

Vocational training courses for Foreigners Living in Japan

◆course outline (for beginners)

Learning	Business Japanese, Communications Skill, Computer Literacy, Japanese Business manners, etc.
Possible Qualifications	(by taking exams) Level 3 Japanese, Level 3 Japanese Word-processor, Level J2 Business Japanese.

※Our goal is to get you work shortly after this training for foreigners living in Japan.

◆Schedule

Number of students 8~15 persons

application date 4/14/2016(H)~5/13/2016(F)

screening 9:30am on 5/23/2016(M)

• Whether pass or fail will be informed you by mail on 5/26/2016(H)

• length of the training 6/7/2016(T)~9/6/2016(T) [3 months]
9:30am~16:10pm, 5 days from Monday through Friday.
(St., Sun. & holidays off)

◆Meetings to explain the courses

time & date: □14:00pm on 4/28/2016(H) □13:00pm on 5/6/2016(F) □13:00pm on 5/10/2016(T)

place: NPO Symphony's Training Center

Applicants must call Ms. Yao at 06-6412-8025 first.

◆How to apply Fill out the application form at your town's employment bureau called Hello-Work. One of your 4x3cm photo is necessary.

◆Screening At NPO Symphony, take tests (Basic skill in Japanese, including reading and writing Kana. Calculation.) and an interview. Bring a pencil/pen and one 82-yen stamp.

◆Place of Training

Name of school NPO Symphony

TEL: 06-6412-8025

Address of school

〒660-086 Hyogo-Prefecture Amagasaki-City Misono-cho 5 Amagasaki Doi-building 3F (2 minute-walk from Hansin-Amagasaki Station.)

◆Expenses

¥ 4,752 for textbooks etc.

◆For inquiries please call your town's employment bureau or Hyogo-kenritu Kobe Koutou Gijyutu Senmon Gakuin (Mr. Sakata) at 078-894-3730.

Hyogo-kenritu Kobe Koutou Gijyutu Senmon Gakuin

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

※For inquiries in Chinese, English, Portuguese and Spanish: Call Hello-Work Kobe (Kobe Gaikokujin Koyo Service Center (tel: 078-362-8610) Osaka Gaikokujin koyo Service Center (tel: 06-7709-9465, fax: 06-7709-9468)

※For more information about the training, call NPOSymphony.

[Lot# 14]

◆Contents of Training

subject	Contents	hours
(1)Entrance Ceremony/Graduation Ceremony/Orientation	Entrance Ceremony/Graduation Ceremony; Self-introduction; Regulations, etc.	4 hrs.
(2)Necessary skills, Requirements and experience	Skills, Requirements,	12 hrs.
(3)Japanese language	Usefull Japanese language in the office	48 hrs.
(4)Japanese Custom for Business	Legulations and institution for Japanese business world	12 hrs.
(5)Employment Support	Job-card for direction, How to write business letters and resume, etc. Consultatio	6 hrs. 18 hrs. 18 hrs.
(1) Communion Skills	・ Practice communication skills	12 hrs.
(2) Japanese Business Manners	・ Learn manners in Japanese business	18 hrs.
(3) Job interview	・ Practice for Job interview	30 hrs.
(4) Basic IT Skills	・ Internet search and e-mailin etc, for Windows	42 hrs.
(5)Office Softs	・ Word, Excel, Power-Point	54 hrs.
(6)BASIC Information Security	・ Basic Information Security	12 hrs
(7)Internship	・ EperInce internship	6 hrs.
(8)peeches by Foreigners Working in Japan	・ About experiences and work conditions in Japan	24 hrs.
Total hours of Training: 316hrs. (incl. 2hrs. for ceremonies, etc.)		
Type of Job openings	Manufactures , Restaurants & Cafes, Carriers & Transporters, Hotels, Tourist agents, etc.	

◆map of Training place

