

Form Distribution Order for This Training

1 NOTE-TAKING SHEET — *At the Beginning of the Session*

When?

- During the opening part of the training, first 3–5 minutes.

Why?

- Helps participants follow key ideas during the lesson.
- Supports active listening when learning about CV writing, interview preparation and AI job search tools.

Trainer instructions:

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

When?

- After explaining CV review, job search planning and interview preparation.

Why?

- To turn the lesson into personal action: reviewing CV, planning job search steps, preparing interview answers.

Trainer instructions:

- Ask participants to:
 - Identify strengths and improvement areas in their CV
 - Write their job-search goal and first 3 steps
 - Answer sample interview questions
 - A short pair/group discussion may follow.
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3 FEEDBACK FORM — *At the End of the Session*

When?

- During the closing phase of the training.

Why?

- To collect evaluation, suggestions and measure session effectiveness.

Trainer instructions:

- Distribute at the end.
- Allow 2–3 minutes to complete the form.
- Collect the forms for analysis.