

● 1. WORKSHEET

Title: Adapting to a New Work Culture – My Experiences and Plan

A. Self-Reflection

1. In which cultures have I worked or lived before?
.....
2. What has been my strongest skill when adapting to a new workplace?
.....
3. What has been the biggest challenge in adaptation?
.....
4. After this session, which soft skills do I want to improve?
.....

B. Comparing Work Cultures

Topic	Observed Differences in Turkey	My Reaction / Adaptation Strategy
Hierarchy & Communication		
Time & Punctuality		
Feedback Style		
Teamwork		
Dress Code & Appearance		

C. Personal Adaptation Plan

1. To communicate better at my workplace, I will:
.....
 2. To avoid cultural misunderstandings, I will pay attention to:
.....
 3. People or organizations that can support my adaptation process:
.....
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● 2. NOTE-TAKING SHEET

Title: Adapting to a New Work Culture – My Session Notes

Topic	My Notes
General features of Turkish work culture	
Hierarchy and communication style	
Feedback culture	
Dress code and professional appearance	
Intercultural awareness and empathy	
Conflict management strategies	
Knowing and defending my rights	
My personal development plan	

● 3. FEEDBACK FORM (Short Survey / Questionnaire)

Title: Session Feedback – Adapting to a New Work Culture

A. Evaluation (Scale 1–5)

No	Statement	Rating (1=Strongly Disagree, 5=Strongly Agree)
1	The session content was relevant to my experience.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
2	I gained new insights into Turkish work culture.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
3	I feel more aware of intercultural sensitivity and empathy.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
4	I learned practical tools for conflict management and communication.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
5	The trainer was clear, engaging, and motivating.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

B. Open Questions

1. What was the most useful part of this session?
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2. What changes will you make in your behavior after this session?
.....
3. What topics would you like to see covered in future sessions?
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