



**Women's Initiative
for New Growth and Skills
Empowering Migrant Careers**

Project 2024-1-DE02-KA220-ADU-000247718



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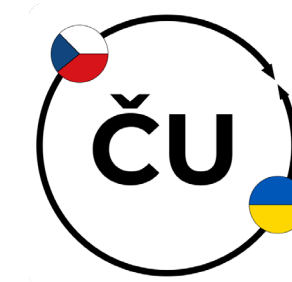
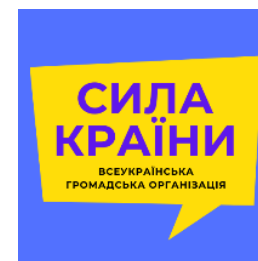
**Comprehensive Integration Learning Program
"Leap Forward: Women's Career Transformation" for Adult
Women - Forced Migrants**

Lesson 10:

Adapting to a New Work Culture

WINGS: Women's Initiative for New Growth and Skills - Empowering Migrant Careers

01/09/2024 - 31/08/2026



Adapting to a New Work Culture

Starting a new professional life in a new country requires courage. This presentation offers practical insights to help you understand the broader European workplace culture and succeed in your professional life. Together, we will discover your strengths and create new opportunities.



Your Strength: Unique Experiences

Values You Bring

Each of you is equipped with rich experiences from different cultures. Your multilingualism, adaptability, and resilience make you valuable to employers.

- Diverse perspectives and creative problem -solving
- Intercultural communication skills
- Flexibility and quick learning capacity
- Experience in overcoming challenges



Navigating European Workplace Culture

Workplace cultures across Europe are diverse, often blending traditional values with modern practices. Understanding key principles is crucial for your success in any new environment.

Building Professional Relationships

Cultivating strong professional relationships and trust is highly valued. Establishing genuine connections with colleagues and superiors will enhance your integration and success.

Understanding Organizational Dynamics

Workplaces often have distinct organizational structures. Recognizing roles, respecting communication protocols, and understanding decision-making processes are key to navigating your professional environment.

Proactive Adaptability

Different countries and companies have varied expectations regarding punctuality, communication, and work-life balance. Embrace flexibility, observe local norms, and proactively adapt to these diverse professional standards.

Punctuality and Time Management

Understanding Expectations

Business culture in various international workplaces varies by sector and company. Generally, you are expected to be on time for meetings, but in some cases, flexibility may be shown.

Practical Tips

- Arrive 5 - 10 minutes early for important meetings and business appointments.
- Inform others in advance if you will be late and apologize.
- Be extra careful and make a good impression during your first days.
- Have a clear agreement with your employer regarding working hours.
- Ask for information about break and lunch durations.



Important Note: First impressions are crucial. Being punctual in your first week demonstrates your professionalism and helps build trust.



Hierarchy and Communication in the Workplace

01

Communication with Superiors

Use respectful language and maintain a formal tone with your managers, especially in initial interactions. Be polite and constructive when making suggestions.

02

Communication with Colleagues

Build friendly yet professional relationships with your co-workers. Informal interactions during breaks and getting to know each other are often a valuable part of building rapport in many European workplaces.

03

Decision - Making Process

Decision - making processes can vary, but in many European organizations, decisions often flow from management. While your input is valued, understand that final decisions typically rest with leadership.

Understanding Feedback Culture Across Countries

Navigating Diverse Feedback Styles

Feedback cultures vary significantly across the globe, and particularly among our partner countries. Some cultures, such as **Turkey**, often favor indirect and polite feedback, valuing harmony and saving face. Others, like **Germany**, typically expect direct, straightforward, and explicit feedback, prioritizing clarity and efficiency. Recognizing and adapting to these diverse feedback styles is crucial for effective collaboration and success within each specific country. Understanding the local feedback culture is not just polite; it's a critical component for successful project outcomes.

When Receiving Feedback

- **Listen actively:** Focus on understanding the message, whether it's direct or subtle. In indirect cultures, pay attention to tone, non-verbal cues, and context.
- **Resist defensiveness:** View feedback as an opportunity for growth, not a personal attack.
- **Seek clarity respectfully:** In indirect cultures, politely ask clarifying questions to uncover nuanced meanings. In direct cultures, ask for specific examples.
- **Identify actionable steps:** Ask for concrete suggestions on how to improve.
- **Show appreciation:** Thank the person for their input, demonstrating openness to learning and improvement.

When Giving Feedback

- **Adapt to the cultural context:**
- **For indirect cultures (e.g., Turkey):** Frame feedback gently, use softening language, and deliver it privately. Focus on the positive aspects first.
- **For direct cultures (e.g., Germany):** Be clear, concise, and explicit. Focus on factual observations and desired outcomes.
- **Focus on the work, not the person:** Avoid personal attacks; keep feedback objective and task-oriented.
- **Offer solutions or next steps:** Help guide the individual towards improvement.
- **Choose an appropriate time and place:** Consider privacy and the recipient's comfort level.
- **Ensure understanding:** Ask if your feedback is clear and if they have any questions.



Work Attire and Professional Appearance

Corporate Offices

More formal attire is generally expected in sectors like banking, law, and large corporations. Suits, tidy hair, and minimal accessories are often preferred.

Creative and Tech Industries

Advertising agencies, design studios, and technology companies typically have a more relaxed dress code. However, presenting a clean and tidy appearance remains important.

General Guidance

When starting a new role, dress more formally for the first few days and observe the workplace environment. Cleanliness and good grooming are universally important. You are also encouraged to dress in a manner that respects your cultural values while adhering to professional norms.

Communication Styles

Effective communication is fundamental to success in your professional life. In many professional environments, both verbal and non-verbal communication play important roles.



Verbal Communication Skills

Language Barriers

Learning the local language provides a significant advantage. Initially, you can seek support from colleagues who speak English or other common business languages. Learning basic local phrases demonstrates your commitment and effort.

- Attend language courses
- Practice daily
- Ask colleagues for help
- Prioritize learning business terminology

Polite and Respectful Language

In many European and international workplace cultures, politeness and respect are highly valued. Words like "please," "thank you," and "you're welcome" are frequently used and expected.

- Be aware of formal and informal address forms in the local language
- Emphasize greetings and goodbyes
- Use expressions of request and gratitude
- Adopt a patient and understanding tone

Active Listening

A good communicator is also a good listener. Give your full attention to the other person and show that you understand.

- Make appropriate eye contact
- Use non-verbal cues to show engagement
- Clarify by asking questions
- Confirm by summarizing

The Power of Non -Verbal Communication

Body language, facial expressions, gestures, and mimics carry important messages in international business culture. Accurately reading and using non -verbal communication strengthens your professional relationships.

Eye Contact

Direct eye contact is often a sign of trust and honesty, but its intensity and duration can vary culturally. Be mindful not to be overly intense.

Personal Space

Norms for personal space vary significantly across different cultures. Be observant of local customs; in some settings, physical proximity might be more common, while in others, a greater distance is expected.

Gestures and Mimics

The use of gestures and facial expressions in communication varies greatly by culture. Some cultures embrace expressive hand movements as a natural and lively communication style, while others prefer more subdued gestures.



❏ **Attention:** Some gestures or non -verbal cues may have different meanings across cultures. Observe and don't hesitate to ask if you are unsure.

Soft Skills: The Importance of Social Skills

Your technical skills get you hired, but your social skills make you successful and enable your career progression. These skills are valuable in any international workplace culture.



Empathy and Emotional Intelligence



What is Empathy?

It is the ability to understand and feel the emotions of others. In the workplace, empathy means stronger relationships and better collaboration.



Emotional Intelligence

Managing your own emotions and reading the emotions of others is critical for professional success.



Workplace Application

Strive to understand your colleagues' perspectives. Be open to different opinions and maintain a supportive attitude.

Developing empathy requires practice. Every day, listen more, observe more, and be more understanding. This skill strengthens _____ over time and opens doors in your career.

Teamwork and Collaboration



Being a Successful Team Player

In European workplace culture, team spirit is highly valued. Working together, sharing, and supporting each other is expected.

For Success in a Team

1. Communicate openly and honestly
2. Fulfill your responsibilities
3. Be willing to help others
4. Find constructive solutions in conflicts
5. Prioritize team success over personal success
6. Respect different ideas

Developing Communication Skills



Listening

Practice active listening. Give your full attention to the speaker, ask questions to ensure understanding.



Clear Expression

Express your thoughts clearly and understandably. Avoid complex sentences; be simple and precise.



Asking Questions

Don't hesitate to ask when you don't understand something. Asking questions shows your eagerness to learn.



Feedback

Give and receive constructive feedback. This is important for mutual development.



Cross - Cultural Awareness

Understanding and respecting different cultures is an indispensable skill in the modern business world. It is possible to adapt to a new culture while preserving your own cultural identity.

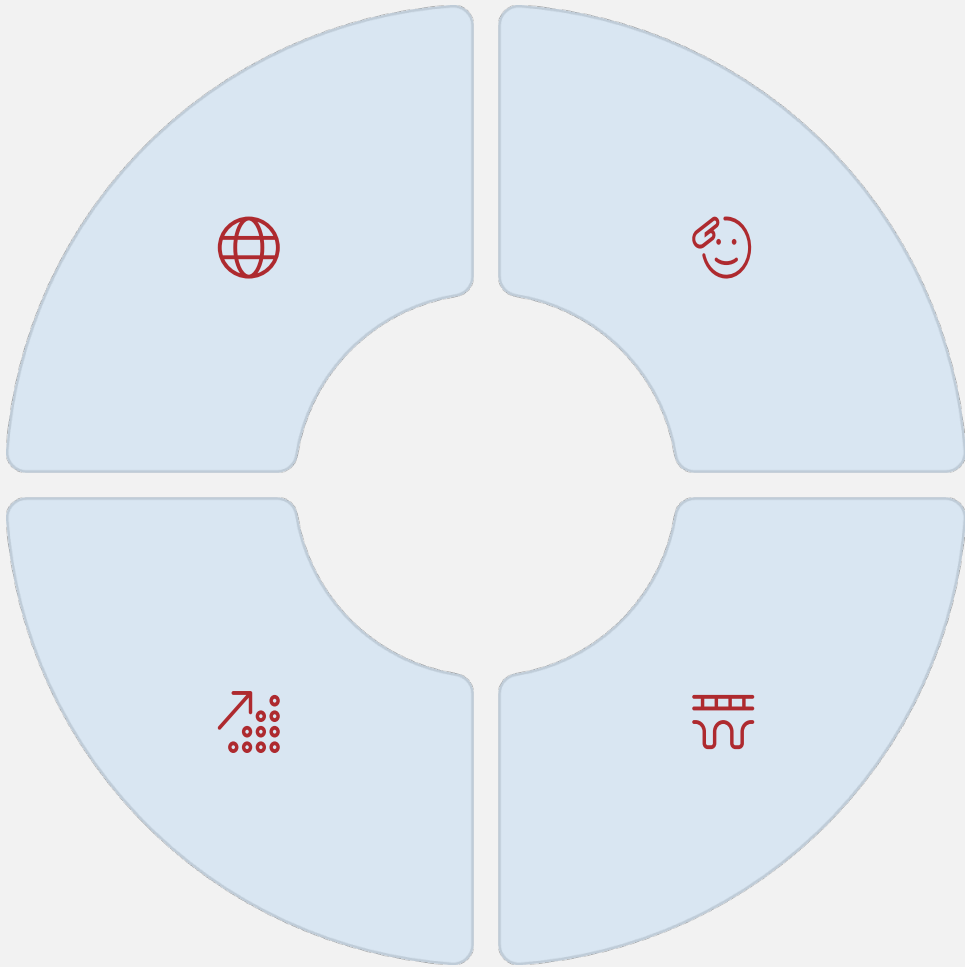
Understanding Cultural Differences

Awareness

Every culture has its own unique values, communication styles, and ways of doing business. It is important to learn and accept these differences.

Continuous Learning

Developing cultural awareness is an ongoing process. Be open to learning new things every day.



Respect

Showing respect for differences, being tolerant, and avoiding prejudice are fundamental to a professional environment.

Building Bridges

Building cross -cultural bridges, finding common ground, and developing collaborative methods create strong relationships.

Adapting While Preserving Your Identity

Finding Balance

Adapting to a new culture does not mean giving up your own identity. You can integrate into professional life while preserving your cultural values.



- **Your Own Values**

Stay true to your cultural and personal values. This makes you strong and unique.

- **Open Communication**

Kindly share your needs and boundaries with your employer.

- **Common Ground**

Focus on shared values and goals rather than differences.

- **Flexibility**

Be flexible and adaptable without compromising your values.



Conflict Management: Turning Challenges into Opportunities

Disagreements and conflicts are natural in the workplace. What matters is how you manage these situations. With the right approach, conflicts can transform into opportunities for learning and growth.

1

1. Stay Calm

Avoid emotional reactions. Take a deep breath and assess the situation objectively.

2

2. Listen Actively

Try to understand the other person's perspective. Active listening is half the solution.

3

3. Speak Clearly

Express issues constructively without personalizing them. Use "I" statements.

4

4. Be Solution -Oriented

Focus on solutions rather than just discussing the problem. Work together towards a common resolution.

Role-Playing Scenarios in Conflict Situations

1

Scenario: Workload Imbalance

Situation: You are constantly asked to do more work, and it feels unfair.

Approach: "Dear [Name], I am happy to successfully complete the tasks you assign. However, I would like to discuss my current workload with you. I need your guidance on which tasks I should prioritize. This way, I can perform at my best."

2

Scenario: Communication Breakdown

Situation: You are experiencing communication issues with a colleague, and it's affecting your work.

Approach: "Hello [Name], I'd like to talk to you. It seems there were some misunderstandings on the last project. Could we discuss how we can improve our communication to collaborate more effectively?"

3

Scenario: Cultural Misunderstanding

Situation: Your behavior was misunderstood and caused discomfort.

Approach: "I apologize; I think there's been a misunderstanding. It might stem from cultural differences. May I explain the situation? I will be more careful in the future and I am eager to learn."

Knowing and Defending Your Rights

Your Legal Rights

Everyone working in a European country, regardless of nationality, has certain labor rights. Knowing these rights protects you.

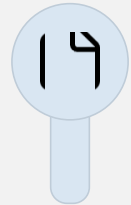
Fundamental Labor Rights

- Right to a written employment contract
- Working hours and overtime regulations
- Minimum wage and timely payment of wages
- Right to annual leave
- Occupational health and safety conditions
- Protection against discrimination



Important: Obtain clear information regarding your work permit and status. You can seek legal support if necessary. NGOs offering free consultation services are available

Self-Advocacy Skills



Be Aware

Know your rights and recognize when they are being violated. Stay vigilant about situations.



Document

Record problematic situations, dates, and details. Written evidence is important.



Communicate

Address issues calmly and professionally. Use "I" statements to share your feelings.



Seek Support

You are not alone. Get help from HR, trusted colleagues, or external support resources.



Take Action

File a formal complaint if necessary. Do not hesitate to advocate for your rights.

Build Your Professional Network

A strong professional network is invaluable for your career development. Create a community where you can receive support, learn, and find opportunities.



Workplace Connections

Develop sincere yet professional relationships with your colleagues. Join coffee breaks and participate in social events. Every relationship is a potential opportunity for learning and growth.



Community Involvement

Join professional women's groups and immigrant support networks. Sharing experiences and mutual support are powerful tools.



Digital Networks

Create your profile on platforms like LinkedIn. Join groups related to your industry and engage.



Continuous Development and Learning

Invest in Yourself

Success in professional life requires continuous learning and development. Strive to be a little better every day.



Develop Local Language Skills

Learning the local language is crucial for integration and career advancement. Utilize free online resources, language exchange programs, and courses.



Professional Skills

Learn new skills related to your industry. Participate in online courses, certification programs, and workshops.



Mentorship

An experienced person can be a mentor. Benefiting from their knowledge and experience accelerates your development.

Free Learning Resources

- MOOC platforms like Coursera, edX
- YouTube educational channels
- Public education centers
- Municipal courses
- NGO training programs
- Online libraries



Self-Care and Resilience

Adapting to a new culture can be challenging. It is crucial to take care of yourself, protect your emotional well-being, and strengthen your resilience.

Physical Health

Get enough sleep, eat healthily, and exercise regularly. Physical health is the foundation of your mental well-being.

Emotional Support

Stay connected with your family, friends, and community. Share your feelings, ask for and offer support.

Stress Management

Find stress-reducing activities like breathing exercises, meditation, or hobbies. Make time for yourself.

Positive Thinking

Celebrate your successes, appreciate small steps. Find a reason to move forward every day.



Conclusion: Remember Your Strength

You Are Strong

You've come this far. You've faced challenges, adapted, and persevered. This strength has always been within you and will always be with you.


Adapting to a new work culture takes time. Be patient, give yourself a chance. Every small step is an achievement. Making mistakes is natural and part of learning.

"Success is not about never falling, but about rising every time you fall. You are already standing and moving forward."

Remember:

- Your unique experiences are valuable
- Asking for help is a sign of strength
- Community support is always with you
- You have the right to progress at your own pace
- Success is not just reaching the goal, but the journey itself



 **Communication and Support:** You are not alone on this journey. Contact us for your questions, concerns, or successes you'd like to share. Together, we are stronger.

DISCLAIMER



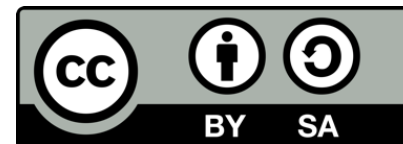
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