

Year Reiwa 3 Public Professional Training



Instructor: (NPO Filipino Nagkaisa) HW No : 5-03-22-144-03-0230 【Training for Foreign Residents】 <h2 style="text-align: center;">Sales Service course ③</h2>	<input type="radio"/> 3 Months <input type="radio"/> Tuition Cost: Free <input type="radio"/> Interpreter
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This course aims to **get a job as a service staff or salesperson.**

You will learn about **business communication in Japanese and basic Word and Excel PC skills.**

And complimentary job assistance counseling is included throughout the whole program.


Application period	6 December, 2021 (Mon) - 7 January, 2022 (Fri) ※please note that for those who want to utilize Child Care Services for their children during class hours, the deadline is December 27 (Mon)
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Capacity	15 people ※May be cancelled due to low enrollment
Training Period	28 January,2022 (Fri) - 27 April,2022 (Wed)
Training Time	10:00 - 15:30 as a rule from monday to friday except holidays
Training Location	Aimity Hamamatsu 11-11 Funakoshi-cho, Naka-ku, Hamamatsu City <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <small>YouTube</small> <small>Course presentation Video in filipino</small> </div> <div style="text-align: center;">  <small>MAP</small> </div> </div>
Qualification requirements	①Have submitted a job hunting application at Hello Work and are eager to undergo training to upgrade their skills in order to secure a job. ②Foreign residents with no work restrictions on their visa or have the intention to permanently reside in Japan. ③Fluent in Japanese at a conversational level and can read and write hiragana and katakana.
Training Contents	Excel, Word, Business Japanese, How to write a job application letter, Interview practice, Job consulting.
Training Cost (tax included)	<ul style="list-style-type: none"> ● Textbooks : ¥9,790 ● Certification exam fee: (Personal account for those who will take the exam) <ul style="list-style-type: none"> • Practical Japanese Communication Exam PJC Bridge: (¥4,400) • Excel Spreadsheet Processing Skill Qualification Test Level 3: (¥5,900)
Where to apply	<ul style="list-style-type: none"> ● You must first consult with a Hello Work staff before applying to this course.

★Enrollment Orientation and
Selection Process★



ハロートレーニング
— 急がば学べ —

Date and time	<p>Starts at 9 am on Friday, 14th January 2022</p> <p>※Please get here 5 minutes early</p>
Place	<p>Shizuoka Prefectural Hamamatsu Techno College (Hamamatsu City Higashi-ku Koike-cho 2444-1)</p> <p>※No childcare.</p> <p>※Free parking, free bicycle parking lot.</p> <div data-bbox="1238 640 1385 763" style="border: 1px solid black; padding: 2px; text-align: center;">  MAP </div>
Details	<p>Overview of the training, written test (General knowledge [Japanese language ability i.e. reading and writing of hiragana and katakana] & composition), interview, etc.</p>
Things to bring	<ul style="list-style-type: none"> ● Writing materials (Pencil, ballpoint pen, eraser) ● ¥254 worth of stamps (Result notification mailing fee) ● 2 Colored photos (Vertical 30mm × Horizontal 25mm) <p>Write your full name on the back.</p>
Results announcement	<p>21 January, 2022 (Friday)</p> <ul style="list-style-type: none"> • Results will be sent to you by mail.
Others	<p>[For those who have already submitted the application form]</p> <ul style="list-style-type: none"> ● Please be sure to go to the selection. ● Please be sure to contact us if you do not go to the selection. ● 【TEL】 053-462-5602 ● Please disinfect your hands, put on a mask
For Inquiries	<p>HAMAMATSU TECHNO COLLEGE</p> <p>【TEL】 053-462-5602</p> <p>【ADD】 2444-1 Koike-cho, Higashi-ku, Hamamatsu City</p>