

Japanese Language and Business Skills Course for Permanent Foreign Residents

Apply Now!

◆Summary of the training

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| 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.

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|--------------------------------|--|
| Enrollment Limit | 15 people (The course will be held only if 8 or more people are selected.) |
| Application Period | From Wed., Jul. 31 through Fri., Aug. 30, 2019 |
| Selection Date | 9:30., Fri., Sep. 6, 2019 (Time is of the essence.) |
| Notification of Results | Wed., Sep. 11, 2019 (Subject to change) |
| Training session | From Fri., Sep. 20 through Mon., Dec. 16, 2019 (Three months) 9:30-16:10, every day except for Sat., Sun., and holidays (Basically 5 days per week) |

◆Guidance Session for Application

15:00, Mon., Aug. 5 / 11:00 Sat., Aug. 17, at Kobe YWCA College
 13:00, Fri., Aug. 9 / 13:00, Thu., Aug. 22, at Kobe Hellowork 3F
 (Please call us if you would like further explanation or would like to visit the facilities.)
 Phone Number : 078-231-6201 (Ms. Harada 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 and an 82-yen stamp for postage (for mailing the result).

◆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** 6,944 yen (Includes textbook and school-trip transportation.)

◆**Where to call for general inquiries:** Hellowork office in your neighborhood or the institute below.
 Hyogo-kenritsu Kobe Koto Gijutsu Senmon Gakuin
 5-2 Gakuen-higashimachi, Nishi-ku, Kobe (Postal Code: 651-2102) Tel. 078-894-3730
 Mr. SAWA is in charge.

◆The office below helps residents who speak foreign languages.

Kobe Hellowork (Kobe Foreigners Employment Service Center) Tel. 078-362-4570
 2F (Booth 5), 1-3-1 Aioi-cho, Chuo-ku, Kobe
Chinese: Mon., 10:00-12:00/13:00-16:00 Tue., 10:00-12:00/13:00--16:00
English, Spanish, Portuguese: Wed. and Thu., 13:00-17:00

* Call **Kobe YWCA College** if you would like to know more about the training.

◆The Contents of the Training

| Subjects | | Contents | Hours |
|---------------------|---|---|-------|
| Classroom Lectures | ▪ Enrollment Ceremony, Orientation, Graduation Ceremony | Self-introduction, orientation, etc. | 4 |
| | ▪ Basic Japanese | Polite Japanese for everyday life. | 36 |
| | ▪ Business Japanese II | How to communicate in Japanese at the office. (Thanking, apologizing, making a phone call, taking a note, etc.) | 36 |
| | ▪ Japanese Culture | Aspects that you should know about Japanese society when working in Japan. | 12 |
| | ▪ Safe Management | Tips for work safely. | 6 |
| | ▪ Business Manners | Business manners, how to do a job interview, how to write your CV. | 24 |
| On-the-job Training | ▪ Lectures by Working People (Lectures) | Listen to the foreigners talking about their work experience in Japan. | 9 |
| | ▪ Workplace Tour (Practice) | Learn how people work. | 6 |
| Practice | ▪ Basic Japanese Practice | Conversation with basic Japanese. | 51 |
| | ▪ Business Japanese Practice | Conversation with business Japanese. | 75 |
| | ▪ Business Japanese Practice | Case study with business Japanese. | 12 |
| | ▪ Basic PC Skills | How to use a mouse, a Japanese keyboard, Microsoft Office in Japanese. Basic Microsoft Office Practice. | 33 |
| | ▪ Advanced PC Skills | Internet searching in Japanese, putting kana over kanji, sending and receiving emails. Microsoft Office, Excel and basic table calculation. | 33 |

Total Training Hours: 325 (Classroom Lectures:127 hours, Practice: 198 hours),
apart from the ceremonies and the orientation.

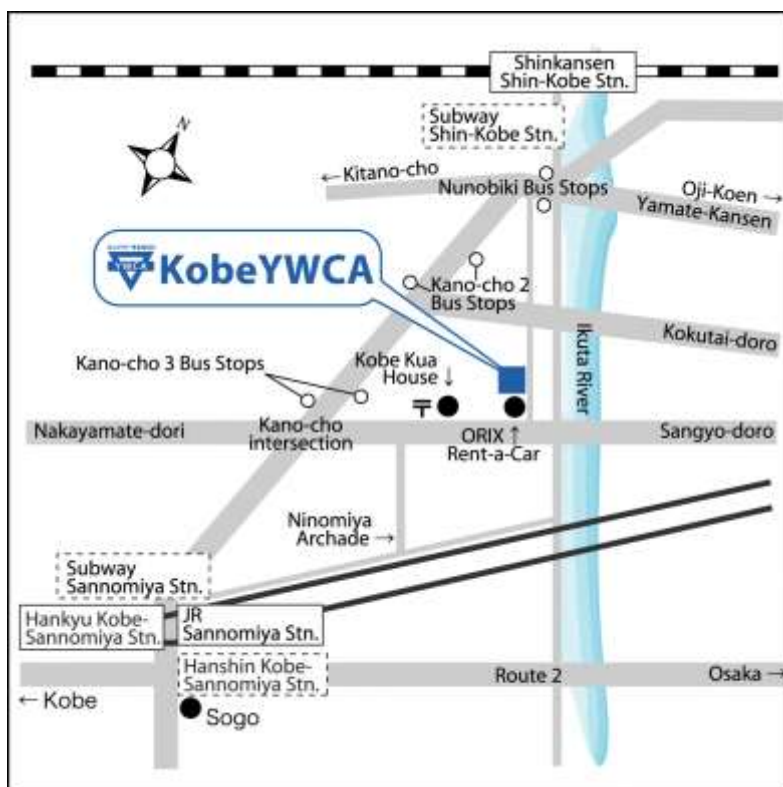
Companies Previous Students Entered

Previous students mainly joined manufacturing or restaurant businesses, including Sheraton Kobe Bay Hotel & Towers, Don Quijote, MCC Food Products Co. Ltd., Tairyō-Sushi, Tri-net Logistics Co., Ltd., PC Cox Japan Inc., Ishida-Shinise, GENES Co., Ltd., Nakagawa Sangyo Co., Ltd., Amos Co., Ltd., etc.

Rate of Students Who Obtain Employment

73.33% (2018)

◆The Place for the



Classroom Lectures

