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D.T2.1.1

Integrated Training Module

Training 1. Team Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • If you want to build and manage a perfect team, first of all you must learn right communication principles, relationship management, programming, planning and team potential. In this training you will learn basic team principles and motivation source. • Training will be fully practical. • Training can be done indoors or outdoors. |
| <p>Training Period / Person</p> | <p>1 day / Min 20 – max 150 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ What's the meaning of the team? ➤ When will you be a real team? ➤ Empowering team relationship and communication ➤ Become stronger team? ➤ Which features should we improve |



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Training 2. Effective Communication Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • Communication is the most important and most difficult skills in our life. On the other hand, everybody use communication for the right relationship in public. But some of them know and use more tactics in his/her life. This people became popular. We must grove our communication skills if we want to be popular and requested person. • The aim of the training is to teach these skills • Training will be fully practical. |
| <p>Training Period / Person</p> | <p>1 day / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ What's communication? ➤ Which skills you must develop for the right communication? ➤ Basic and simple principles in communication ➤ Skill of listening “Think fast talk smart” ➤ Empowering communication skills ➤ Become stronger communicator? ➤ Which skills should you improve? |



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Training 3. Human Resources Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • Human resources is used to describe both the people who work for a company or organization and the department responsible for managing resources related to employees. Human resource management is a contemporary, and an umbrella term used to describe the management and development of employees in an organization. Also called personnel or talent management (although these terms are a bit antiquated), human resource management involves overseeing all things related to managing an organization’s human capital. • Training will be fully practical. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Human resources management ➤ Organization development ➤ Content ➤ Aim ➤ Properties ➤ How can we empower HR? ➤ Recruiting and staffing ➤ Compensation and benefits ➤ Training and learning ➤ Labor and employee relations |



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Training 4. Institutionalization Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • Process, which transforms an organization's code of conduct, mission, policies, vision, and strategic plans into action guidelines applicable to the daily activities of its officers and other employees. It aims at integrating fundamental values and objectives into the organization's culture and structure. • The aim of the training is to teach the institutionalization principles and scope of application. • Training will be fully practical. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ Meaning of institutionalization ➤ Aim of ➤ What is organization code? ➤ Vision ➤ Mission ➤ Policies ➤ Strategy ➤ Organization memory and values |



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Training 5. Marketing Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • In marketing trainings, it is aimed that marketing employees should have basic competencies before sales and professional skills starting from the preparation processes and finishing the sales process should be known through theoretical and practical issues, and that all stages of the case studies should be experienced and converted to experience. Training will be provided for this purpose. • Marketing training will be theoretical and practical. • Marketing training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Basic information about marketing ➤ Market and marketing environment ➤ Consumer behavior ➤ Marketing information system and marketing research ➤ Market segmentation ➤ Target market selection and positioning ➤ Product decisions and management ➤ Price and pricing ➤ Promotion efforts ➤ Distribution channels and policies ➤ Marketing management and strategic marketing planning ➤ Social responsibility in marketing |

Training 6. Hygiene Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • Within the scope of hygiene training, the general characteristics of viruses, bacteria, parasites, fungi and other infectious agents known to pose risks to people who work in places where food production, service and sale are performed and who come into direct contact with foods, the ways of transmission, which line of business may be infected or how public health may be threatened, it is aimed to protect the health of both themselves and the people they serve consciously in the workplace and in daily life and to ensure the use of this information in daily life. • Hygiene training will be theoretical. • Hygiene training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Laws and regulations ➤ General concepts ➤ General characteristics of viruses, bacteria, parasites and fungi, sources of transmission, diseases and prevention methods ➤ Definition and methods of sterilization and disinfection ➤ Hand hygiene ➤ Other personal hygiene ➤ Nutritional hygiene ➤ Kitchen hygiene ➤ Toilet cleaning ➤ Hygiene of work clothes and protective materials |



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Training 7. E-Commerce Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • Within the scope of e-commerce training, companies should be able to manage e-commerce sites, organize product entries according to the rules of algorithms, analyze and optimize them, keep websites up to date, create user-friendly sites and be visible in search engines, etc. trainings will be given. • E-commerce training will be theoretical and practical. • E-commerce training will be done indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ General aspects of E-Commerce processes ➤ E-Commerce 101 ➤ E-Commerce software and ready systems ➤ Brand and product positioning in E-Commerce ➤ Legal aspects of E-Commerce ➤ Payment and finance in E-Commerce ➤ Marketing and SCRM in E-Commerce ➤ Operations management in E-Commerce ➤ Planning and basic elements in planning ➤ Setting a target audience and creating a sales plan ➤ Customer analysis and competitor analysis ➤ E-Commerce site setting up points to be considered ➤ E-Commerce site installation studies |



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Training 8. Occupational Health Safety Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • To provide a safe and healthy environment in the workplace, reduce occupational accidents and diseases, inform employees about their legal rights and responsibilities, employees facing occupational risks and necessary measures to be taken against these risks where they are and teach appropriate behavior by creating awareness of Occupational Health and safety gain • Occupational Health Safety Training will be theoretical and practical. • Occupational Health Safety Training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 day / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ General occupational health and safety rules ➤ Responsibilities of the employer ➤ Responsibilities of employees ➤ The formation of occupational health and safety boards and the way they work ➤ Training of employees ➤ Risk assessment ➤ Definition of work accident ➤ Occupational accident statistics ➤ The reasons of occurrence of the accident ➤ Unsafe movements and unsafe conditions ➤ Occupational diseases ➤ Personal protectors ➤ Warnings and signs ➤ Hazards and precautions at work |



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Training 9. First Aid Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • At the time of an accident or life-threatening events, sudden discomfort in patients with the help of life until the medics is cycled to save the patient or prevent worsening of the victim's condition, medical equipment made with existing tools and without requiring equipment to be able to intervene in the event of the event will be taught with the correct methods to call for help. • First aid training will be theoretical and practical. • First aid training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Basic applications of first aid ➤ Assessment of the sick or injured ➤ assessment of the scene ➤ First aid in respiratory and cardiac arrest ➤ First aid in respiratory blockages ➤ Heat balance disorders–first aid in burns, freezes and heatstroke ➤ First aid in disorders of consciousness ➤ First aid in case of an object entering the eye, ear and nose ➤ First aid in poisonings ➤ First aid for fractures, dislocations and sprains ➤ First aid in injuries ➤ First aid in bleeding ➤ First aid in other emergencies ➤ Sick or injured transport techniques |



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Training 10. Foreign Language Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of foreign language training will be to improve the skills of the company's employees in foreign languages, to examine the concepts of foreign language training in both their mother tongue and foreign language and to provide a holistic understanding of them. • Foreign language training will be theoretical and practical. • Foreign language training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Grammar ➤ Speaking ➤ Listening and understanding listening ➤ Writing ➤ Professional Foreign Language |

Training 11. Machine Maintenance Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of machine maintenance training is to identify, troubleshoot, maintain, improve the knowledge and skills of technicians working in the maintenance and repair department, preventive maintenance, total efficient maintenance, predictive maintenance, etc. it is aimed to give information about methods, adjustment during maintenance and repair operations, assembly and disassembly, tightening and measuring with various processes, welding, lubrication, hydraulic, pneumatic settings and alignment, balancing and mechanical settings. • Machine maintenance training will be done theoretically and practically indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Fluid information ➤ Planned maintenance, preventive/preventive maintenance ➤ Routine/periodic maintenance ➤ Mechanical maintenance systems ➤ Fault maintenance/repairs ➤ Machine set-up ➤ Occupational health and safety ➤ Quality management system ➤ Computer training ➤ Hardware, hand tools, and tools ➤ Energy management ➤ Hydraulic ➤ Preparation of maintenance schedule (daily, weekly, monthly and yearly) ➤ Predictive maintenance techniques ➤ Tools and equipment to be used in maintenance ➤ Machine elements ➤ Basic materials science ➤ Mechanism technique ➤ Assembly/disassembly ➤ Knowledge of using motorized hand tools, ➤ Maintenance-repair and testing techniques ➤ Principles of autonomous care ➤ Measurement and evaluation ➤ Pneumatic ➤ Basic electricity ➤ Basic technical drawing ➤ Lubrication systems |



Training 12. Boiler Maintenance Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • The aim of boiler maintenance training is to provide training on boiler installation elements according to solid and liquid fuel types, repair, modification, control and maintenance of the boiler in accordance with the procedures and techniques, temperature and temperature measurement of the boiler, safety and safety measures. • Boiler maintenance training will be given theoretically and practically. • Boiler maintenance training will be conducted indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ General description of boilers ➤ Working principles of boilers, ➤ Temperature, heat and pressure concepts ➤ Boiler and installation ➤ Boilers and types of boilers ➤ Boiler equipment ➤ Control of boilers ➤ Boiler auxiliary equipment ➤ Operation of boilers ➤ Periodic maintenance of the boiler ➤ Occupational Safety and precautions in boilers |



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Training 13. Technical Training (Related to Electricity)

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • Electrical technician training will be given to make the fault detection of electrical systems and equipment in enterprises, to provide the control, maintenance or repair of electrical equipment and to make the installation of electrical installation and electrical equipment in enterprises. • Electrical technician training will be done theoretically and practically indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ To read and interpret technical plans and schemes, ➤ Plans, drafts and drawings ➤ Standards of electrical equipment ➤ Installation and maintenance of wiring, control and lighting systems ➤ Identify and solve electrical problems with various test equipment, ➤ Quality standards of installation and electrical installation processes ➤ Electrical circuit and motor failures of related equipment and mechanical systems electromechanical glitches and failures ➤ All preventive care operations ➤ Maintenance, failures and improvement ➤ Regulations on occupational health and safety management |



Training 14. Diction Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The main objectives of speech training are to speak freely without fear of society, to be able to speak impromptu, to know the rules of effective speech; to speak fluently and comfortably in accordance with the style of emotions and thoughts; to voice his voice and voice in order; to be conscious of gestures and gestures; to voice the office string covering time, intonation, melody, reach, intersection and stop, etc. specific rules and methods will be taught. • Diction training will be theoretical and practical. • Diction training will be done indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Communication and relationship management ➤ Communication styles ➤ Influence in communication ➤ Listening and listening types ➤ Active listening barriers ➤ To be a good listener ➤ To manage communication ➤ Communication and negotiation management ➤ Which color are you in communication? ➤ Conflict management ➤ Empathy in communication ➤ Tactics used in conflict ➤ Diction and sound ➤ Features of a good speaking voice ➤ Sound ➤ Respiratory ➤ Exercises ➤ Sound defects ➤ Differences between writing and colloquial language ➤ Articulation |



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Training 15. Technology Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of technology training is to teach the technology of machines, tools, devices, methods, processes, techniques and technological planning related to research and development and production in enterprises, technological R&D management, integration of technology into enterprises. • Technology training will be done theoretically and practically indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Definition of technology ➤ Historical development of technology ➤ Technology and globalization in enterprises ➤ Technological planning in enterprises ➤ Technological risk analysis in enterprises ➤ Technological R&D management in enterprises ➤ Technology integration and use in enterprises ➤ Types of technology ➤ Integration and application of technology and business strategy |



Training 16. Welder Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • Working principles of welding methods, types of consumables to be used and their use, welding errors and their elimination are aimed for welders working in companies with welder training. • Welder training will be done theoretically and practically indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ Basic electrical knowledge ➤ Types of welding machines ➤ Types of electrodes used in electrical welding ➤ Showing and applying resource positions ➤ Welding method and devices ➤ Welding fillers ➤ Weld ability of materials ➤ Source parameters and settings ➤ Welding seam errors and precautions ➤ Occupational Safety and accident protection methods |



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Training 17. Stoker Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of the stoker training is to provide training in the fields of burning the boiler in accordance with the procedures and techniques, setting the heat and temperature measurements of the boiler, burning forms, as well as fuel efficient use, safety and safety measures. • Stoker training will be given theoretically and practically. • Stoker training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Temperature, heat, etc. introduction of concepts ➤ Burning of the boiler in accordance with the procedures and techniques ➤ Fuels, combustion ➤ Incineration systems ➤ Principles and practices of job security |



Training 18. Forklift Operator Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • Forklift training will be given theoretically and practically. In this course, how to lift and carry heavy pallets, how to load the vehicle, motor, electrical and general maintenance, work organization and pre-work preparation stages of the work to be done by forklift will be taught. • Theoretical training in Forklift training will be done indoors. • Practical training in Forklift training will be carried out in the open area. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <p>Theoretical Course Content</p> <ul style="list-style-type: none"> ➤ Structure and function of floor conveyors and fittings ➤ Driving modes, load handling ➤ Stability, load balancing ➤ Accidents ➤ Accident black spots ➤ General operation ➤ Freight transport ➤ Special operations ➤ Regular inspection ➤ Traffic rules / Transportation routes <p>Content of Practical Training</p> <ul style="list-style-type: none"> ➤ Instruction on the truck ➤ Daily practice testing ➤ Load center point diagram, weight distribution ➤ Hazard signs in material handling vehicles ➤ Construction and operation of the truck ➤ Leaving the tool ➤ Practical driving and stacking studies |



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Training 19. Fresh Tea Quality Control Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of fresh tea quality control training is to give information about soil analysis, fertilizer selection and fertilization, tea seedling cultivation and planting, tea harvest, hard, long bottomed parts and foreign plant residues that do not conform to the standards in fresh tea product. Another purpose of the training is to gain skills in the fields of buying, storing, transporting to the factory, transporting and managing the staff in the tea buying places, carrying out the duties of the staff within the framework of the provisions of the instruction, and ensuring the coordination between the tea producers and the factory. • Fresh tea quality control training will be done theoretically and practically. • Fresh tea quality control training will be done indoors and outdoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Soil analysis ➤ Fertilizer selection and fertilization ➤ Tea harvesting ➤ Fresh tea quality standards ➤ Organization in fresh tea buying ➤ Fresh tea intake to be considered issues |



Training 20. Production Management Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of production management trainings, analysis of alternative production methods to determine the most effective method of the product to be produced, production related concepts learned to express production management approaches, basic functions of production management and relationship with other business functions will be given training. • Production management training is theoretical. • Production management training will be provided indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Basic definitions and concepts of production management ➤ Planning techniques in production management ➤ Operation and production system, ➤ Manufacturing systems design ➤ Production decisions ➤ Production department organization ➤ Analysis of production systems ➤ Evaluation of the current situation and the concept of work study ➤ Business and workplace regulation ➤ The division of Labor ➤ Method analysis ➤ Method development ➤ Business measurement ➤ Planning of production systems ➤ Operation and control of production systems ➤ Demand forecasting and product management ➤ Resource management ➤ Capacity management ➤ Factory location selection ➤ Placement arrangement, in-factory arrangement ➤ Factory logistics and material transport ➤ Improving area use ➤ Inventory management ➤ Enterprise resource planning ➤ Project management techniques ➤ Total efficient maintenance and process management |



Training 21. Withering Machine Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of the withering machine training is to make the tea leaf suitable for curling process using withering methods, to determine the height of fresh tea in the withering process, to set the height of fresh tea leaves in the withering process, to vent fresh tea, to control the temperature of the withering machine, to adjust the temperature given to the withering boat according to the, the process of sending tea leaves to curl will be taught. • Withering machine training will be given theoretically and practically. • The withering machine will be made indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Description of withering machines ➤ The task of the withering machine ➤ Characteristics of withering machines ➤ Laying tea leaves on the withering machine ➤ Withering mechanisms ➤ Chemical changes in withering ➤ Physical changes in withering ➤ Degree of withering ➤ Moisture content of fresh leaf ➤ Factors affecting withering ➤ Type of leaf and status of leaf ➤ Collection standard ➤ Paving thickness ➤ Withering time ➤ Drying capacity of air ➤ Withering technique |



Training 22. Curling Machine Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of curling machine training is to teach the processes of crushing, breaking down, bending of the faded Tea Leaf in different tea manufacturing machines and spreading the cell essence water to the curled leaf surface and starting oxidation. • Curling machine training will be done theoretically and practically. • Curling machine training will be done indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ What's a curling machine? ➤ Duties of the curling machine ➤ The way the curling machine works ➤ Types of curling machine ➤ Straight curling machine ➤ Press curling machine ➤ Round curling machine ➤ Mechanism of curling ➤ Curling time and number ➤ Load and speed of the curling machine |

Training 23. R & D Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of R & D training is to provide support to companies in a new system, service, product development, process development, technical support etc. Training will be provided for this purpose. • R & D training will be theoretical and practical. • R & D training will be conducted indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Leader ➤ Strategic planning ➤ Incentive system ➤ Design ➤ Analysis methods ➤ Idea development methods ➤ Project and product development |



Training 24. General Management Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • The aim of this course is to gain knowledge about the sub-titles and contents of management, to diversify and enrich the perspectives of management, to obtain new perspectives on management, to acquire knowledge about various aspects of management without discrimination, to make unique contributions to company culture and personal approaches and to create more conscious approaches to management • General management training will be done theoretically. • General management training will be provided indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ Change management ➤ Strategic management and strategic planning ➤ Management with goals and processes ➤ Modern management techniques ➤ Leadership and vision development ➤ Corporate culture ➤ Crisis management ➤ Risk management ➤ Process management ➤ Total quality management ➤ Negotiation techniques ➤ Protocol and politeness rules ➤ Organizational communication ➤ Human resources management system ➤ Performance evaluation system ➤ Recommendation systems ➤ Interview techniques ➤ Building corporate commitment ➤ Techniques for directing subordinates to work ➤ Increasing manpower efficiency ➤ Motivation development ➤ Developing organizational intelligence ➤ Spirit of teamwork ➤ Meeting management ➤ Time management ➤ Stress management ➤ Conflict management ➤ Problem solving techniques ➤ Human relations in management ➤ Public relations and code of conduct ➤ Continuous improvement |



Training 25. Laboratory Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • The aim of laboratory training will be to make tea, analysis of substances and materials in contact with tea, hygiene and Tea Quality Control analysis and to increase the knowledge and experience of laboratory personnel. • Laboratory training will be done theoretically and practically indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ What is analysis? ➤ Analysis methods ➤ Determination of total amount of powdered tea, garbage, stalk and non-oxidized parts according to analysis method ➤ Ash determination in black tea according to analysis method ➤ Determination of water extract according to analysis method ➤ Determination of caffeine in accordance with analysis method ➤ Maintenance, repair and calibration and performance tests of laboratory instruments and equipment ➤ Keeping sample and analysis records |



Training 26. Training of Qualified Staff

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • In accordance with the Turkish food legislation, to know and use the necessary raw materials (tea) and the tools and equipments used in production, to control, to make simple maintenance and cleaning, to do the work of blending, packaging and storage of the product will be taught. • Training of qualified personnel will be done theoretically and practically indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ Personnel hygiene ➤ Cleaning and disinfection in enterprises ➤ Principles of food preservation ➤ Hygiene in food production ➤ Buying tea from collection centers ➤ Tea withering ➤ Curling in Black Tea ➤ Oxidation in Tea ➤ Drying in Black Tea ➤ Taking litter and fiber in tea ➤ Separation of tea types ➤ Tea storage ➤ Shocking in green tea ➤ Curling in green tea ➤ Drying in green tea ➤ Classification in green tea ➤ Blend ➤ Bulk tea packaging ➤ Making a packet of cottage tea ➤ Herbal tea mix ➤ Herbal tea packaging ➤ Using computers ➤ Document preparation |

Training 27. Export Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of export training will be to train companies in line with what is Export, who is exporter, the regulations governing exports, export processes, documents and procedures, ways and methods that will enable companies to increase productivity in exports and exports. • Export training will be given theoretically. • Export training will be provided indoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Introduction to export principles ➤ What is export? ➤ Who is the exporter? ➤ Export regulation ➤ Legal transactions on exports ➤ Documents used in export ➤ Customs declaration ➤ Invoice ➤ Other documents ➤ A.TR Certificate of Circulation ➤ EUR-1 Circulation Certificate ➤ Certificate of Origin ➤ Standard Control Certificate ➤ Analysis report ➤ Plant Health Report ➤ What should be done before exporting? ➤ How to reach new customers? Market Analysis ➤ What to consider when writing abroad ➤ Examples of effective correspondence in export and reaching potential buyers ➤ Foreign trade effect of the cultural properties of the receiving country? ➤ Characteristics of trade culture of certain countries and market entry strategies ➤ What to do for export success? ➤ Stages of export and considerations ➤ What should be discussed and contracted with a buyer? ➤ Delivery methods and application in the stages of export ➤ Payment methods and application in export ➤ Documents used in export and their importance ➤ Export cases and analysis of firms ➤ Export examples |



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Training 28. Manufacturer Training

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| <p>Why should I take this training?/What is the purpose?</p> | <ul style="list-style-type: none"> • The aim of producer training is to give the farmers working in every stage of tea agriculture skills and competence in soil analysis, tea farmland creation, soil preparation, tea seedling production methods, sapling selection and planting, fertilizer selection and fertilization, maintenance, turning into organic of tea farmland, crop and rejuvenation pruning, harvesting of tea by hand and scissors, storage of harvested tea and transportation to tea collection centers. • Manufacturer training will be done theoretically and practically. • Theoretical training will be done indoors and practical training will be done outdoors. |
| <p>Training Period / Person</p> | <p>3 days / Max 20 people</p> |
| <p>Content</p> | <ul style="list-style-type: none"> ➤ Tea agriculture ➤ Soil analysis ➤ Selection and formation of tea agricultural fields ➤ Tea seedling production methods ➤ Sapling selection and planting ➤ Care ➤ Fertilization ➤ Collecting technique ➤ Storage and transport of tea ➤ Turning tea agricultural fields to organic |



Training 29. Manufacturing and Processing Technologies Training

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| Why should I take this training?/What is the purpose? | <ul style="list-style-type: none"> • The aim of manufacturing and processing technologies training is to teach the quality control, processing of tea leaves, analysis of tea aged and dry, withering, curling, fermentation, drying, sorting, blending and packaging phases of tea growing, planting, maintenance, pruning, harvesting, preservation and tea processing of tea growing plants. • Production and processing technologies training will be given theoretically and practically. Production and processing technologies training will be done indoors. |
| Training Period / Person | 3 days / Max 20 people |
| Content | <ul style="list-style-type: none"> ➤ Soil information ➤ Plant feeding ➤ Agricultural ecology ➤ Tea agriculture ➤ Tea technology ➤ Fertilizers and fertilization ➤ Land management ➤ Tea analysis ➤ Principles of buying fresh tea products ➤ Organic farming ➤ Curling ➤ Discoloration ➤ Oxidation/fermentation ➤ Drying ➤ Classification, collation and packaging |