

**Professional employment training supported course for foreigner residents in Japan****◆course outline (for beginners)**

<b>Learning goals</b> (Possible Qualifications)	<ul style="list-style-type: none"> <li>• Learn Japanese language ability and document preparation ability necessary for working in Japan.</li> <li>• Accept diverse cultures and values, learn social rules and manner, improve basic communication skills.</li> <li>• learn IT skills, master knowledge and skills that can be utilized in concrete work scenes.</li> </ul> E-Marketing and how to use EC site Japanese proficiency N4 certificate exam fee (student pay himself 6,500 yen)
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※Our goal is to prepare you to find good job shortly after finishing this employment training in Japan.

**◆Schedule**

Number of students: 6~15 persons

Application date: Friday 31<sup>st</sup> of March 2023 ~ Monday 1<sup>st</sup> of May 2023

Test date and time: Tuesday 16<sup>th</sup> of May 2023 at 9:30 (please make sure to be 5min earlier)

The test result: Friday 19<sup>th</sup> of May 2023 (the result will be informed by mail, whether pass or fail)

•length of the training: 3 month

Starts from Thursday 1<sup>st</sup> of June 2023, ends at Thursday 31<sup>st</sup> of August 2023

(Saturdays, Sundays and national holidays are off)

**◆Meetings to explain the courses**

Date and time: Friday 21<sup>st</sup> of April 2023 at 10:30 am or Wednesday 26<sup>th</sup> of April 2023 10:30 am

Place: NPO symphony training center (in case you wish to attend this meeting alone please contact Ms: Yao)

For those who willing to attend the meeting please contact Ms: Yao on Tel: 06-6412-8025

**◆How to apply:** Fill out the application form at your town's employment office (Hello Work), Attached with your personal photo size 4x3cm (Necessary).

**◆the test place:** the test will be held at NPO Symphony,  
Applicants will have tests at (Japanese Basics as reading and writing Hiragana, Katakana and simple math calculations)  
Please bring pencil, eraser and pen  
After that the applicants will have an interview.

**◆Place of Training:**

schools name: NPO Symphony (Career design school) TEL: 06-6412-8025

Address: 〒660-0883 Hyogo-Prefecture Amagasaki-City Kandakitatori2-12-1 Taiyou-building 5F (3 minute-walk from Hansin-Amagasaki Station.)

**◆Expenses**

10,740 ¥ for text book etc, (transportation fee and meals fee are not includes since will be personal expenses)

◆For inquiries please call your town's employment bureau or Hyogo-kenritu Kobe Koutou Gijyutu Senmon Gakuin

Hyogo-kenritu Kobe Koutou Gijyutu Senmon Gakuin

〒651-2102 5-2 gakuen higasi-cho, Nisi-ku, Kobe TEL: 078-894-3730 To Matuo

※For inquiries in Chinese, English, Portuguese and Spanish: Call Hello-Work Kobe (Kobe Gaikokujin Koyo Service Center (tel: 078-362-8610))

※For more information about the training,, call NPO Symphony.

[Lot# 20]

## ◆Contents of Training

subject	Contents	hours
(1) Entrance ceremony, completion ceremony orientation	• Entrance ceremony, commencement ceremony	4 hrs.
(2) Image of human resources required by companies, etc.	Self-introduction, explain the rules, contact, questionnaire after completion, etc. • About the image of the person required by the company • Skills, qualifications, and experience required in the workplace	12 hrs. 12 hrs.
(3) Japanese language	Useful Japanese language in the office • Japanese that is useful in daily life and at work (greetings, thanks, apologies, telephone conversations, how to take notes, etc.)	36 hrs. 6 hrs.
(4) Japan circumstances	• Japanese social common sense, Japanese culture, etc. that foreigners should know when working in Japan	12 hrs.
(5) Labor practices, safety and health, etc.	• Necessary knowledge, necessary laws, systems, and mechanisms for working safely in Japan	12 hrs.
(6) Employment Support	• Job-card for direction, How to write business letters and resume, etc.	
(7) electronic costumers attracting	Consultation How to master EC website	6hrs
(1) Basic Japanese Practice	• Basic conversation using Japanese	48 hrs.
(2) Business Japanese Practice	• Learn manners in Japanese business	60 hrs.
(3) Communication technique exercise	• Practice to communicate at work and in the community	12 hrs.
(4) Business etiquette exercise	• Learn Japanese business etiquette	12 hrs.
(5) Employment support ②	• How to receive an interview • Simulated interview	12 hrs
(6) Basics of personal computers and information security	• Operate a Windows PC in Japanese, Internet-related knowledge, Chishiki,	18 hrs
(7) Utilization of Office software	• Information security • Learn how to enter documents in Japanese Excel tables graphs , calculations Learn • Learn how to make and present Powerpoint slides	6 hrs
(8) Practical use of personal computers	• Basic knowledge and exercises of Zoom that are necessary for working from home, etc.	48 hrs.
(9) electronic trading	• how to use Base site and mercari site for e marketing.	12 hrs.
(1) Professional lecture	• A foreigner who is actually working in Japan speaks.	3 hrs.
(2) Workplace tour	• Observe the contents and flow of work	3 hrs.
Total hours of Training: 328hrs. (91 hrs of academic studies, 237 hrs of practical skill) 6hrs of training at workplace Other Separately 2 hours for entrance and completion ceremonies, etc.		
Type of Job openings	Manufactures , Restaurants & Cafes, Carriers & Transporters, Hotels, Tourist agents, etc.	
Employment record	100% employment rate in 2022	

## ◆map of Training place

