

Form Distribution Order

1 NOTE-TAKING SHEET — *At the Beginning*

When?

- During the introduction section.

Why?

- To help participants follow topics such as hierarchy, communication, feedback culture, and intercultural awareness.

Trainer instructions:

- “Use this form to note important points throughout the session.”
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2 WORKSHEET — *In the Middle of the Session*

When?

- After explaining Turkish work culture and giving intercultural examples.

Why?

- To support self-reflection, cultural comparison, and the development of a personal adaptation plan.

Trainer instructions:

- Ask participants to:
 - Reflect on their past cultural experiences
 - Compare their own culture with Turkish workplace culture
 - Create a personal adaptation plan
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3 FEEDBACK FORM — *At the End*

When?

- During the closing phase.

Why?

- To collect evaluation and suggestions; to measure learning impact.

Trainer instructions:

- Distribute at the end, give 2–3 minutes, then collect.