



Training and internal promotion

WeDo aims at providing an initial training to all new workers who join the company, providing an overview of the company, the projects, the tools and resources available and the expected role and contributions. In addition, a Wedo Training Plan is outlined to bring together the vision of the company and the staff needs identified in their individual 360 Staff Evaluation, which is being periodically updated according to the new gaps or expectations shared. This annual training plan always includes a module on Occupational Risk Prevention.

The objective of the Training Plan is to ensure consistency not only with the quality policy of the company and its evolving needs, but also with the demands of growth and improvement of the staff. Each team member can request a training, that will be considered according to relevance to work profile and contribution to professional development. And WeDo will try to provide an individualized, flexible approach, allowing the completion of courses during work hours, facilitating the reconciliation of family life and labor.

Because of the needs identified during the development the Equality Plan, WeDo has included a module on equality and against harassment as a new training area of the training plan with required attendance of all the team.

Training needs

In each annual individual evaluations (360 Staff Evaluation), the requests of the personnel and the needs of the company are brought together for agreement. A series of training actions are then established for each worker, that can be framed in the following categories:

1. Individual training to meet the needs of the worker.
2. Specific training for the Department or Area.
3. Internal training on procedures, programs, etc.
4. Language training.
5. Training in PRL.
6. Equality training.

During 2020, a total of 145 hours of training were carried out, with the following contents:

Specific trainings

1. Preparing your periodic reports - Expert Insights. (0.5H) (European Commission)
2. European Research and Innovation Days (8H) (European Commission)
3. Your user profile in the Funding & Tenders Portal (1H) (European Commission)
4. Cap a Horizon Europe, the proper EU marc research and innovation program 2021-2027 (2H) (GenCat - CDTi)
5. Opportunities of d'RDI in Health to the future program Horizon Europe 2021-2027 (2H) (Agaur)
6. Grant agreements to Horizon Europe (2H) (Agaur)
7. "Avoiding errors in declaring personnel costs in Horizon 2020 grants" (1.5 H) (European Commission)
8. Days of presentation of Horizon Europe (02/12 / 20-03 / 12/20) (10H) (CDTi) (4H)



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Specific training on Design and Communication

1. Development of a digital media plan (1.5 H)
2. Secrets of photomontage and creative retouching (3 H)
3. Artistic lettering: tricks to dress your letters (5 H)
4. Digital lettering for beginners (4H)
5. Instagram strategies for brand development (1H)
6. Introduction to community management (3H)
7. Fantasy digital portraits with Photoshop (6H)
8. Automated Editorial Design with Adobe InDesign (5.5H)

Training on human resources and administration

1. Introduction to transfer management in Teams (1,5h) (Two Rockets)
2. The Equality Plan in companies (12/01/20) (2H) (Barcelona Activa)

Internal training on procedures, programs, etc.

1. Internal training on procedures in WeDo (3H) (WeDo)
2. Training on the password manager 1password (0.5h) (Two Rockets)
3. GoToWebinar - New! Microsoft Teams integrated with GoTo (1H) (LogMeIn)
4. 1Password (1H) Training (WeDo)
5. Training on Smartsheet (6H) (Systemc)
6. Training on Smartsheet (1H) (WeDo)

Training in PLR

1. Training and information on PRL (1H)

Individual training to meet the needs of the worker

1. Training on Smartsheet (11/24/20) (1H) (WeDo)
2. Introduction to SPEAC: SharePoint, governance, resources (1H) (WeDo)
3. Classification and protection of documents in SharePoint (0.5H) (Two Rockets)
4. Smartsheet: Best practices for managing and collaborating on shared calendars (1H) (Smartsheet)
5. Personalize Sharing and Control Collaboration with Dynamic View (0.5H) (Smartsheet)
6. Power Sheet Data, Symbols, and Roll-Ups with Smartsheet-Specific Formulas (0.6 H) (Systemc)

The reference on the duration of the courses is for informational purposes only. They do not represent the actual training hours in the company, as in most cases different team members attended one same course.