Japanese Language and Business Skills Course for Foreign Residents

Apply Now!

◆**Summary of the training**

Goals	To acquire the Japanese language skills, communication skills, PC skills and business manners that are necessary to work in Japan.
Qualifications you will be able to gain	Level 4 of Japanese Language Proficiency Test (if you are willing to take the test)

This job training is meant to help permanent foreign residents to find a job as soon as possible after the training.

◆**Selection Date, Training Session, etc.**

Enrollment Limit	15 people (The course will be held only if 8 or more people are selected.)
Application Period	From Fri., Jul. 18 through Wed., Aug. 20, 2025
Selection Date	9:30 Fri., Aug. 29, 2025 (Time is of the essence.)
Notification of Results	Wed., Sep. 3, 2025 (Subject to change)
Training session	From Fri., Sep. 12 through Thu., Dec. 11, 2025 (Three months) 9:30-16:10 every day except for Sat., Sun., and holidays (Basically 5 days per week)

◆**Guidance Session for Application**

①15:00 Sat., Jul. 26 / ②15:00 Mon., Jul. 28   ①②at Kobe YWCA College
③15:00 Tue., Aug. 5 / ④15:00 Fri., Aug. 15   ③④at Kobe Hellowork
(Please call us if you would like further explanation or would like to visit the facilities.)
Phone Number：078-231-6201   (Ms. CHIBA is in charge.)

◆**How to Apply** Visit Hellowork in your neighborhood (ward) and fill in the application form there.
Your ID photo (4cm long, 3cm wide) is necessary.

◆**Selection**   There will be an written examination of basic Japanese (hiragana, katakana), basic math, and an interview. Bring writing implements.

◆**Place**

School Name	**Kobe YWCA College**	**Tel**	078-231-6201
Place	1-12-10 Ninomiya-cho, Chuo-ku, Kobe (Postal Code: 651-0093) (12-minute walk from Sannomiya Station; 6-minute walk from Shin-Kobe Station)		

◆**Fee**   6,930yen (Includes textbook)

◆**Where to call for general inquiries**: Hellowork office in your neighborhood or the institute below.
  ＊Call **Kobe YWCA College** if you would like to know more about the training.
        Hyogo-kenritsu Kobe Koto Gijutsu Senmon Gakuin
        5-2 Gakuen-higashimachi, Nishi-ku, Kobe (Postal Code: 651-2102) Tel. 078-894-3730
                                                        Mr. YAMAMOTO is in charge.

◆**The office below helps residents who speak foreign languages.**
    Kobe Hellowork (Kobe Foreigners Employment Service Center) Tel. 078-362-4570
    2F (No.22), 1-3-1 Aioi-cho, Chuo-ku, Kobe
    Chinese: Mon. and Fri., 10:00-12:00/13:00-16:00
    English, Spanish, Portuguese: Tue., Wed. and Thu., 13:15-17:15
    Vietnamese：Thu. and Fri., 13:00-16:00

◆The Contents of the Training

	Subjects	Contents	Hours
Classroom Lectures	・Enrollment Ceremony, Orientation, Graduation Ceremony	Self-introduction, orientation, etc.	4 hrs.
	・Basic Japanese	Polite Japanese for everyday life.	36 hrs.
	・Business Japanese II	How to communicate in Japanese at the office. (Thanking, apologizing, making a phone call, taking a note, etc.)	36 hrs.
	・Japanese Culture	Aspects that you should know about Japanese society when working in Japan.	12 hrs.
	・Safe Management	Tips for work safely.	6 hrs.
	・Business Manners	Business manners, how to do a job interview/ online interview, how to write your CV.	24 hrs.
On-the-job Training	・Lectures by Working People (Lectures)	Listen to the foreigners talking about their work experience in Japan.	9 hrs.
	・Workplace Tour (Practice)	Learn how people work.	6 hrs.
Practice	・Basic Japanese Practice	Conversation with basic Japanese.	51 hrs.
	・Business Japanese Practice	Conversation with business Japanese.	75 hrs.
	・Business Japanese Practice	Case study with business Japanese.	12 hrs.
	・Basic PC Skills	How to use a mouse, a Japanese keyboard, Microsoft Office in Japanese. Basic Microsoft Office Practice.	27 hrs.
	・Advanced PC Skills	Internet searching in Japanese, putting kana over kanji, sending and receiving emails. Checking acquired knowledges, overcoming weak points, and practicing comprehensive problems. How to operate the web conference system	27 hrs.
Total Training Hours: 325 (Classroom Lectures:127 hours, Practice: 198 hours), 55 days, apart from the ceremonies and the orientation.			

◆The Place for the Classroom Lectures