Skill Area and Skill Proficiency

(11) Education

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Skill Area

Job career: Education

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Skill Area of Education

	Specialty Field	Skill Item
Career common skill item	All Specialty Field	**●Grasp of training industry trends** Concepts and methodology of market research, Analytical of market, Financial analytical, Understanding and utilization of analytical tools and models, Latest equipment and tools for training, Knowledge of learning technology, Knowledge on training industries **●Project Management** Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management **●Leadership** Leadership **●Communication** 2-Way communication, Distribution of information, Organization and Analytical and retrieval of information **●Negotiation** Negotiation
Specialty Field specific skill item	Planning the training	**●Analytical and design and development and management** Participant needs, market needs, Design of lectures and courses, Management of lectures and courses, Understanding and utilization of analytical tools and models, Planning of lectures and courses, Latest IT market trends, Latest technology trends
	Instructions	**●Instructional methods** Instruction techniques, Evaluation techniques, Facilitation **●Development of courses** Development of e-learning, Development of lectures and courses **●Specialty in the areas of education for which you are responsible** Specialty of e-learning in the areas of education for which you are responsible

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Skill Proficiency/Knowledge Items

Job career: Education

Specialty Field: Planning the training

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Grasp of training industry trends [Knowledge Items] -Concepts and methodology of market research -Analytical of market -Financial analytical -Understanding and utilization of analytical tools and models -Latest equipment and tools for training -Knowledge of learning technology -Knowledge on training industries	Level 7	
	Level 6	Able to carry out consultations on training plan for executives, and has extensive knowledge on corporate education industry, and learning technology.
	Level 5	Able to lead training plan based on training business application trends, and has knowledge on corporate education industry, and learning technology.
	Level 4	Able to carry out training plan based on training business application trends, and has knowledge on corporate education industry, and learning technology.
	Level 3	

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Project Management [Knowledge Items] -Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management	Level 7	
	Level 6	Able to perform the whole processes of project management such as plan formulation of project, implementation, and change management etc, in development, and carrying out of training curriculum, as a responsible person of training course planning and development project.
	Level 5	Able to perform the whole processes of project management such as plan formulation of project, implementation, and change management etc, in development, and carrying out of training curriculum, as a responsible person of training course planning and development project.
	Level 4	Able to carry out either one of main project management such as plan formulation of project, implementation, and change management etc, as a leader of specific course or training course development in the training course planning and development project.
	Level 3	

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Leadership [Knowledge Items] -Leadership	Level 7	
	Level 6	Able to lead and instruct all of training planning business application, and is known as a training professional in the whole company scale or on a global scale.
	Level 5	Able to lead and instruct all of training planning business application, and known as training professional on a multi-functional scale.
	Level 4	Able to carry out training planning business application, necessary to lead the project by demonstrating fundamental nature, such as teamwork, responsibility, and power of execution, etc, as a leader of development of training course or special course.
	Level 3	

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Communication [Knowledge Items] -2-Way communication -Distribution of information -Organization, analytical, and retrieval of information	Level 7	
	Level 6	Able to lead and guide and carry out proper 2Way communication, distribution of information, and process of information with other members in development and design of training curriculum.
	Level 5	Able to give advice and carry out proper 2Way communication, distribution of information, and process of information with other members in daily planning development.
	Level 4	Able to carry out training planning business application, and to carry out proper 2Way communication, distribution of information, and process of information with other members as a leader of development of training course or special course.
	Level 3	

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Negotiation [Knowledge Items] -Negotiation	Level 7	
	Level 6	Able to lead complicated negotiations and to make agreement on problems based on a logical basis, and able to set up a goal with executives, team members or partners in carrying out comprehensive training planning business application.
	Level 5	Able to lead negotiations and make agreement on problems based on a logical basis, and able to set up a goal with team members or partners in carrying out training planning business application.
	Level 4	Able to make agreement on problems based on a logical basis, and able to set up a goal with team members or partners in carrying out training planning business application.
	Level 3	

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Specialty Field:
Planning the training

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Specialty Field specific skill item] ●Analytical and design and development and management [Knowledge Items] -Participant needs, market needs -Design of lectures and courses -Management of lectures and courses -Understanding and utilization of analytical tools and models -Planning of lectures and courses -Latest IT market trends -Latest technology trends -Concepts and methodology of market research	Level 7	
	Level 6	Able to lead and guide comprehensively in analytical, design, and management of planning business application across multiple lectures.
	Level 5	Able to guide others in analytical, design, and management of planning business application on special course.
	Level 4	Able to carry out contents development, and carry out analytical, design, and management of planning business application on special course.
	Level 3	

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Skill Proficiency/Knowledge Items

Job career: Education

Specialty Field: Instructions

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Grasp of training industry trends [Knowledge Items] -Concepts and methodology of market research -Analytical of market -Financial analytical -Understanding and utilization of analytical tools and models -Latest equipment and tools for training -Knowledge of learning technology -Knowledge on training industries	Level 7	
	Level 6	Able to carry out consultations on training instruction business application, for executives, and has extensive knowledge on corporate education industry, and learning technology.
	Level 5	Able to lead training instruction business application based on training business application trends, and has knowledge on corporate education industry, and learning technology.
	Level 4	Able to carry out training instruction business application based on training business application trends, and has knowledge on corporate education industry, and learning technology.
	Level 3	Able to carry out training instruction business application, and has knowledge on corporate education industry, and learning technology under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Project Management [Knowledge Items] -Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management	Level 7	
	Level 6	Able to perform business application, and able to perform proper business application planning management to the person assigned to training business application, on all aspects of training instruction, as a responsible person of training instruction business application.
	Level 5	Able to perform business application, and able to perform proper business application planning management to the person assigned to training business application, on all aspects of training instruction, as a responsible person of training instruction business application.
	Level 4	Able to perform business application, and able to perform proper business application planning management to the person assigned to training business application, as a leader of training instruction business application.
	Level 3	Able to perform training instruction business application, under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Leadership [Knowledge Items] -Leadership	Level 7	
	Level 6	Able to lead and instruct all of training instruction business application, and is known as a training professional in the whole company scale or on a global scale.
	Level 5	Able to lead and instruct all of training instruction business application, and known as training professional on a multi-functional scale.
	Level 4	Able to perform proper business application and leads the person assigned to training business application, as a leader of training instruction business application.
	Level 3	Able to carry out instruction business application, under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Communication [Knowledge Items] -2-Way communication -Distribution of information -Organization, analytical, and retrieval of information	Level 7	
	Level 6	Able to lead and guide and carry out proper 2Way communication, distribution of information, and process of information with other members and participants in training instruction business application.
	Level 5	Able to give advice and carry out proper 2Way communication, distribution of information, and process of information with other members and participants in training instruction business application.
	Level 4	Able to carry out training instruction business application, and to carry out proper 2Way communication, distribution of information, and process of information with other members and participants, as a leader of training instruction business application.
	Level 3	Able to carry out training instruction business application, by keeping good team communications with other members and participants, under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Negotiation [Knowledge Items] -Negotiation	Level 7	
	Level 6	Able to lead complicated negotiations and to make agreement on problems based on a logical basis, and able to set up a goal in comprehensive implementation of training instruction business application as a training instructor.
	Level 5	Able to lead negotiations and make agreement on problems based on a logical basis, and able to set up a goal in implementation of training instruction business application, as a training instructor.
	Level 4	Able to make agreement on problems based on a logical basis, and able to set up a goal in carrying out training instruction business application as a training instructor.
	Level 3	Able to obtain required information and data in the assigned area of training business application through negotiation, as a training instructor under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Specialty Field specific skill item] ●Instructional methods [Knowledge Items] -Instruction techniques -Evaluation techniques -Facilitation	Level 7	
	Level 6	Able to practice, and establish effective methodology in instructional methods. In addition, able to guide with proper instructional methods, even in complicated and difficult situations.
	Level 5	Able to practice established methodology in instructional methods. In addition, able to guide with proper instructional methods, even in various situations.
	Level 4	Able to practice training, by having and utilizing knowledge on established methodology.
	Level 3	Able to practice training, by having knowledge on established methodology, under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Specialty Field specific skill item] ●Development of courses [Knowledge Items] -Development of e-learning -Development of lectures and courses	Level 7	
	Level 6	Known as a pioneer in the course development, in-house and in the market. In addition, has extensive experience and results as a course developer, and has spoken two or more times outside the company, and has published books.
	Level 5	Known as a specialist in the course development. In addition, has enough experience and results as a course developer, and has spoken within the company, and has published books.
	Level 4	Has extensive knowledge that would be enough to carry out the course development. In addition, able to lead training team, and has experience and results as a course developer.
	Level 3	Has knowledge that would be enough to carry out the course development. In addition, able to carry out training course development as a course developer under guidance of a higher-level specialist in the same job career category.

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Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Specialty Field specific skill item] ●Specialty in the areas of education for which you are responsible [Knowledge Items] -Specialty in the areas of education for which you are responsible	Level 7	
	Level 6	Known as a pioneer of the assigned training field, in-house and in the market. In addition, has extensive experience and results as an instructor, and has spoken two or more times outside the company, and has published books.
	Level 5	Known as a specialist of the assigned training field, In addition, has enough experience and results as an instructor, and has spoken within the company, and has published books.
	Level 4	Has extensive knowledge that would be enough to carry out the training, in the assigned training field. In addition, able to lead training team, and has experience and results as an instructor.
	Level 3	Has knowledge that would be enough to carry out the training, in the assigned training field. In addition, able to carry out training as an instructor under guidance of a higher-level specialist in the same job career category.

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