

Form Distribution Plan During the Training

1. Note-Taking Sheet

When?

- At the **beginning** of the session

Why?

- Helps participants follow key points
- Supports focus and active listening

Trainer instructions:

- Distribute at the start
 - Say: “Use this form to write down important ideas during the session.”
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2. Worksheet (Career Map & Scenario Planning)

When?

- In the **middle** of the session, right after explaining scenario thinking & self-assessment

Why?

- To promote self-reflection
- To build a personal career map, scenarios, and an action plan

Trainer instructions:

- Explain scenario thinking
 - Distribute the worksheet
 - Let participants complete it individually, then proceed with group discussion
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3. Feedback Form

When?

- At the **end** of the session

Why?

- To evaluate the session
- To gather suggestions for improvement

Trainer instructions:

- Distribute at the end
- Give 3 minutes to complete
- Collect forms for evaluation