**Checklist for the monitoring of SME activities**

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| Nominate contact person / helpdesk   * on the side of HVET, * on the side of SME. |  |
| Provide information   * via a communication platform, * via mailing list, * via personal mail, * via personal telephone contact, * via social media. |  |
| Regular personal contact between HVET and SME   * inviting new partners to the HVET, * defining frequency of contact. |  |
| Provide documents easily accessible for SMEs   * via a communication platform, * via a clearly defined area on the homepage. |  |
| Regular / bi-annual contact after each work-based learning period to get feedback.   * using a questionnaire, * via personal contact. |  |
| Inviting the SMEs   * to events, * conferences, * presentations.   Create a programme, providing information and excitement. |  |
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| Media coverage after events   * on the above mentioned platforms. |  |