



**LEONARDO DA VINCI  
TRANSFER OF INNOVATION**



**PROJECT: "CREATING VALUE AT EUROPEAN  
LEVEL IN RETAIL SECTOR BY ICT BASED  
VOCATIONAL MATERIALS"**

**Evaluation of the  
Workshop for Work Package 3**

**Ankara, 14/5/2009**

**VFA – Valter Fissamber and Associates Ltd**

The present evaluation report refers to the Workshop held in the context of Work Package 3 of the LDV project titled 'Creating Value at European Level in Retail sector by ICT based vocational material' (herewith: CVs in Retail). The workshop was held in Ankara (Turkey) on 14 May 2009.

The aim of this report is to inform the partnership on participants' impressions regarding issues related to the organization, structure and content of the workshop and also to identify issues that have to be taken into account for the future project activities.

For the evaluation purposes, one questionnaire was used. It was distributed immediately after the end of the workshop and was answered on-site by each participant. The questionnaire form may be found at the Annex herewith.

The report is structured in the following parts: introductory notes, analysis of completed evaluation questionnaires, evaluator's conclusions and suggestions and the annex.

## **1. The Workshop for WP 3 (Adaptation of the MVET model for Retail Sector in Turkey)**

The workshop was held in Ankara (Turkey) on 14/5/ 2009 and was hosted by the EDUSER. The aim of the workshop was to promote discussion among the partnership as regards the details, approaches, methodologies for the transfer and adaptation of the MVET model to the retail sector occupations.

The workshop was attended by representatives of all project partners:

- Haydar Özdemiroğlu – Tez-Koop-İş Union
- Didem Fırat – Tez-Koop-İş Union
- Gürsel Doğru – Tez-Koop-İş Union
- Alexis Isaakidis – VFA Ltd
- Aişe Akpınar – Eduser
- Özlem Büyükkakın – Eduser
- Gizem Baştaş– Eduser
- Bülent Çelik – Eduser
- Beril Uğuz– Tez-Koop-İş Union
- Mustafa Aksoy – Gazi VQC
- Recep Varçın – KARDER
- Mehtap Bahadır – KARDER

- Gabriella ANTEZZA-Centro Servizi Srl
- Mehtap Akpınar- Tez-Koop-İş Union
- İlhan Sezgin- Eduser

The meeting was coordinated by Aise Akpınar (EDUSER).

Detailed minutes of the meeting were made available to all project participants.

## **2. Analysis of the evaluation questionnaires**

### **Analysis of the evaluation questionnaire**

The questionnaire for the evaluation of the workshop was distributed after the end of the meeting and was filled in by all participants present at the closing session, ie. eleven persons.

The evaluation scale used was the following: 4 - very good; 3 - good; 2 - fair; 1 - unsatisfactory.

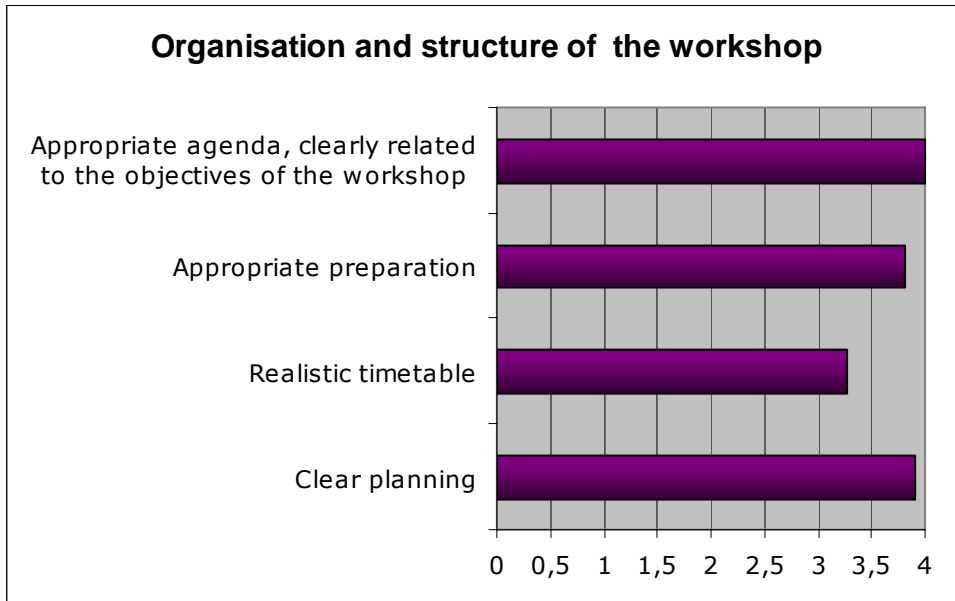
The results are as follows:

#### **Organization and structure of the SCM**

As regards the organization and the structure of the workshop, participants were satisfied with the planning, agenda and preparation.

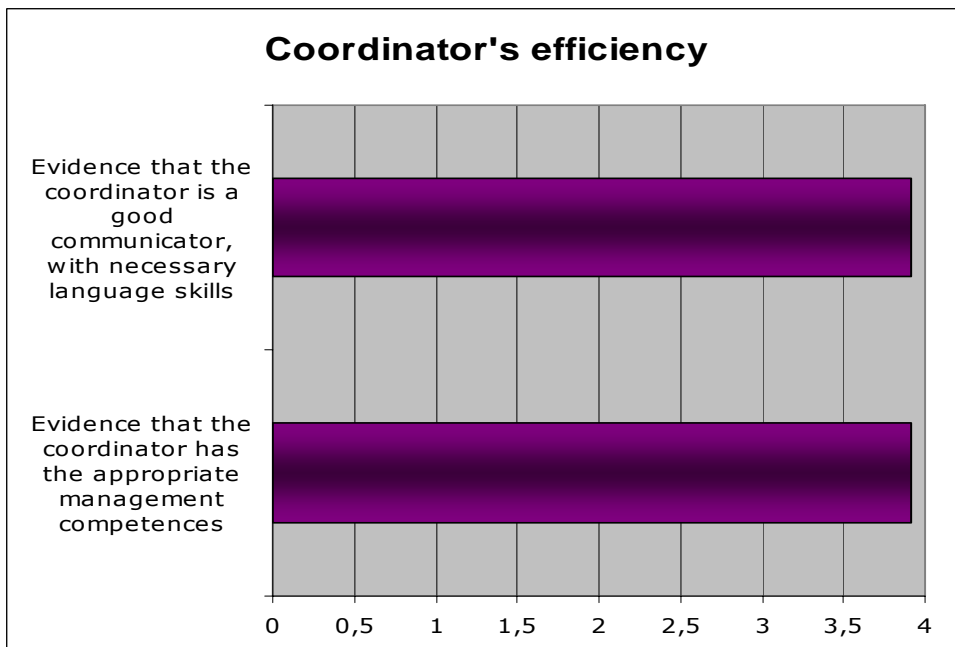
The agenda was sent by the promoter organization on April 21<sup>st</sup> 2009, well in advance for proper preparation. The core issues of the meeting were (a) the presentation of the country reports and (b) the transfer procedure and methodology to be applied for the development of the occupational profiles.

Some participants remarked on the limited time available.



#### Coordinator's efficiency

Regarding the coordinator's efficiency, it was highly rated by all participants as regards the capacity to manage the meeting and her communication/ language skills.

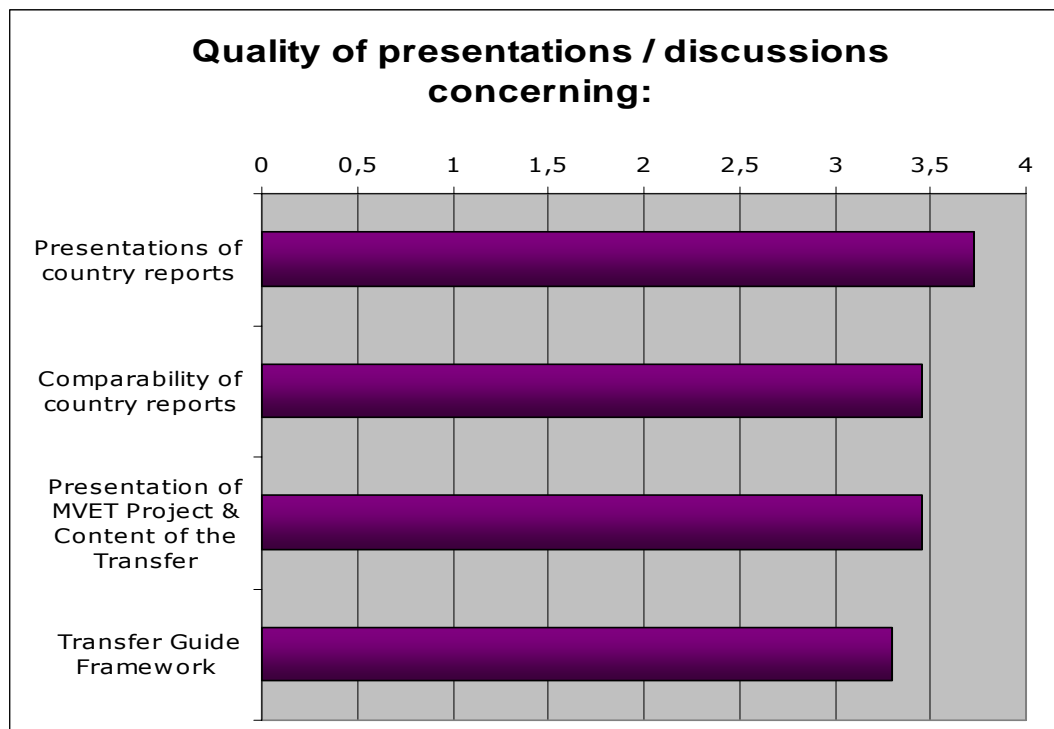


### Quality of presentations and relevant discussions

Regarding the quality of presentations and relevant discussions, the following aspects have been evaluated by the participants (each aspect corresponding to an agenda topic):

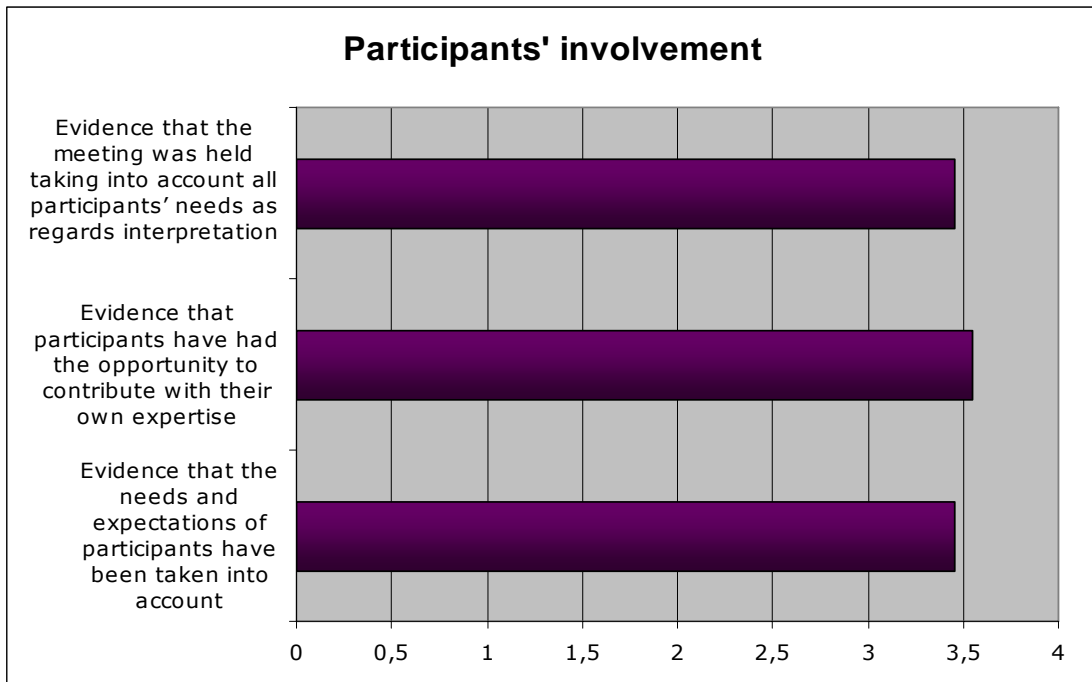
- Presentations of country reports
- Comparability of country reports
- Presentation of MVET Project & Content of the Transfer
- Transfer Guide Framework

As a general remark, the presentations and discussions were approved by all participants.



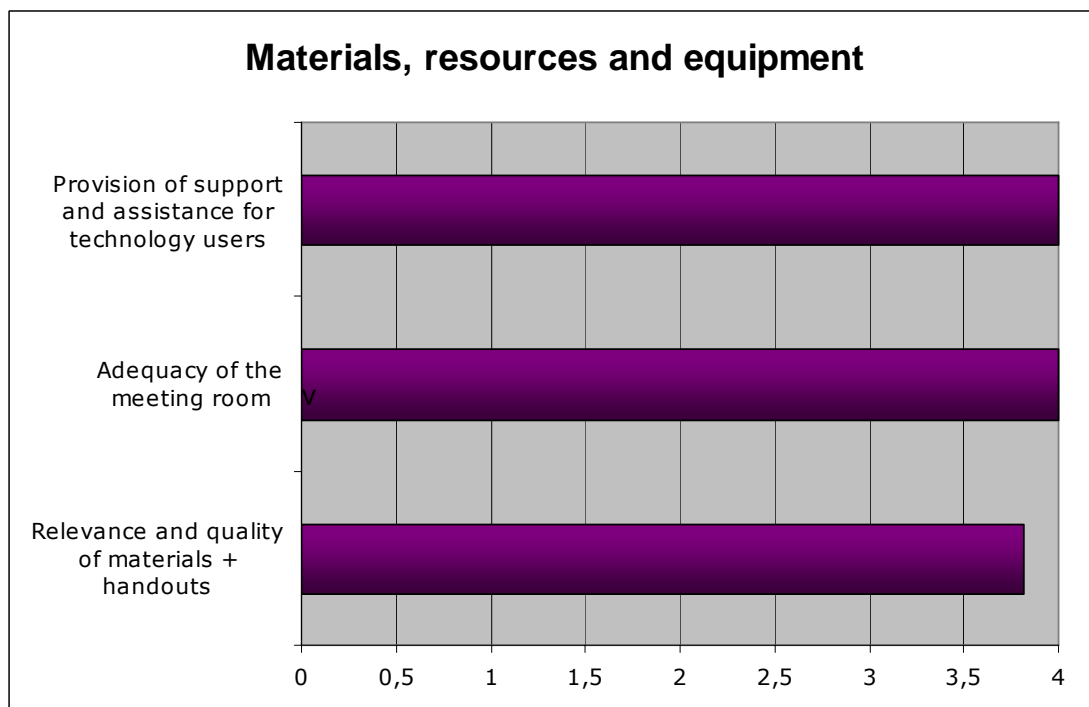
### Participants' involvement

Participants believe that to a significant extent their needs and expectations have been taken into account and that they were given the opportunity to contribute with their own expertise. It is very important that the necessary conditions to cope with a multilingual environment had been ensured by the host organization.



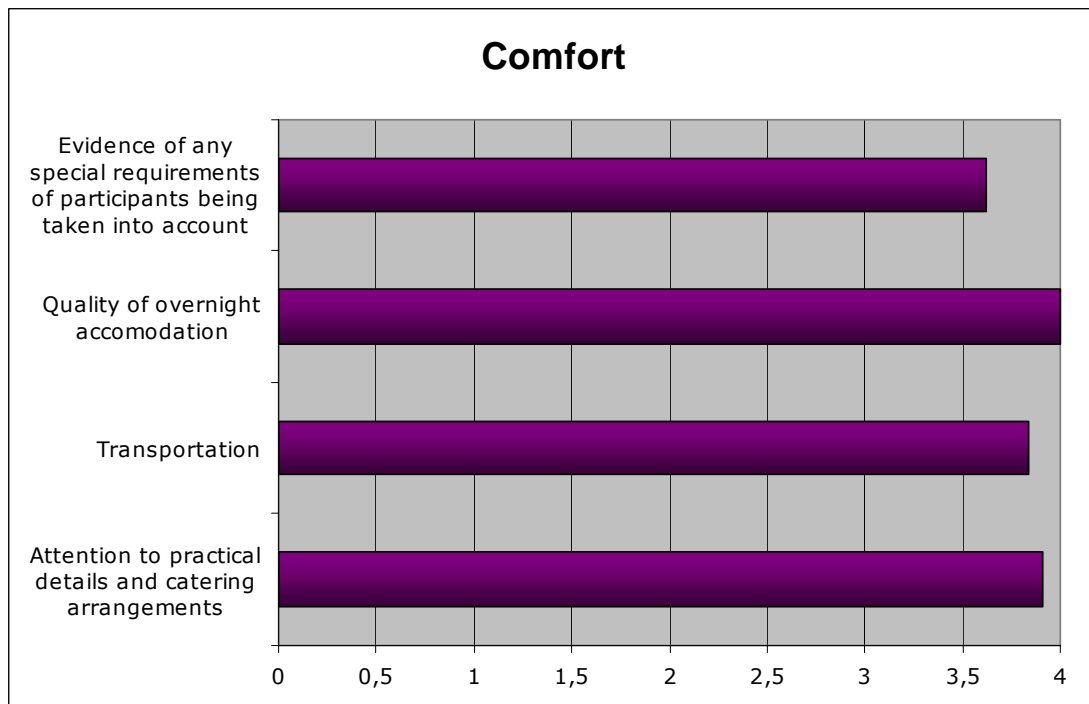
### Materials, resources and equipment

All partners agreed that the meeting room was adequate for the needs of the workshop. The same applies in the case of support and assistance for technology users and the quality of the printed material distributed.



### Accommodation, transportation and comfort

As regards the 'comfort' factor all respondents have been satisfied.



### Participants' comments

Participants' comments and suggestions are cited below:

a) *Extent to which participants' expectations have been met*

- My expectations have been met (3 responses)
- Question marks have been partly replied
- The workshop was well organised and managed

b) *suggestions for improvement*

- the duration of the workshop should be longer, to enable all partners to contribute and all subjects to be discussed (3 responses)

### **3. Evaluator's comments and conclusions**

- The Workshop for WP3 was the second opportunity for the project partners to meet and work on the project. Participants expressed their satisfaction, as regards the organization, structure and content of the workshop. All agenda items were covered and partners reached a common ground of understanding processes and responsibilities.
- Full participation of partners was sought after and achieved. There was extended exchange of views on methodologies and country-specific approaches.
- The participants had the chance to be well prepared for the workshop. The agenda of the meeting and relevant reference material in English had been sent in advance via email.
- Some partners complained about the limited duration of the workshop. The issue of the duration of the workshop was also discussed in the first SCM and it was restricted to one day due to budgetary limitations. However, taking into account the comments of the participants and the (detailed) minutes of the meeting, it can be concluded that the workshop served its purpose successfully.

**ANNEX: EVALUATION OF CVs in RETAIL-WP3 Workshop, Ankara  
 14/5/2009**

Name: .....

Partner organization: .....

All participants of the Workshop are kindly requested to fill in the following questionnaire

Evaluation scale: 4 - very good; 3 - good; 2 - fair; 1 - unsatisfactory.

Theme	Performance indicator	4	3	2	1
<b>Organisation and structure of the workshop</b>	Clear planning				
	Realistic timetable				
	Appropriate preparation				
	Appropriate agenda, clearly related to the objectives of the SCM				
<b>Coordinator's efficiency</b>	Evidence that the coordinator has the appropriate management competences				
	Evidence that the coordinator is a good communicator, with the necessary language skills				
<b>Quality of presentations / discussions concerning</b>	Presentation of country reports				
	Comparability of country reports				
	Presentation of the MVET Project and Content of transfer				
	Transfer Guide Framework				
<b>Partners' involvement</b>	Evidence that the needs and expectations of participants have been taken into account				
	Evidence that participants have had the opportunity to contribute with their own expertise				
	Evidence that the meeting was held taking into account all participants' needs as regards interpretation				
<b>Materials, resources and equipment</b>	Relevance and quality of materials + handouts				
	Adequacy of the meeting room				
	Provision of support and assistance for technology users				
<b>Accommodation, transportation and comfort</b>	Attention to practical details and catering arrangements				
	Transportation				
	Quality of overnight accommodation				
	Evidence of any special requirements of participants being taken into account				

To what extent have your expectations regarding this meeting been met?

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What would you suggest as an improvement for the next meeting?

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Comments:

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Thank you for your cooperation.