

Outline of Job Category and Key Performance Indicator

**(11) *Education***



## Outline of Job Category Education

### <Prerequisites>

\*Training course group is a group of multiple training courses that share the same training theme

\*Each training course group is configured from 5-10 courses in general



# Outline of Education

Job category	Education	
Specialty Field	Training Planning	Instructions
Level 7		
Level 6		
Level 5		
Level 4		
Level 3		
Level 2		
Level 1		

## Description of Job Category

Performs needs analysis, design, development, operation, and assessment for training curriculum and training course in accordance with skill development requirements of user by utilizing expertise related to expertise and training in assigned area

### ●Training Planning

Performs training planning to meet needs, creation of curriculum, course and course materials, and design of implementation form (group training, e-learning). And leads curriculum development, and performs assessment and management for training performance

### ●Instructions

Performs development and instruction of individual training course, and performs operation management and performance assessment

### <Prerequisites>

\*Training course group has multiple courses with the one training theme

\*Each course is configured from 5-10 programs in general



## Key Performance Indicator Education

### <Prerequisites>

\*Training course group is a summary of multiple training courses that share the same training theme

\*Each course is configured from 5-10 programs in general



# Key Performance Indicator: Education

Specialty Field	Training Planning	Level 6
<p><b>[Business Contribution]</b></p> <p>●<b>Responsibilities</b></p> <p>Leads others in education job categories, as a person responsible for the whole of planning, design, development, offering and assessment of training course group. Has experience and performance of achieving success in customer satisfaction, utility and profitability of designed training course three times or more (At least one project must meet the complexity and size of Level 6, and others can be of Level 5 or above)</p> <p>●<b>Complexity</b></p> <p>Has experience and performance of achieving success in planning, design, and development of training course group, with two or more of following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>High importance of training</li> <li><input type="checkbox"/>Needs of high-level knowledge and experience</li> <li><input type="checkbox"/>Advanced areas</li> <li><input type="checkbox"/>Use of advanced training solutions</li> <li><input type="checkbox"/>Utilization of training platform not widely used</li> <li><input type="checkbox"/>Utilization of learning architecture not widely used</li> <li><input type="checkbox"/>Planning, design and development based on complex organizational structure</li> </ul> <p>●<b>Size</b></p> <p>Has experience and performance in achieving success in planning and development of training course group with either one of following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>5 or more course groups</li> <li><input type="checkbox"/>3 or more course groups with four or more of above complexity criteria</li> </ul> <p><b>[Professional Contribution]</b></p> <p>-Has the high specialty in either one or more of the following training planning area sufficient to guide others and contributes to the industry.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Plan, design and development of advanced training courses based on extensive knowledge and experience</li> <li><input type="checkbox"/>Familiarity with target of training plan, selection of the optimal solution, responsibility for the creation of complicated and advanced training course groups</li> <li><input type="checkbox"/>Business performance with required resources and within a time frame, and management of the creation project for assigned, complicated and advanced training course group</li> <li><input type="checkbox"/>Profitability management of the assigned courses</li> <li><input type="checkbox"/>Acquisition of participant satisfaction</li> </ul> <p>-Has achievement of four or more items of expertise succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Activities in professional community such as academic societies and committees</li> <li><input type="checkbox"/>Publication of a book</li> <li><input type="checkbox"/>Publication of a paper outside the company</li> <li><input type="checkbox"/>Publication of a paper within the company</li> <li><input type="checkbox"/>Instructor outside the company</li> <li><input type="checkbox"/>Instructor within the company</li> <li><input type="checkbox"/>Filing of a patent application</li> </ul> <p>-Develops subordinates (by mentoring, coaching, and etc.)</p>		

# Key Performance Indicator: Education



Specialty Field	Training Planning	Level 5
<p><b>[Business Contribution]</b></p> <p>●<b>Responsibilities</b></p> <p>Leads others in education job categories, as a person responsible for the whole of planning, design, development, offering and assessment of training course group. Has experience and performance of achieving success in customer satisfaction, utility and profitability of designed training course groups three times or more (At least one project must meet complexity and size requirements of Level 5, and others can be of Level 4 or above)</p> <p>●<b>Complexity</b></p> <p>Has experience and performance in achieving success in planning, design, and development of training course group with two or more of following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>High importance of training</li> <li><input type="checkbox"/>Needs of high-level knowledge and experience</li> <li><input type="checkbox"/>Advanced areas</li> <li><input type="checkbox"/>Use of advanced training solutions</li> <li><input type="checkbox"/>Utilization of training platform not widely used</li> <li><input type="checkbox"/>Utilization of learning architecture not widely used</li> <li><input type="checkbox"/>Planning, design and development based on complex organizational structure</li> </ul> <p>●<b>Size</b></p> <p>Has experience and performance in achieving success in planning and development of training course group with either one of following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>3 or more training course groups</li> <li><input type="checkbox"/>1 or more training course group, or 5 or more training courses across multiple course groups and with four or more of above complexity criteria</li> </ul> <p><b>[Professional Contribution]</b></p> <p>-Has the high specialty in either one of the following training planning area sufficient to guide others and contributes to the industry.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Plan, design and development of advanced training courses based on extensive knowledge and experience</li> <li><input type="checkbox"/>Familiarity with target of training plan, selection of the optimal solution, responsibility for the creation of complicated and advanced training courses</li> <li><input type="checkbox"/>Business performance with required resources and within a time frame, and management of the creation project for assigned, complicated and advanced training course groups</li> <li><input type="checkbox"/>Profitability management of the assigned courses</li> <li><input type="checkbox"/>Acquisition of participant satisfaction</li> </ul> <p>-Has achievement of three or more items of expertise succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Activities in professional community such as academic society and committee</li> <li><input type="checkbox"/>Publication of a book</li> <li><input type="checkbox"/>Publication of a paper outside the company</li> <li><input type="checkbox"/>Publication of a paper within the company</li> <li><input type="checkbox"/>Instructor outside the company</li> <li><input type="checkbox"/>Instructor within the company</li> <li><input type="checkbox"/>Filing of a patent application</li> </ul> <p>-Develops subordinates (by mentoring, coaching, and etc.)</p>		

## Key Performance Indicator: Education

Specialty Field	Training Planning	Level 4
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## [Business Contribution]

### ●Responsibilities

Has experience and performance of achieving successful results in customer satisfaction, utility and profitability of designed training course group two times or more (Projects must meet complexity and size requirements of Level 4), as a team leader for planning, design, development, offering, assessment of training course group or training courses across multiple courses

### ●Complexity

Has experience and performance of achieving success in planning, design, and development of training course group with two or more of following complexity criteria.

- ☐ High importance of training
- ☐ Needs of high-level knowledge and experience
- ☐ Advanced areas
- ☐ Use of advanced training solutions
- ☐ Utilization of training platform not widely used
- ☐ Utilization of learning architecture not widely used
- ☐ Planning, design and development based on complex organizational structure

### ●Size

Has experience and performance of achieving success in planning, design, and development of training course group with following size.

- ☐ 1 or more course groups or 5 or more training courses across multiple course groups

## [Professional Contribution]

-Has the high specialty in either one of the following training planning area sufficient to guide subordinates.

- ☐ Plan, design and development of advanced training course groups based on extensive knowledge and experience
- ☐ Familiarity with target of training plan, selection of the optimal solution, responsibility for the creation of complicated and advanced training course groups
- ☐ Business performance with required resources and within a time frame, and management of the creation project for assigned, complicated and advanced training course groups
- ☐ Understanding of profit base data for assigned course groups
- ☐ Acquisition of participant satisfaction

-Has achievement in one or more items of expertise succession.

- ☐ Activities in professional community such as academic society and committee
- ☐ Publication of a book
- ☐ Publication of a paper outside the company
- ☐ Publication of a paper within the company
- ☐ Instructor outside the company
- ☐ Instructor within the company
- ☐ Filing of a patent application

-Develops subordinates (by mentoring, coaching, and etc.)

## Key Performance Indicator: Education

Specialty Field	Instructions	Level 6
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## [Business Contribution]

### ●Responsibilities

Leads others in education job categories, as a person responsible for the whole of development, operation implementation and assessment in the phases of design, development, operation, and assessment of training course group. Has experience and performance of achieving success in customer satisfaction, utility and productivity of designed training course group three times or more (At least one project must meet the Level 6 requirements, and others can be the Level 5 or above)

### ●Complexity

Has experience and performance of achieving success in training course group with two or more of following complexity criteria.

- ☐High importance of training
- ☐Utilization of training platform not widely used
- ☐Needs of high-level knowledge and experience
- ☐Advanced teaching methods
- ☐Advanced area
- ☐Advanced training methods
- ☐Utilization of advanced training solutions

### ●Size

Has experience and performance of achieving success in planning and development of training course group with either one of following size.

- ☐5 or more training course groups
- ☐3 or more training course groups with four or more of above complexity criteria

## [Professional Contribution]

-Has the high specialty in either one of the following major themes in training planning area sufficient to guide others and contribute to the industry

- ☐Familiarity with methodology of instruction and coaching, and implementation of effective, efficient, and advanced training
- ☐Acquisition of participant satisfaction
- ☐Teaching methods
- ☐Training methods

-Has achievement of four or more items of expertise succession.

- ☐Activities in professional community such as academic society and committee
- ☐Publication of a book
- ☐Publication of a paper outside the company
- ☐Publication of a paper within the company
- ☐Instructor outside the company
- ☐Instructor within the company
- ☐Filing of a patent application

-Develops subordinates (by mentoring, coaching and etc.)

## Key Performance Indicator: Education

Specialty Field	Instructions	Level 5
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## [Business Contribution]

### ●Responsibilities

Leads others in education job categories, as a person responsible for the whole of development, operation implementation and assessment in the phases of design, development, offering and assessment of training course groups. Has experience and performance of achieving successful results in customer satisfaction, utility and productivity of designed training course group three times or more (At least one project must meet the complexity and size of Level 5, others can be the Level 4 requirements)

### ●Complexity

Has experience and performance of achieving successful results in training course with two or more of following complexity criteria.

- ☐High importance of training
- ☐Utilization of training platform not widely used
- ☐Needs of high-level knowledge and experience
- ☐Advanced teaching methods
- ☐Advanced area
- ☐Advanced training methods
- ☐Utilization of advanced training solutions

### ●Size

Has experience and performance of achieving success in planning and development of training course, with either one of following size.

- ☐3 or more training course groups
- ☐1 or more training course group, or 5 or more training courses across multiple courses with four or more of above complexity criteria

## [Professional Contribution]

-Has the high specialty in either one of the following training planning area sufficient to guide others and contributes to the company

- ☐Familiarity with methodology of instruction and coaching, and implementation of effective, efficient, complicated and advanced training
- ☐Acquisition of participant satisfaction
- ☐Teaching methods
- ☐Training methods

-Has achievement in three or more items of expertise succession.

- ☐Activities in professional community such as academic society and committee
- ☐Publication of a book
- ☐Publication of a paper outside the company
- ☐Publication of a paper within the company
- ☐Instructor outside the company
- ☐Instructor within the company
- ☐Filing of a patent application

-Develops subordinates (by mentoring, coaching and etc.)

## Key Performance Indicator: Education

Specialty Field	Instructions	Level 4
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## [Business Contribution]

### ●Responsibilities

Has experience and performance of achieving success in customer satisfaction, utility and productivity of designed training course group or training courses across multiple courses two times or more (At least one project must meet the complexity and size of Level 4, and others can be the Level 3), as a leader of development, operation implementation and assessment team in the phases of design, development, operation and assessment of training course groups.

### ●Complexity

Has experience and performance of achieving success in training course group with two or more of following complexity criteria.

- ☐High importance of training
- ☐Utilization of training platform not widely used
- ☐Needs of high-level knowledge and experience
- ☐Advanced teaching methods
- ☐Advanced area
- ☐Advanced training methods
- ☐Utilization of advanced training solutions

### ●Size

Has experience and performance of achieving success in development, operation implementation, and assessment of training course group, or training courses across multiple training courses with either one of following size.

- ☐One or more training course group, or 5 or more training courses across multiple courses

## [Professional Contribution]

-Has the high specialty in either one of the following training planning area sufficient to guide subordinates

- ☐Familiarity with methodology of instruction and coaching, and implementation of effective, efficient, complicated and advanced training
- ☐Acquisition of participant satisfaction
- ☐Teaching methods
- ☐Training methods

-Has achievement in one or more items of expertise succession.

- ☐Activities in professional community such as academic society and committee
- ☐Publication of a book
- ☐Publication of a paper outside the company
- ☐Publication of a paper within the company
- ☐Instructor outside the company
- ☐Instructor within the company
- ☐Filing of a patent application

-Develops subordinates (by mentoring, coaching and etc.)

## Key Performance Indicator: Education

Specialty Field	Instructions	Level 3
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## [Business Contribution]

### ●Responsibilities

Has experience and performance of achieving success in customer satisfaction, utility and productivity of designed training course once or more (Projects must meet the complexity and size of Level 3), as a team member of development, operation implementation and assessment in the phases of design, development, operation and assessment of training course.

### ●Complexity

Has experience and performance of achieving success in training course with either one of following complexity criteria.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> High importance of training | <input type="checkbox"/> Utilization of training platform not widely used | <input type="checkbox"/> Needs of high-level knowledge and experience |
| <input type="checkbox"/> Advanced teaching methods   | <input type="checkbox"/> Advanced area                                    | <input type="checkbox"/> Utilization of advanced training solutions   |

### ●Size

Has experience of participating in development, operation implementation and assessment of training course regardless of size.

## [Professional Contribution]

-Has the high specialty in either one of the following training planning area to perform assigned task by him/her-self.

- |  |   |
|--|---|
| <input type="checkbox"/> Familiarity with methodology of instruction and coaching, and implementation of effective, efficient, complicated and advanced training |   |
| <input type="checkbox"/> Acquisition of participant satisfaction   | <input type="checkbox"/> Teaching methods <input type="checkbox"/> Training methods |