

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)	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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)
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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	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)~8/31/2021(T) [3 months] 9:30am~16:10pm, 5 days from Monday through Friday. (St., Sun. & holidays off)

**◆Meetings to explain the courses**

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 Station.)

◆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 gakuin 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)

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

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◆Contents of Training

subject	Contents	hours
(1) Entrance ceremony, completion ceremony orientation	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> About the image of the person required by the company Skills, qualifications, and experience required in the workplace 	12 hrs.
(3) Japanese language	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Japanese social common sense, Japanese culture, etc. that foreigners should know when working in Japan 	36 hrs.
(5) Labor practices, safety and health, etc.	<ul style="list-style-type: none"> Necessary knowledge, necessary laws, systems, and mechanisms for working safely in Japan 	6 hrs.
(6) Employment Support	<ul style="list-style-type: none"> Job-card for direction, How to write business letters and resume, etc. Consultation 	12 hrs.
(1) Basic Japanese Practice	<ul style="list-style-type: none"> Basic conversation using Japanese 	48 hrs.
(2) Business Japanese Practice	<ul style="list-style-type: none"> Learn manners in Japanese business 	60 hrs.
(3) Communication technique exercise	<ul style="list-style-type: none"> Practice to communicate at work and in the community 	12 hrs.
(4) Business etiquette exercise	<ul style="list-style-type: none"> Learn Japanese business etiquette 	12 hrs.
(5) Employment support ②	<ul style="list-style-type: none"> How to receive an interview Simulated interview 	12 hrs.
(6) Basics of personal computers and information security	<ul style="list-style-type: none"> Operate a Windows PC in Japanese, Internet-related knowledge, Chishiki, 	18 hrs
(7) Utilization of Office software	<ul style="list-style-type: none"> Information security Learn how to enter documents in Japanese Excel tables graphs , calculations Learn Learn how to make and present Powerpoint slides 	6 hrs. 48 hrs.
(8) Practical use of personal computers	<ul style="list-style-type: none"> Basic knowledge and exercises of Zoom that are necessary for working from home, etc. 	12 hrs.
(1) Professional lecture	<ul style="list-style-type: none"> A foreigner who is actually working in Japan speaks. 	3 hrs.
(2) Workplace tour	<ul style="list-style-type: none"> 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.	
Employment record	100% employment rate in 2019	

◆map of Training place

