WBCVMnet
Tempus Project University of Kragujevac
WBC Virtual Manufacturing Network
Fostering an Integration of the Knowledge Triangle

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ANALYSIS OF THE CURRENT CONDITIONS IN THE ENTERPRISE AND THE ENVIRONMENT

First name and family name			
Date of birth			
Qualifications and vocation			
Post occupied/sector			
Length of working experience			
Contact	Phone:	Fax:	E-mail:

KEEPING INFORMED AND APPLYING TRENDS IN BUSINESS

1. Are you keeping informed about trends in your field of activities?	☐ Yes ☐ No ☐ I would gladly, but I cannot because:_____ _____
2. Which are sources of information about trends in your sector and field of activity?	☐ Fairs ☐ Internet ☐ Membership in networks ☐ External consultants ☐ Specialized literature ☐ Institutions (Chamber of Commerce, Development Agencies, Universities) ☐ Other:_____ _____
3. What are the trends?	
4. Define in % your ability and willingness to apply world trends in your business.	_____ %

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INNOVATIVENESS

5. Which field did you apply innovations during the past 3 years?	☐	Products / Services	☐	6. Which fields are you planning to apply innovations in the next 3 years?
	☐	Marketing	☐	
	☐	Technology	☐	
	☐	Organization	☐	

7. Which are the major obstacles in introducing innovations? prioritize (1-5) 1-the least important 5-the most important	Lack of expert knowledge in the firm	☐
	Unavailability of external sources of knowledge (external services)	☐
	Lack of funds	☐
	Lack of subventions for innovations	☐
	Lack of resources for innovative technologies (machines, computers, software)	☐

8. Are you informed and involved in international development projects?	☐ Yes, I am informed ☐ Yes, I am informed and involved ☐ No ☐ I would gladly, but I cannot because:_____ _____
9. Are you informed and involved in domestic development projects?	☐ Yes, I am informed ☐ Yes, I am informed and involved ☐ No ☐ I would gladly, but I cannot because:_____ _____

REQUIRED COMPETENCIES OF THE EMPLOYEES

10. Do you have problems finding qualified employees?	☐ Yes ☐ No
11. How do you identify needs for new knowledge and the lack of it?	☐ Through analysis of the competencies for realization of the set tasks and degree of individuality in completing the defined plans ☐ Through evaluation of the work results and motivation of the employees ☐ Through interviews with the employees ☐ Interviewing the direct supervisors ☐ Observing standards, internal work instructions and other documents

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12. Do you note the additional knowledge and skills of the employees?	☐ Yes ☐ No ☐ The firm does not, but I personally do
13. Do you seek solutions in employing new staff or training your employees?	☐ Mainly training the employees ☐ Employing new staff ☐ Both, depending on the concrete need
14. Which educational and human resource development needs your firm should consider during the next 2-3 years?	☐ Specialized trainings related to the type of business of the firm? ☐ Training for applying new technologies: 　　☐ Advanced CAD modeling 　　☐ CAM modeling and NC programming 　　☐ From R/D to virtual manufacturing to the users 　　☐ R/D of tools for plastic 　　☐ Concurrent engineering 　　☐ Development and optimizing of the production processes supported by virtual manufacturing 　　☐ Industrial design 　　☐ Bio engineering - applications ☐ Informative seminars about new trends ☐ Project design and management ☐ Business communication and negotiation ☐ Practical business marketing ☐ Learning foreign languages ☐ Introducing new quality certificates, and related trainings ☐ Other: _____ _____

IDENTIFYING NEEDS FOR NEW TRAININGS

15. Are you informed about similar trainings in the Region?	☐ Yes, where: _____ _____ ☐ No
16. Are they satisfying your needs?	☐ Yes ☐ Partially ☐ No

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17. Which training programmes are you applying now, or have already applied?	
18. Which training programmes would you like to apply?	
19. In your opinion, which type of training would be the most useful for your employees?	☐ On job training ☐ Lectures/seminars, trainings outside the company ☐ Mentoring (supervised by a consultant) ☐ Business mobility (Industrial Fellowship Programme) ☐ Other:_____ _____

IDENTIFYING NEEDS IN THE FIELD OF NEW STANDARDS

20. Are you planning to introduce new work standards?	☐ Yes ☐ No
21. Are new standards needed in your business?	☐ Yes ☐ No
22. Which are the specific competencies of the employees related to introduction of new work standards?	

IDENTIFYING NEEDS IN THE FIELD OF PROJECT AND PROCESS DEVELOPMENT

23. Are you planning your enterprise's development in the field of application of new technologies, through cooperation with domestic expert teams?	☐ Yes, how: _____ _____ ☐ No
24. Which are the specific competencies of the employees related to introduction of new technologies?	

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25. Would you send your employees to the trainings about new technologies?	☐ Yes ☐ No
26. How important do you think it is to have specialized literature/ software in your business?	☐ Very important ☐ Partially ☐ Not important
27. Are you planning to develop new products/services?	☐ Yes, how often during a year:_____ _____ ☐ No
28. Which specific competencies are related to development of new products/ services?	
29. Are you planning to enter new markets?	☐ Yes, which markets:_____ _____ ☐ No
30. Which new competences are related to entering new markets?	