



滋賀県  
Shiga Prefecture

To all foreigners living in Japan

# Course to Improve Job-Hunting Ability

Deadline by  
27 / Jan.

Japanese for Work

Caregiving

Computer Skills

Interview Practice



Training period (Course hours)	Mon., Mar. 2, 2026 – Tue., Jun. 30, 2026 (4month) (9:30a.m.–4:00p.m.)
Training Facility	Career College ITOGEN 1-7 Motoayano Minakuchi-cho Koka-shi   MAP
Application Period	Tue., Jan. 6, 2026 – Tue., Jan. 27, 2026
Where you can apply	Hello Work (Public Employment Office) You may be eligible to receive an allowance during the course. For more details, please consult Hello Work. 
Who can participate in the course	① Long-term and permanent resident foreigners and their spouses who can read and write hiragana and katakana and can speak simple Japanese. ② People who are registered at Hello Work and looking for a job.
Capacity	15people (The course may not be held if there are not enough participants.)
Fee	Participation is free (Cost for materials¥4,000)

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

◆ Please make sure to attend the orientation (guidance)  
Orientation day, time and Place



day	Thu., Feb. 5, 2026 13:00~ (acceptance 12:30~)
Venue	Career College ITOGEN
Please Note	If you are late for the orientation or cannot attend, please contact us by phone. Techno College Maibara (0749-52-5300) Career College ITOGEN (0748-65-2345)



## Here is the curriculum

### 1. Japanese Language

You will create sentences in Japanese and use kanji, while also learning about Japanese grammar, conversation, and Japanese culture.

### 2. Professional Skills

You will practice starting conversations with people you meet for the first time. You will learn important Japanese business manners, communication skills, and customer service techniques, acquiring skills that are useful in the workplace.



### 3. Caregiving Basics

You will learn the basic knowledge and skills required for caregiving. You will practice assisting with mobility, meal support, toileting, dressing, bathing, and maintaining personal hygiene.

### 4. Computer Skills

You will learn how to use a computer in Japanese, including how to input Japanese text and organize files. You will practice creating and editing documents, as well as making shapes and tables (Word). You will also learn how to perform calculations and create tables in Excel.



**Computer Practice:** You will practice using Word and Excel to create work-related documents and reports.

**Presentation:** You will learn how to use PowerPoint to create slides, insert shapes and photos, and present information effectively.



### 5. Job Support

We will support your job search. You will learn how to find job opportunities, create a Job Card, identify your strengths, and clarify your reasons for wanting to join a company. You will also practice creating application documents and interview skills. Additionally, individual career consultations will be provided to assist you with your job search.

#### ● Techno College Maibara

(Shiga Prefectural Vocational Training Center, Maibara Campus)

411-1 logii, 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, Tourism and Labor Employment Policy Division

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

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