professional employment skills training course for Foreigners residents in Japan

♦course outline (for beginners)

please note that the content may change before the recruitment starts.

Learning (Possible Qualifications)

- Learn Japanese language ability and document preparation ability necessary for working in Japan.
- Accept diverse cultures and values, learn social rules and manner, improve basic communication skills.
- learn IT skills, master knowledge and skills that can be utilized in concrete work scenes.
- Qualifications that can be obtained by taking a voluntary examination
 NISSO business keyboard certificate exam fee (student self payment amount 2,570 yen)
 Japanese proficiency certificate exam fee (student self payment amount 6,000 yen)

*Our goal is to prepare you to find good job shortly after finishing this employment training in Japan.

♦Schedule

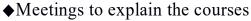
Number of students 6~15 persons

application date 4/5/2021(M)~4/30/2021(F) screening 9:30am on 5/19/2021(W)

• Whether pass or fail will be informed you by mail 5/24/2021(M)

•length of the training $6/1/2021(T) \sim 8/31/2021(T)$ [3 months]

9:30am~16:10pm, 5 days from Monday through Friday. (St., Sun. & holidays off)



time & date: ①10:30am on 4/20/2021(T) ②10:30am on 4/23/2021(F)

place: NPO Symphony's Training Center

Applicants must call Ms. YAO or Ms. SUMIMOTO at 06-6412-8025 first.

- ♦ How to apply Fill out the application form at your town's employment bureau (Hello-Work). With one of your 4x3cm photo is necessary.
- ♦ the interring test At NPO Symphony, applicants will have tests at (Basic skill in Japanese Reading and writing Kana. Calculation.) After that the applicants will have an interview. Bring pencil/pen and one 84-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 Statiion.)

◆Expenses

¥ 8.580 for textbooks etc.

◆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 ARIMOTO

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

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♦Contents of Training

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ubject		Contents	hours
(1) Entrance cere completion cere orientation		• Entrance ceremony, completion ceremony Self-introduction, explanation of rules, contact, questionnaire after completion, etc.	4 hrs.
(2) Image of human resources required by companies, etc.		 About the image of the person required by the company Skills, qualifications, and experience required in the workplace 	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.)	12 hrs.
(4) Japan circumstances		 Japanese social common sense, Japanese culture, etc. that foreigners should know when working in Japan 	36 hrs.
(5) Labor practices, safety and health, etc.		Necessary knowledge, necessary laws, systems, and mechanisms for working safely in Japan	6 hrs.
(6)Employment Support		 Job-card for direction, How to write business letters and resume, etc. 	12 hrs.
		Consultation	12 hrs.
(1) Basic Japane		· Basic conversation using Japanese	48 hrs.
	panese Practice ation technique exercise	 Learn manners in Japanese business Practice to communicate at work and in the 	60 hrs.
(5) Communication technique exercise		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	6 hrs.
		 Learn how to enter documents in Japanese Excel tables graphs , calculations Learn Learn how to make and present Powerpoint slides 	48 hrs.
(8) Practical use of personal computers		 Basic knowledge and exercises of Zoom that are necessary for working from home, etc. 	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. (97 hours of department, 231 hours of practical skill)			
Separately 2 hours for entrance ceremony, completion ceremony, etc.			
Type of Job openings Manufactures, Restaurants & Cafes, Carriers & Transporters, Hotels, Tourist agents, etc.			etC.
Employment record 100% employment rate in 2019			

◆map of Training place

