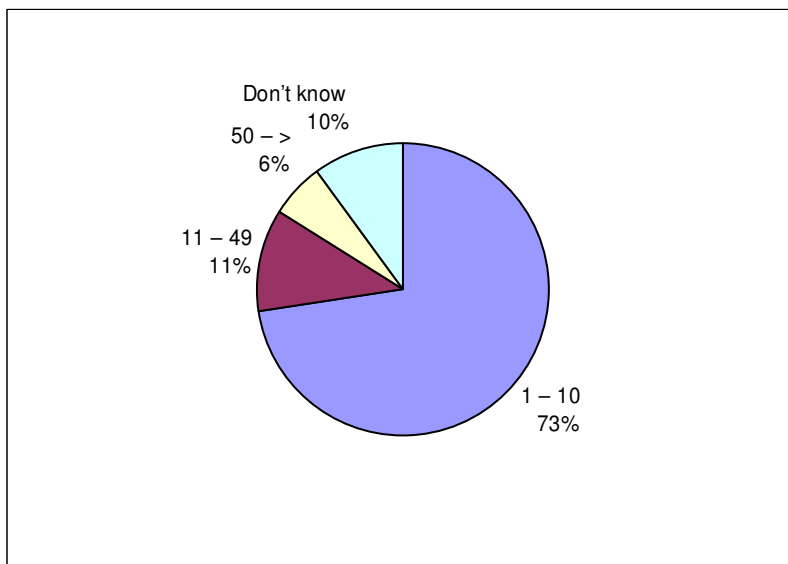
Total answers in numbers given can be followed on the chart:

	TOTAL				
	<i>very convenient</i>	<i>quite convenient</i>	<i>don't know</i>	<i>not very convenient</i>	<i>not convenient at all</i>
Up to one day training	104	52	16	23	12
Training lasting several days (2 days- 1 week)	71	85	17	20	27
Long-term course (2 weeks up to one year and more)	14	39	33	57	49
Web-based course/e-learning	39	57	43	33	25



course					
Independent tasks with given materials	22	60	43	38	25
1-2-1 mentoring and advice (Individual consultation)	67	48	38	20	16
TOTAL ANSWERS:	317	341	190	191	154

11. How many of your employees have participated in training course during the last 12 months?



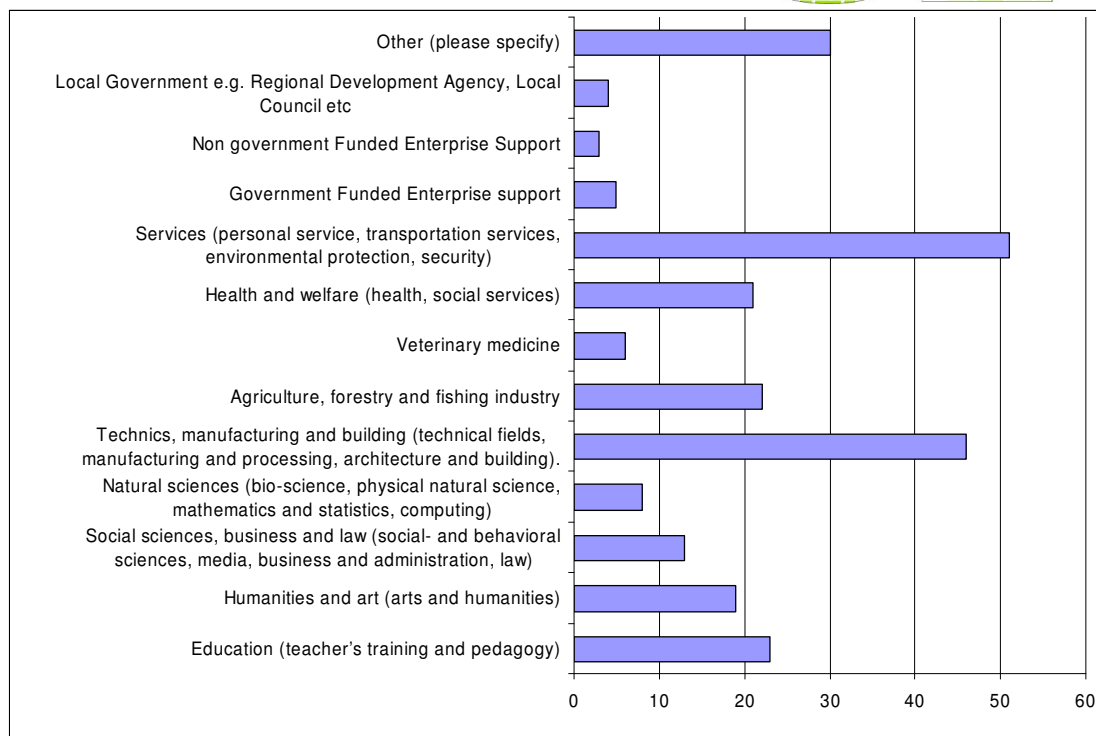
As we can see on the diagramme mostly 1-10 persons participated in the training course during the last 12 months

Total answers in numbers given can be followed on the chart:

TOTAL			
<i>1 - 10</i>	<i>11 - 49</i>	<i>50 - ></i>	<i>Don't know</i>
153	24	13	21

12. What is the area of activity of your company?





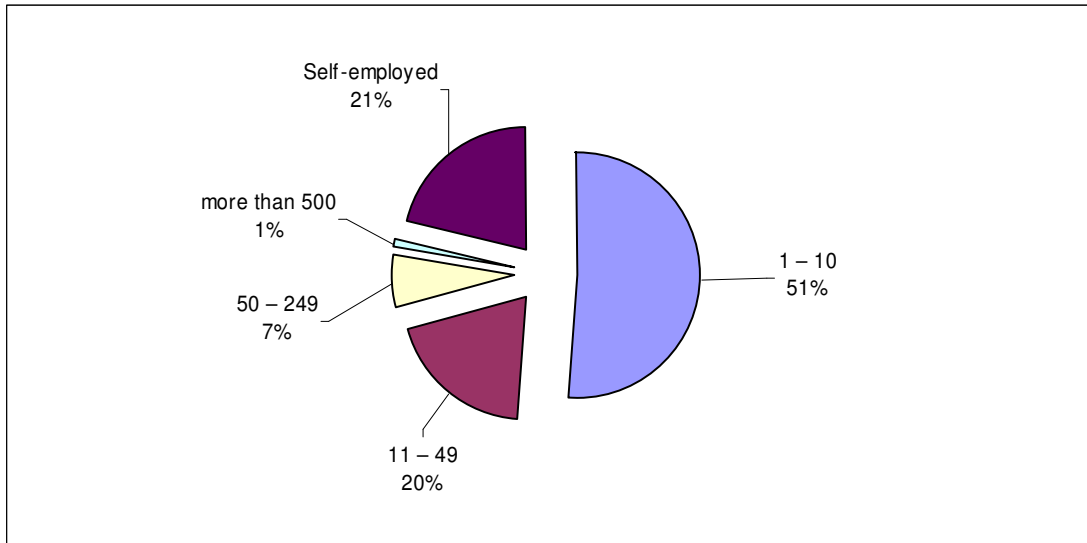
As we can see on the diagramme mostly 1-10 persons participated in the training course during the last 12 months

Total answers in numbers given can be followed on the chart:

Education (teacher's training and pedagogy)	23
Humanities and art (arts and humanities)	19
Social sciences, business and law (social- and behavioral sciences, media, business and administration, law)	13
Natural sciences (bio-science, physical natural science, mathematics and statistics, computing)	8
Technics, manufacturing and building (technical fields, manufacturing and processing, architecture and building).	46
Agriculture, forestry and fishing industry	22
Veterinary medicine	6
Health and welfare (health, social services)	21
Services (personal service, transportation services, environmental protection, security)	51
Government Funded Enterprise support	5
Non government Funded Enterprise Support	3
Local Government e.g. Regional Development Agency, Local Council etc	4
Other (please specify)	30
TOTAL ANSWERS:	251



13. How many employees on average were there in your company in 2007?

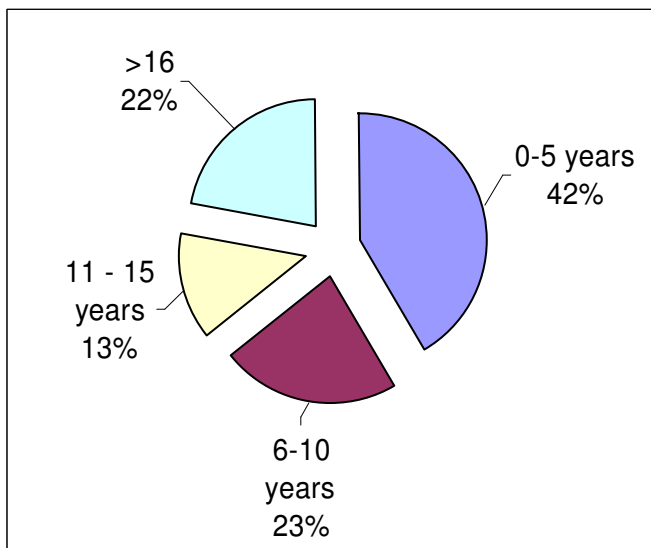


As we can see on the diagramme mostly 1-10 persons employed or self-employed

Total answers in numbers given can be followed on the chart:

TOTAL				
<i>1 - 10</i>	<i>11 - 49</i>	<i>50 - 249</i>	<i>more than 500</i>	<i>Self-employed</i>
120	46	16	3	50

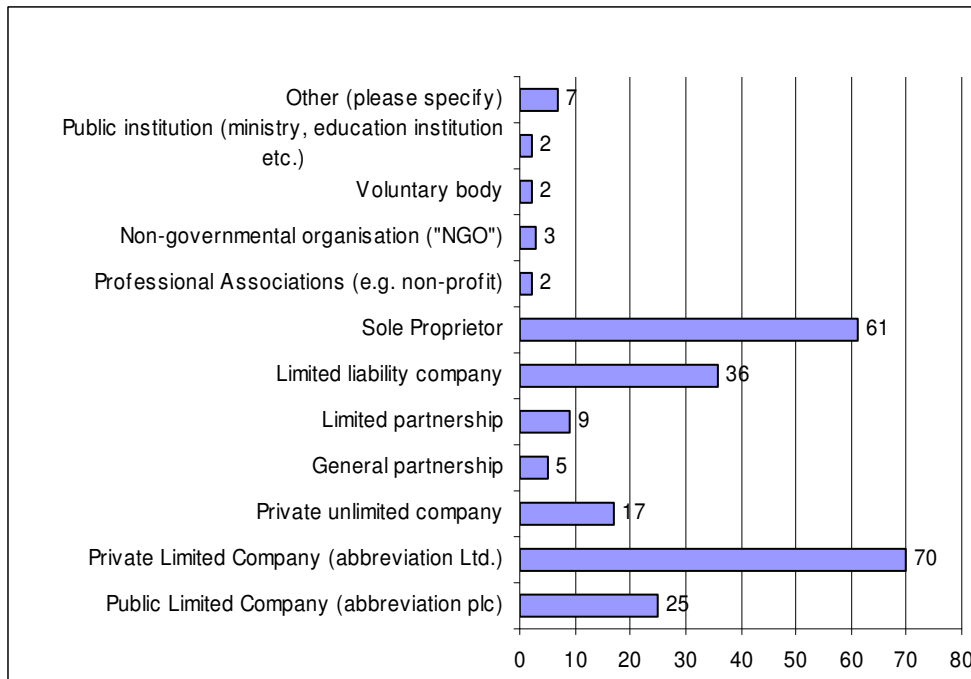
How many years has your company been operating?



As we can see on the diagramme most of the companies were active 0-5 years.

14. What is the legal format of your company/organisation?





As we can see on the diagramme most of the companies is private limited company or sole proprietor

Total answers in numbers given can be followed on the chart:

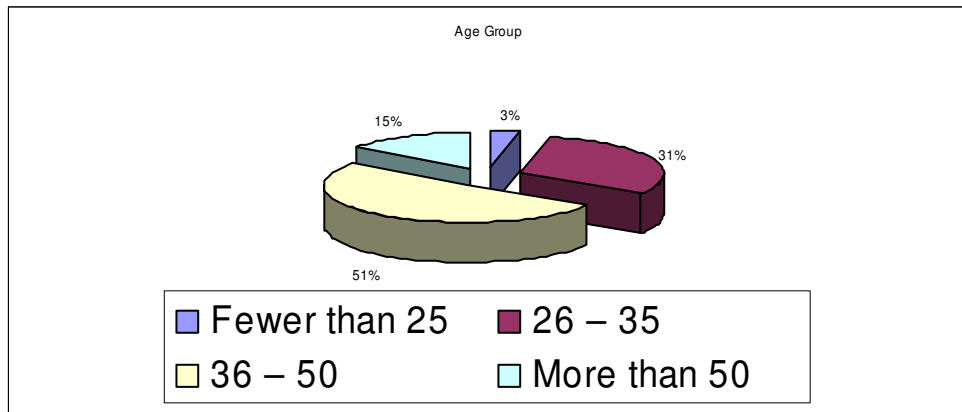
	TOTAL
Public Limited Company (abbreviation plc)	25
Private Limited Company (abbreviation Ltd.)	70
Private unlimited company	17
General partnership	5
Limited partnership	9
Limited liability company	36
Sole Proprietor	61
Professional Associations (e.g. non-profit)	2
Non-governmental organisation ("NGO")	3
Voluntary body	2
Public institution (ministry, education institution etc.)	2
Other (please specify)	7
TOTAL ANSWERS:	239

15. What was your turnover 2007? (write only numbers)

16. Background information

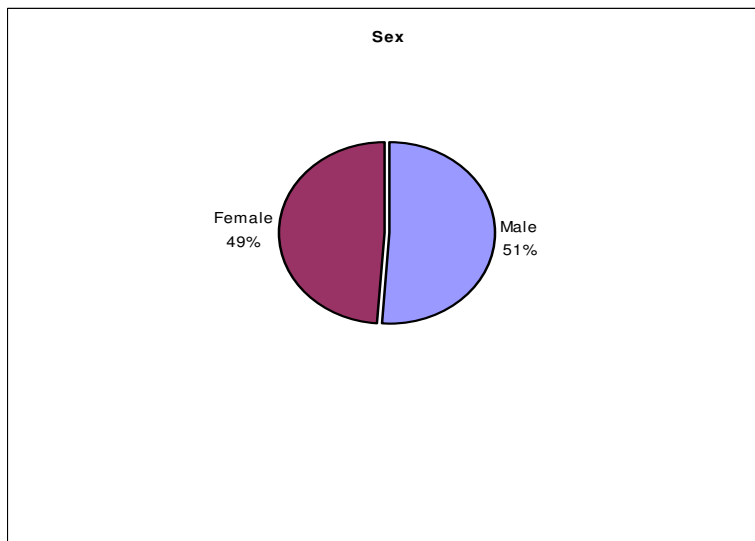
a. Your Age Group :





TOTAL			
Fewer than 25	26 – 35	36 – 50	More than 50
8	75	124	36

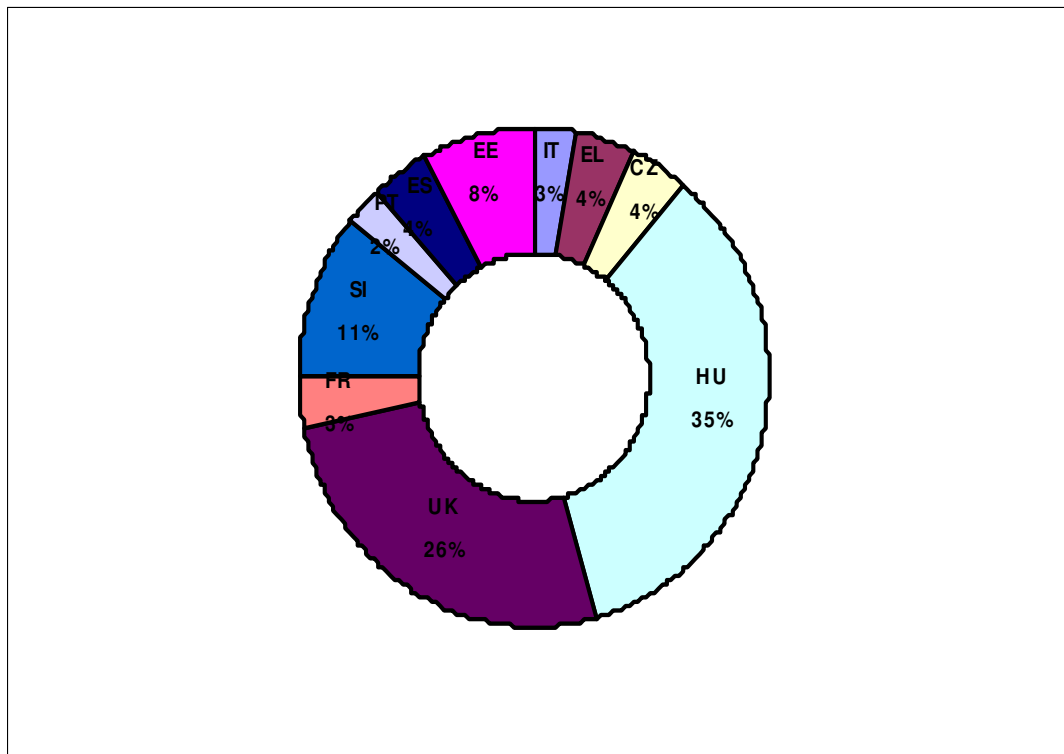
a. Sex



TOTAL	
Male	Female
124	118

Total answers to the questionnaire in different countries:





	TOTAL	IT	EL	CZ	HU	UK	FR	SI	PT	ES	EE
TOTAL ANSWERS:	248	7	10	10	87	64	8	27	6	10	19



Summary

The SET project especially will be addressed at identifying and apply new methodology:

- about education for entrepreneurial attitudes and skills, which involves developing
- certain personal qualities and is not directly focused on the creation of new businesses;
- A more specific training on how to set up a business.

Entrepreneurship education will in this way cope in new ways with the real world, through, for example,

- learning by doing,
- encouraging the use of feelings,
- attitudes and values alongside information,
- helping to develop more independence from external sources of information,
- using multi-disciplinary resources,
- Helping to develop emotional responses when dealing with conflict situations and so on.

Analysis of the collected data:

The needs analysis will guarantee a strong involvement of the Target Group, and potential users during all the different phases of the work program, to ensure the matching between the expected project results and their expectations and needs; this will be obtained by applying the questionnaires to a broad target public in each participating country.



Annexes

Questionnaire for trainers

SET Questionnaire for Business Advisors, Trainers, Counsellors and Mentors

The SET project aims to identify and apply new training methodology in the area of Self Entrepreneurship Training of Trainers.

The SET project aims to identify and validate an innovative training methodology which will be developed through a Grundtvig training programme funded through the Lifelong Learning Programme. The focus of the training programme is to train trainers to train entrepreneurs. This programme aims to improve the availability and quality of European Training Courses.

The aim of this survey is to analyse the needs of business trainers, advisors, counselors and mentors with regard to the training of entrepreneurs. The results of this survey will be used to develop a “train the trainers” training programme.

1. How long have you worked as a business trainer, advisor, mentor, counselor?

2. What is the legal format of your company/organisation?

Public Limited Company (abbreviation plc)	
Private Limited Company (abbreviation Ltd.)	
Private unlimited company	
General partnership	
Limited partnership	
Limited liability company	
Sole Proprietor	
Professional Associations (e.g. non-profit)	
Non-governmental organisation ("NGO")	
Voluntary body	
Public institution (ministry, education institution etc.)	
Other (please specify)	

3. Are you:

Employed	Yes/No
Self-employed/Own a business	Yes/No
Both	Yes/No

4. If you are employed, what is the nature of your organisation?



Education (teacher's training and pedagogy)	
Humanities and art (arts and humanities)	
Social sciences, business and law (social- and behavioral sciences, media, business and administration, law)	
Natural sciences (bio-science, physical natural science, mathematics and statistics, computing)	
Technics, manufacturing and building (technical fields, manufacturing and processing, architecture and building).	
Agriculture, forestry and fishing industry	
Veterinary medicine	
Health and welfare (health, social services)	
Services (personal service, transportation services, environmental protection, security)	
Government Funded Enterprise support	
Non government Funded Enterprise Support	
Local Government e.g. Regional Development Agency, Local Council etc	
Other (please specify)	

5. How important are the following activities in your work as a trainer?

5 – very important 4 - quite important 3 – don't know 2 - not very important
 1 – not important at all

Curriculum

Preparing the training materials	
Creating and developing study programs	
Deliver of Seminars, training	
Preparing individual assignments	
E-training	
Grading students	
Giving feedback to students	

Other assignments

Research	
Project writing	
Management, administrative work and development	
Professional development	
Counseling (being a mentor/supervisor)	

6. Are you involved in the development of training courses for entrepreneurs YES/NO

If you answered "YES" then move to question 7, if "NO" then question 8

7. Please note on the scale below, how much you consider the following aspects when creating and developing courses in entrepreneurship?

5 – very often 4 – quite often 3 – sometimes 2 – not very often 1 – not at all



The aims of the course	
The specialty and size of the target group	
Students' opinion	
The demands of the labour market	
Personal experiences as a teacher	
New scientific results in the training domain	
Choice of teaching methods to meet the aims of the subject	
Choice of evaluation methods to meet the aims of the subject	
Methodology	
Follow-up	
Other (please specify)	

8. There is a list of training activities and methods that have been classified according to the different aspects of the curriculum. Please evaluate, how often do you use them in teaching/training?

5 – very often 4 – quite often 3 – sometimes 2 – not very often 1 - not at all

Delivery of lectures, seminars, training courses

Clarifying the aims of the course	
Emphasizing the most important aspects of the course	
Preparing notes of the course and making them available for the students	
Giving examples	
Use of presentation tools	
Case study	
Observation/experiment	
Group work	
Practical exercises/laboratory work	
Solving tasks	
Students' presentations	
Grading other student's assignments	
Video-training	
Role-play	
Discussions between students	
Asking/answering questions	
e-learning	

Independent work

Writing essays / giving presentations	
Compiling group work and projects	
Self-evaluation, completion of self-evaluation tests	
Reading literature	
Using web-type facilities for independent tasks	

Supervising

Discussions with one of the students	
Regular seminars, discussions in a group	
Reading drafts	
Supervising final thesis	



Cooperation in research	
-------------------------	--

Assessment and feedback

Multiple choice test	
Written exam	
Oral exam	
Written independent task (essay, research paper)	
Constant evaluation during the course	
Written commentating on participants' assignments and answers	
Notifying correct answers after the exam	

9. Please evaluate, how often you consider the following aspects in choosing teaching/training and evaluation methods?

5 – very often 4 – quite often 3 – sometimes 2 – not very often 1 - not at all

The aims of the course	
Technical opportunities and aids	
The level of target group	
The size of the target group	
Other peculiarity of the target group (e.g. adult working trainees)	

10. Please evaluate, how often your trainees have raised different topics during your entrepreneurship courses?

5 – very often 4 – quite often 3 – sometimes 2 – not very often 1 - not at all

Management and organization

The basics of manufacturing and services	
Funding e.g. government grants	
Raising finance	
Project management	
Personnel management, teamwork and team motivation	
Financial management	
Occupational health	
Intellectual property	
Enterprise support, government support	
Using the services of business centers and business incubators	
Quality management	
Client relationship management	
Other (please specify)	

Production and service provision

Innovation / product development	
Customer service	
Quality, certificate of quality, CE marking	
Industrial property, protection of	
Standardization and standards	
Certification	
Franchise	



Other (please specify)

Sales and marketing

Marketing planning and management	
Market research	
Identifying and understand target market	
Internet marketing	
Selling to sales professionals	
Compilation of sales packs	
Export Marketing	
Overview of export markets	
Support for international entrepreneurs	
Other (please specify)	

11. How important are the following mechanisms in evaluating your training programmes?

5 – very important 4 - quite important 3 – don't know 2 - not very important 1 – not important at all

Official feedback survey for trainees	
Official feedback from the head of the unit	
Colleagues (informally)	
No channels for feedback	

12. To what extent do you need training in the following topics? Please evaluate all the topics and also note whether you have had additional training on these topics/subjects during last 3 years or not.

5 - need a lot 4 - need a little 3 - don't know 2 - not very much 1 - don't need at all

<i>Topic</i>	<i>5 4 3 2 1</i>	<i>I have had additional training during last 3 years</i>
Course planning, principles of program preparation		
Creating and maintaining study motivation		
Forming a supportive environment for studying		
Different study methods		
Methods and technologies for studying via Internet.		
Motivation of students		
Relating theory and practice: conducting practical forms of study (practice, projects etc), business co-operation		
Considering different target groups		
Evaluation of students, giving feedback		
Supervision of students' theses and conducting research seminars		
Preparation of training materials		
Teaching ethics		
Trainee's and trainer's rights		



“Best practice” in your own field		
Stress management		
Conflict management		
Social and communication skills		
Performing skills		
Group dynamics		

13. Please tick the primary sources for developing your training materials

Feedback from training course participants	
Opinions from training course participants	
Surveys	
Business-related literature	
Personal contacts with entrepreneurs	
Business support organizations	
Colleagues	
Other (please specify)	

14. What kind of opportunities for individual development do you use, improvement of personal skills?

Professional trainings	
Studying results of scientific researches	
Scientific literary works	
Personal experience in business	
Other (please specify)	

15. To what extent do you engage in the following activities?

5 – very often 4 – quite often 3 – sometimes 2 – not very often 1 - not at all

Written scientific papers on your field of specialization	
Participated in international conferences on your field of specialization	
Participated in professional training	
Carry out business surveys	
Have participated in the creation of national business policy	
Have co-operated with other national offices/businesses	
Supervised students scientific papers on given subject	
Informal/non formal/informal training	

16. In which area do you feel that you require professional development?



17. Please evaluate the main barriers to your professional development and continuing education?

5 – very much 4 – quite much 3 – don't know 2 – quite little 1 – not at all

Excessive work load	
Lack of interest	
Lack of information	
Excessive cost of continuing education	
Demand for long-term commitment	
Not enough feedback from entrepreneurs	
Entrepreneurs not willing to co-operate	
Other (please specify)	

18. What are your preferred types and durations of training? Please note according to the scale below.

5 – very convenient 4 – quite convenient 3 – don't know 2 – not very convenient
 1 - not convenient at all

Training lasting up to 4 hours	
Training lasting 1 – 2 days	
Long-term course (e.g. 6 ECTS)	
Web-based course/Online training	
Independent learning with given materials	
Individual consultations/ mentor	

19. Please mark the extent to which you agree with following statements.

5 - totally agree 4 - rather agree 3 – don't know 2 - rather disagree 1 – totally disagree

I have good teaching skills	
I have sufficient access to information about teaching skills and related courses	
I have sufficient access to materials related to teaching in educational institution (teaching method descriptions etc.)	
I have sufficient opportunities for individual development in the field of teaching skills	
I co-operate with other trainers to agree subjects in a study programme, expected goals and results	
I have a respectable position in my institution	
I have a respectable position in society	
In terms of future development I consider that a career as a trainer has good potential	
I plan to continue working as a trainer for at least 5 years more	

Background information

a. Your Age Group:

Fewer than 25



- 26 – 35
- 36 – 50
- More than 50

b. Sex

- Male
- Female

c. What is your current academic degree?

Bachelor's degree	
Master's degree	
Doctor degree	
None Please specify your occupation	

Thank you for your time!



Questionnaire for SME Owners/Managers and Self-Employed Individuals

The SET project aims to identify and apply new training methodology in the area of Self Entrepreneurship Training of Trainers.

The SET project aims to identify and validate an innovative training methodology which will be developed through a Grundtvig training programme funded through the Lifelong Learning Programme. The focus of the training programme is to train trainers to train entrepreneurs. This programme aims to improve the availability and quality of European Training Courses.

The aim of this survey is to conduct a training needs analysis for (please add your country name) Micro Enterprises to identify appropriate training topics that would assist with the development of the enterprise. For the purposes of this survey, an enterprise is classified as any of the following:

- A self employed individual
- Micro enterprise (1-9 employees)
- Small enterprise (10-49 employees)
- Medium enterprise (50-249 employees)
- Large enterprise (more then 250 employees)

The aim of this survey is :

- to analyse the current economic situation and development trends of the enterprise;
- to map out the need for training services and the factors that influence it the most
- to assess the current situation of these factors, the most important influences and possible further developments.

1. Do you think is it difficult to find information about entrepreneurship?

Yes	
No	
Don't know	

If you answered "YES" then move to question 2, if "NO" then question 3

2. What kind of information about entrepreneurship is difficult to find?

Regulations, laws	
Support programme	
Potential clients	
New markets, marketing opportunities	
Raw material, material	



Foreign partners, suppliers	
Taxation	
competitive situation	
EU standards, requirements	
Establishing an enterprise in a foreign country	
EU public procurement	
Information about export, external markets	
Financing opportunities	
New technologies, innovative solutions	
Other (please specify)	

3. Please evaluate on the scale below the factors that would the development of your enterprise/business?

5 – very important 4 – rather important 3 – don't know 2 – rather not important 1 - not important at all

Fast development of competitive products/services	
Prices of competitive products/services	
Implementation of new technologies/knowledge	
Availability of finance	
Lack of qualified workforce	
Limited knowledge to operate in the area of activity	
Finding markets for the products/services	
Regulations, laws, bureaucracy	
Crime	
Tax burden	
Lack of infrastructure	
Other (please specify)	

4. How important are the following functions in your enterprise/business?

5 – very important 4 – rather important 3 – don't know 2 – rather not important 1 - not important at all

Management	
Personnel or human resources	
Production/ service provision	
Quality management	
Sales and marketing	
Customer service	

5. In which purview of activities you would like to develop and/or branch-out as entrepreneur (what skills you would like to develop)?



3- would like very much 2 - rather would like 1 - wouldn't like at all

Management and organization

Economic grounds of manufacturing sector	
Personnel management	
Teamwork and team motivation	
Financial management, taxes	
Quality management, certification	
IT	
Occupational health care	
Business financing, enterprise supports, state benefits	
Using the services of business centers and business incubators	
EU public procurements	

Production and service provision

Innovation	
Product development	
Service development	
Quality, certificate of quality, CE marking	
Industrial property, its defense	
Standardizations and standards	
Intellectual property	
Franchise	

Sales and marketing

Planning and management of marketing	
The management of client relations, customer service	
Knowing the region of the enterprise	
Knowing the markets of destination, target groups	
Management of Internet marketing	
Compilation of sales packs	
Trading on external markets	
Support for international entrepreneurs	

6. If you were to be selecting a training company, which factors would you consider important in their selection?

5 - very often 4 - quite often 3 - sometimes 2 - not very often 1 - not at all

Your own previous experience	
Recognition of the training company	
Recommendations and evaluations from your colleagues and acquaintances	
Trainer's level of specialization	
Knowledge of training methods and experience of the trainer	
Trainer's previous clients and works	
Trainer's willingness to compile the programme according to the needs of the client	
Price	
Other (please specify)	



7. There is a list of training activities and methods below. To what extent should these activities be used in entrepreneurship training?

5 - very often 4 - quite often 3 - sometimes 2 - not very often 1 - not at all

Lecture/Seminar/practice learning

Explaining the aims of the course	
Preparing notes of the course and making them available for the participants	
Use of examples	
Use of presentation tools	
Case study	
Observation/ experiment	
Group work	
Practical exercises/laboratory work	
Solving tasks	
Participants' presentations	
Grading fellow participants' assignments	
Video-training	
Role-plays	
Discussions and disputes between participants	
Asking/answering questions	

Independent tasks

E-course	
Writing essays/ compiling and giving presentations	
Compiling group work and projects	
Self-evaluation, completion of self-evaluation tests	
Reading literature	
Using web-type facilities for independent tasks	

Assessment and feedback

Multiple choice text	
Written exam	
Oral exam	
Written independent task (essay, research paper)	
Constant evaluation during the course	
Written commenting on participants' assignments and answers	
Notifying correct answers after the exam	
Commentating and discussing participants' answers and works in lectures and seminars	

8. If you have ever been dissatisfied with training you have received, please tick the main reasons for your dissatisfaction.

Trainers did not have industry experience	
The cost of training outweighed the benefits received	
Same old trainers/tutors/teachers on different training courses	
The training did not represent value for money	
Trainers were not competent in the field of the training	



The actual content of the training was not what was marketed	
The subject wasn't full filled, trainers didn't possess enough training methods to deliver the whole training programme	
Training was too theoretical and not practical enough	

9. What is your preferred type of training?

Public training (special courses)/Open courses	
In-house training by external trainers	
In-house training by the company's own employee(s)	
Prefer none of the above	
Other (please specify)	

10. What type and duration of training do you prefer?

Please note on the scale below.

*5 – very convenient 4 – quite convenient 3 – don't know 2 – not very convenient
1 - not convenient at all*

Up to one day training	
Training lasting several days (2 days- 1 week)	
Long-term course (2 weeks up to one year and more)	
Web-based course/e-learning course	
Independent tasks with given materials	
1-2-1 mentoring and advice (Individual consultation)	

11. How many of your employees have participated in training course during the last 12 months?

- 1 – 10
- 11 – 49
- 50 – >
- Don't know

12. What is the area of activity of your company?

Education (teacher's training and pedagogy)	
Humanities and art (arts and humanities)	
Social sciences, business and law (social- and behavioral sciences, media, business and administration, law)	
Natural sciences (bio-science, physical natural science, mathematics and statistics, computing)	
Technics, manufacturing and building (technical fields, manufacturing and processing, architecture and building).	
Agriculture, forestry and fishing industry	
Veterinary medicine	
Health and welfare (health, social services)	
Services (personal service, transportation services, environmental protection,	



security)	
Government Funded Enterprise support	
Non government Funded Enterprise Support	
Local Government e.g. Regional Development Agency, Local Council etc	
Other (please specify)	

13. How many employees on average were there in your company in 2007?

- Self-employed*
1 - 10
11 – 49
50 – 249
more than 500

14. How many years has your company been operating? (write only numbers)

15. What is the legal format of your company/organisation?

Public Limited Company (abbreviation plc)	
Private Limited Company (abbreviation Ltd.)	
Private unlimited company	
General partnership	
Limited partnership	
Limited liability company	
Sole Proprietor	
Professional Associations (e.g. non-profit)	
Non-governmental organisation ("NGO")	
Voluntary body	
Public institution (ministry, education institution etc.)	
Other (please specify)	

16. What was your turnover 2007? (write only numbers)

17. Background information

a. Your Age Group :

- Fewer than 25
 26 – 35
 36 – 50
 More than 50

b. Sex



Male
Female

c. Your job title

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Thank you for your time!

