

FREE / For All Years of Study
Graduates are also welcome!

Working Adult Preparation Workshops

- 1) **Business Manners Session** 2) **Career Path Session**
September 25, Wednesday September 27, Friday
14:00-16:00 14:00-16:00

*You may also participate in only 1) Business Manners session or only 2) Career Path session.

Master the fundamentals of working in Japan and be prepared!

Learn Business
Manners in Japan

Understand how to work
in the Japanese workplace

Clarify your future
career goals

Start Working!

CHI-BA+KUN

Contents

1) Business Manners Session

- 1 Basics of business communication
- 2 Business document writing
- 3 Behavior during meetings
- 4 Time management
- 5 Teamwork and collaboration
- 6 Self-management and Mental health

2) Career Path Session

- 1 Setting career goals
- 2 Developing skill sets
- 3 Networking
- 4 Mentorship and coaching
- 5 Career advancement strategies
- 6 Anecdotes and advice from senior international students

Lecturer



Yuan Wen-ting (Vivian)

- ★National Certification Career Consultant
- ★ICF ACC

Introduces various jobs at Japanese companies to talented job seekers abroad and international students.

Promotes multicultural coexistence through her role as the Japanese representative on the Diversity, Equity & Inclusion Committee at Adecco, which provides integrated human resource services in over 60 countries and regions.

Event Format: Online (Zoom)

Capacity: 30 participants per session

Application period: From September 4 (Wed) until
September 25 (Wed), 12:00 p.m.
*September 27 (Fri), 12:00 p.m. for participation in only 2) Career Path Session.

How to apply: Please apply via the 2D code or URL below. We will send the URL for the online course to those who have applied.



<https://workinchiba.pref.chiba.lg.jp/en/offer>

