

SME self-assessment tool for skills management practices

Agenda for online discussion

The meeting link is open at least 30 minutes before the start, the participants can connect, test the functions and chat

10min	Welcome and introductions The moderator will welcome the participants and ask us to introduce ourselves briefly
10min	Why are we here and what do we aim to achieve in this discussion? The moderator will explain the main concept of the tool and the aim of our discussion to validate the current concept for the tool. Next will follow the interactive discussion of our views on the key aspects of the current concept of the tool. Participants will be asked to comment on each block and vote on the main options available.
10min	The rationale, main aims and business needs of SME tool The moderator reminds us of the main aspects here, asks for any comments and requests us to vote anonymously to indicate our approval or not
30min	Target groups, sector specific approach and geographical scope The moderator reminds us of the main aspects here, asks for any comments and requests us to vote anonymously to indicate our approval or not
30min	Benchmarking and benchlearning options The moderator reminds us of the main aspects here, asks for any comments and requests us to vote anonymously to indicate our approval or not
25min	Technical development options The moderator reminds us of the main aspects here, asks for any comments and requests us to vote anonymously to indicate our approval or not
5min	Wrap up and what's next The moderator summarised the main points and discusses the next stages of the tool development