

[Hello Training] 5-03-22-144-03-0187

# Sales skills & PC Course

for Non-Japanese Residents

[YouTube]



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ハロートレーニング  
急がば学べ

18 Jan 2022 – 17 Mar 2022

Application period : 22 Oct 2021 – 16 Dec 2021




Do you want to work in a Japanese company? Learn essential customer service skills and basic Japanese and PC skills (Word, Excel) that is indispensable to working in Japan!

Training period	18 Jan 2022 – 17 Mar 2022    Time 9:00 am – 3:00 pm Monday to Friday, excluding holidays
Location	Ohara Gakuen Numazu Campus    [MAP]  [ADD] 5-5-11, Otemachi, Numazu City 410-0801 • There is no parking lot there. <span data-bbox="1268 1097 1492 1198">5 minutes' walk from JR Numazu St</span>
Number of Participants	15 participants (Course may be cancelled due to low enrolment)
Fees	• Tuition: Free • Textbooks: 4,378 yen
Eligibility	• Assessed by Hello Work to be in need of vocational training • Long-term residents with work permit and want to work in Japan • Able to converse in Japanese and can read and write in simple Japanese (hiragana and Katakana)
Where to apply	Apply at the nearest Hello Work (Please consult a Hello Work staff before applying)
Contact us	Training Department, Shizuoka College of Technology Numazu Campus [ADD] 4044-24 Ooka, Numazu City [TEL] 055-925-1071

## Course Details

<b>Course Content</b> (153H)	Japanese communication, Business manners, Handling of money, Customer services, Service etiquette, PC skills (Word / Excel) etc
<b>Job Support</b> (53H)	Career Consulting, Internet Job Search, Self-analysis, Self-PR, Job Application Help, Interview Skills, Job Hunting etc

## Selection Process

<b>Date &amp; Time</b>	12:00 pm, 23 Dec 2021 Please be seated 5 mins prior to start time	
<b>Location</b>	Shizuoka College of Technology Numazu Campus 【ADD】 4044-24 Ooka, Numazu City 【TEL】 055-925-1071	【MAP】 
<b>Details</b>	Written Test & Interview (In Simple Japanese)	
<b>Things to Bring</b>	<ul style="list-style-type: none"> <li>• Writing materials (Pencil, ballpoint pen, eraser)</li> <li>• ¥254 worth of stamps (For mailing your results to you)</li> </ul>	
<b>Release of Results</b>	5 Jan 2022	

<Schedule> This is just a scheduled plan.

2022/1/18	Tue	Day 1	2022/2/7	Mon	Day 15	2022/2/27	Sun	
2022/1/19	Wed	Day 2	2022/2/8	Tue	Day 16	2022/2/28	Mon	Day 28
2022/1/20	Thu	Day 3	2022/2/9	Wed	Day 17	2022/3/1	Tue	Day 29
2022/1/21	Fri	Day 4	2022/2/10	Thu	Day 18	2022/3/2	Wed	Day 30
2022/1/22	Sat		2022/2/11	Fri		2022/3/3	Thu	Day 31
2022/1/23	Sun		2022/2/12	Sat		2022/3/4	Fri	Day 32
2022/1/24	Mon	Day 5	2022/2/13	Sun		2022/3/5	Sat	
2022/1/25	Tue	Day 6	2022/2/14	Mon	Day 19	2022/3/6	Sun	
2022/1/26	Wed	Day 7	2022/2/15	Tue	Day 20	2022/3/7	Mon	Day 33
2022/1/27	Thu	Day 8	2022/2/16	Wed	Day 21	2022/3/8	Tue	Day 34
2022/1/28	Fri	Day 9	2022/2/17	Thu	Day 22	2022/3/9	Wed	Day 35
2022/1/29	Sat		2022/2/18	Fri	Day 23	2022/3/10	Thu	Day 36
2022/1/30	Sun		2022/2/19	Sat		2022/3/11	Fri	Day 37
2022/1/31	Mon	Day 10	2022/2/20	Sun		2022/3/12	Sat	
2022/2/1	Tue	Day 11	2022/2/21	Mon	Day 24	2022/3/13	Sun	
2022/2/2	Wed	Day 12	2022/2/22	Tue	Day 25	2022/3/14	Mon	Day 38
2022/2/3	Thu	Day 13	2022/2/23	Wed		2022/3/15	Tue	Day 39
2022/2/4	Fri	Day 14	2022/2/24	Thu	Day 26	2022/3/16	Wed	Day 40
2022/2/5	Sat		2022/2/25	Fri	Day 27	2022/3/17	Thu	Last day
2022/2/6	Sun		2022/2/26	Sat				

◆ Please take note that the venues for the screening and actual training are different.