


Instructor: (NPO Filipino Nagkaisa) Course No : 5-05-22-144-03-0024 【Training for Foreign Residents】 <h2 style="text-align: center;">Sales Service course ①</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	<b>12 May, 2023 (Fri) - 16 June, 2023 (Fri)</b> ※please note that for those who want to utilize Child Care Services for their children during class hours, the deadline is June 9 (Fri)
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Capacity	<b>15 people</b> ※May be cancelled due to low enrollment	
Training Period	<b>5 July,2023 (Wed) - 4 October,2023 (Wed)</b>	
Training Time	<b>10:00 - 15:40</b> as a rule from monday to friday except holidays. However, there are also days when training is held only in the morning or until 2:55p.m.	
Training Location	Hamamatsu Shiritsu Kinrou Seishounen Home <b>Aimity Hamamatsu</b> 11-11 Funakoshi-cho, Naka-ku, Hamamatsu City	 MAP
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"> <li>● Textbooks : <b>¥8,030</b> ( tax included )</li> <li>● <u>〔Certification exam fee:Personal account for those who will take the exam〕</u></li> <li>● Practical Japanese Communication Exam PJC Bridge: <b>¥4,900</b></li> <li>● Excel Spreadsheet Processing Skill Qualification Test Level 3: <b>¥5,900</b></li> </ul>	
Where to apply	<ul style="list-style-type: none"> <li>● You must first consult with a Hello Work staff before applying to this course.</li> </ul>	

★Enrollment Orientation and  
Selection Process★



ハロートレニング  
— 急がば学べ —

Date and time	<p><b>Starts at 9 am on Thursday, 22nd June 2023</b></p> <p><b>※Please get here 5 minutes early</b></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="1241 645 1391 775" style="border: 1px solid black; padding: 5px; 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] &amp; composition), interview, etc.</p>
Things to bring	<ul style="list-style-type: none"> <li>● Writing materials (Pencil, ballpoint pen, eraser)</li> <li>● ¥300 worth of stamps (Result notification mailing fee)</li> <li>● 2 Colored photos (Vertical 30mm × Horizontal 25mm)</li> </ul> <p>Write your full name on the back.</p>
Results announcement	<p>28 June, 2023 (Wednesday)</p> <ul style="list-style-type: none"> <li>• Results will be sent to you by mail.</li> </ul>
Others	<p>[For those who have already submitted the application form]</p> <ul style="list-style-type: none"> <li>● Please be sure to go to the selection.</li> <li>● Please be sure to contact us if you do not go to the selection.</li> <li>● 【TEL】 053-462-5602</li> <li>● Please disinfect your hands, put on a mask</li> </ul>
For Inquiries	<p>HAMAMATSU TECHNO COLLEGE</p> <p><b>【TEL】 053-462-5602</b></p> <p><b>【ADD】 2444-1 Koike-cho, Higashi-ku,</b> Hamamatsu City</p>