

Course to Improve Job-Hunting Ability

Japanese for Work

Caregiving

Computer Skills

Interview Practice



We teach the Japanese language used at work, including Japanese for computer-related and caregiving jobs, in an easy to understand. We support interview practice and resume writing for a job searching.

◆ If you study for four months, you will get a certificate.
So you can use it when looking for a job.

Who Can participate in the course

- ① Foreign nationals with permanent or long-term resident and people married to a Japanese person or a permanent resident, and foreign people who became Japanese citizens.
- ② Can read/write hiragana and katakana, and speak basic Japanese
- ③ Have applied for a job at Hello Work

Course Details

Start Months	July, November, March
Duration	4 months
Class Size	Up to 15 people
Cost	Free (Textbook fee approx. ¥4,700)
Schedule	6 hours/day, 18 days/month
Days Off	Saturdays, Sundays, national holidays (Some training may be held on holidays if necessary)

“Don’t worry if you’re new.
We’ll teach you, using easy Japanese.”

Application process for the Course

Apply for the course at HelloWork

- ① Register as a job seeker
- ② Consult and ask about the course contents.
- ③ Apply 「就職力スキルアップ科」.



Attend guidance and have an interview

- ① Join an orientation (guidance).
- ② Fill in the pre-course survey and have an interview.



You can participate if accepted

● Here is the curriculum



1. Japanese Language

You create Japanese sentences and also learn about Japanese grammar, conversation, and culture.

2. Professional Skills

You learn skills useful for work, such as Japanese business manners and communication.



3. Caregiving Basics

As the basics of caregiving, you practice moving, eating, using the toilet, changing clothes, helping with baths, and how to wipe the body.



4. Computer Skills

You practice Japanese input, file organization, and creating shapes and tables.



Computer Practice: You practice making documents and reports used at work using Word and Excel.

Presentation: You learn how to create slides with PowerPoint, insert diagrams and photos, and how to give presentations.

5. Job Support

Teachers support your job search. You learn how to look for work, create a job card, find your "strengths", and clarify your reasons for wanting to join a company. You practice making application documents and interviews. You will consult with each person individually to assist your job hunting.



● Past and Upcoming Courses

Year	Month	Training School	Location
2026	July	Career College ITOGEN	Minakuchi cho, Koka City
	November	PC College Stac	Ikeda cho, Omihachiman City
2027	March	Career College ITOGEN	Minakuchi cho, Koka City

● Techno College Maibara

(Shiga Prefectural Vocational Training Center, Maibara Campus)

411-1 Iogii, Maibara City, Shiga 〒521-0091 ☎ 0749-52-5300

Coordinator for Foreign Residents' Training

Website <https://www.pref.shiga.lg.jp/kougi/>

Facebook <https://www.facebook.com/kogisen.maibara>



Website



Facebook

● Shiga Prefectural Department of Commerce and Labor. Labor Employment Policy Division

4-1-1 Kyomachi, Otsu City (Shiga Prefectural Government East Building 4F) 〒520-8577

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