

Outline of Job Career and Key Performance Indicator  
**(11) *Education***

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# Outline of Job Career Education

# Outline of Education

Job career	Education	
Specialty Field	Planning the training	Instructions
Level 7		
Level 6		
Level 5		
Level 4		
Level 3		
Level 2		
Level 1		

## Description of Job Career

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

### ●Planning the training

Performs planning and design of training programs to meet market needs, creation of curriculum, course and course materials, and design of implementation of form (group training, e-learning). Leads development of curriculum and performs actual performance evaluation and management of training programs

### ●Instructions

Perform development of individual training course, its instruction, operation management, and actual performance evaluation.

## Key Performance Indicator Education

<Remarks>

- \*Training course is a summary of multiple training lectures that share the same training theme
- \*Each course is configured from 5-10 lectures in general

# Key Performance Indicator : Education

Specialty Field	Planning the training	Level 6
<p><b>[Contribution to business]</b></p> <p><b>●Responsibilities</b></p> <p>In the whole process areas of planning, design, development, offering, evaluation of training course, acts as a responsible person in charge of the project, by leading other education job carrier categories, Has experience in achieving successful results in the completion of set training course on customer satisfaction, utility, and profitability, three times or more (at least one project must meet complexity and size of Level 6 or equivalent, and others can be of Level 5).</p> <p><b>●Complexity</b></p> <p>Has experience in achieving successful results in the completion of planning, design, and development of training course, that meets two or more of the following complexity criteria.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Training of vital importance</div> <div style="width: 50%;"><input type="checkbox"/> Use of training platform that is not widely used</div> <div style="width: 50%;"><input type="checkbox"/> Needs high-level knowledge and experience</div> <div style="width: 50%;"><input type="checkbox"/> Use of learning architecture that is not widely used</div> <div style="width: 50%;"><input type="checkbox"/> Leading-edge area</div> <div style="width: 50%;"><input type="checkbox"/> Design, development, customize based on complex organizational structure</div> <div style="width: 50%;"><input type="checkbox"/> Use of leading-edge training solutions</div> </div> <p><b>●Size</b></p> <p>Has experience in achieving successful results in the complication of planning and development of training course, that meets either one of the following size.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> 5 lectures or more</div> <div style="width: 50%;"><input type="checkbox"/> In case of the project that meets four or more complexity criteria (above), with 3 lectures or more</div> </div> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field sufficient enough to guide others and contributes to the industry.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Plan, design, and development of the advanced training lecture based on extensive knowledge and experience</div> <div style="width: 50%;"><input type="checkbox"/> Knowledge of matters subject to training plan, selection of the optimum solution, responsibility until the complicated and advanced training lecture is created</div> <div style="width: 50%;"><input type="checkbox"/> Preparation of resources required, performance of tasks within the given period of time, and management of the assigned project of creating the complicated and advanced training lecture</div> <div style="width: 50%;"><input type="checkbox"/> Management of the profitability of the assigned lecture</div> <div style="width: 50%;"><input type="checkbox"/> Acquisition of participant's satisfaction</div> </div> <p>-Has recognized accomplishments four items or more in the area of technology succession.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Professional community activities such as academic society and committee</div> <div style="width: 33%;"><input type="checkbox"/> Publication of a book</div> <div style="width: 33%;"><input type="checkbox"/> Publication of a paper outside the company</div> <div style="width: 33%;"><input type="checkbox"/> Publication of a paper within the company</div> <div style="width: 33%;"><input type="checkbox"/> Invited to speak outside the company</div> <div style="width: 33%;"><input type="checkbox"/> Instructor within the company</div> <div style="width: 33%;"><input type="checkbox"/> Filing of a patent application</div> </div> <p>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>		

# Key Performance Indicator : Education

Specialty Field	Planning the training	Level 5
<p><b>[Contribution to business]</b></p> <p>●<b>Responsibilities</b></p> <p>In the whole process areas of planning, design, development, offering, evaluation of training course, acts as a responsible person in charge of the project, by leading other education job carrier categories, Has experience in achieving successful results in the completion of set training course on customer satisfaction, utility, and profitability, three times or more (at least one project must meet complexity and size of Level 5 or equivalent, and others can be of Level 4).</p> <p>●<b>Complexity</b></p> <p>Has experience in achieving successful results in the completion of planning, design, and development of training course, that meets two or more of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Use of learning architecture that is not widely used</li> <li><input type="checkbox"/> Design, development, customize based on complex organizational structure</li> </ul> <p>●<b>Size</b></p> <p>Has experience in achieving successful results in the complication of planning and development of training course, that meets either one of the following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 lectures or more</li> <li><input type="checkbox"/> In case of the project that meets four or more complexity criteria (above), with 1 or more lectures, or with 5 or more training courses extended across multiple lectures</li> </ul> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field sufficient enough to guide others and contributes to the company.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan, design, and development of the advanced training lecture based on extensive knowledge and experience</li> <li><input type="checkbox"/> Knowledge of matters subject to training plan, selection of the optimum solution, responsibility until the complicated and advanced training lecture is created</li> <li><input type="checkbox"/> Preparation of resources required, performance of tasks within the given period of time, and management of the assigned project of creating the complicated and advanced training lecture</li> <li><input type="checkbox"/> Management of the profitability of the assigned lecture</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction</li> </ul> <p>-Has recognized accomplishments three items or more in the area of technology succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional community activities 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"/> Invited to speak 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>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>		

# Key Performance Indicator : Education

Specialty Field	Planning the training	Level 4
<p><b>[Contribution to business]</b></p> <p>●<b>Responsibilities</b></p> <p>In phases of planning, design, development, offering, evaluation of training course or two or more training courses that extended across course, acts as a leader. Has experience in achieving successful results in the completion of set training course or two or more training courses that extended across course on customer satisfaction, utility, and profitability, two times or more (equivalent to complexity and size of Level 4).</p> <p>●<b>Complexity</b></p> <p>Has experience in achieving successful results in the completion of training course, or planning, design, and development of training course that extends across two or more lectures, that meets two or more of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Use of learning architecture that is not widely used</li> <li><input type="checkbox"/> Design, development, customize based on complex organizational structure</li> </ul> <p>●<b>Size</b></p> <p>Has experience in achieving successful results in the complication of planning and development of training course that extends across two or more lectures, and that meets the following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 or more lectures, or with 5 or more training courses extended across multiple lectures</li> </ul> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field and guides subordinates.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan, design, and development of the advanced training lecture based on extensive knowledge and experience</li> <li><input type="checkbox"/> Knowledge of matters subject to training plan, selection of the optimum solution, responsibility until the complicated and advanced training lecture is created</li> <li><input type="checkbox"/> Preparation of resources required, performance of tasks within the given period of time, and management of the assigned project of creating the complicated and advanced training lecture</li> <li><input type="checkbox"/> Grasp of profit sources of the courses the person offers in the assigned lecture</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction</li> </ul> <p>-Has recognized accomplishments one item or more in the area of technology succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional community activities 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"/> Invited to speak 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>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>		

# Key Performance Indicator : Education

Specialty Field	Instructions	Level 6
	<p><b>[Contribution to business]</b></p> <p>●<b>Responsibilities</b></p> <p>In the whole process areas of planning, design, development, offering, evaluation of training course, acts as a responsible person in charge of the whole of development, executing operation, evaluation, by leading other education job carrier categories, Has experience in achieving successful results in the completion of set training course on customer satisfaction, utility, and profitability, three times or more (at least one project must meet complexity and size of Level 6 or equivalent, and others can be of Level 5).</p> <p>●<b>Complexity</b></p> <p>Has experience in achieving successful results in the completion of training course, that meets two or more of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Leading-edge teaching methods</li> <li><input type="checkbox"/> Leading-edge training methods</li> </ul> <p>●<b>Size</b></p> <p>Has experience in achieving successful results in the complication of planning and development of training course, that meets either one of the following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 training course or more</li> <li><input type="checkbox"/> In case of the project that meets four or more complexity criteria (above), with 3 training courses or more</li> </ul> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field sufficient enough to guide others and contributes to the industry.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operate the advanced training lectures based on an extensive knowledge and experience</li> <li><input type="checkbox"/> Have thorough knowledge of the methodology in instruction and coaching. And carry out the advanced training effectively and efficiently</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction      <input type="checkbox"/> Teaching methods      <input type="checkbox"/> Training methods</li> </ul> <p>-Has recognized accomplishments four items or more in the area of technology succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional community activities such as academic society and committee      <input type="checkbox"/> Publication of a book      <input type="checkbox"/> Publication of a paper outside the company</li> <li><input type="checkbox"/> Publication of a paper within the company      <input type="checkbox"/> Invited to speak outside the company      <input type="checkbox"/> Instructor within the company      <input type="checkbox"/> Filing of a patent application</li> </ul> <p>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>	



# Key Performance Indicator : Education

Specialty Field	Instructions	Level 5
	<p><b>[Contribution to business]</b></p> <p>●<b>Responsibilities</b> In the whole process areas of planning, design, development, offering, evaluation of training course, acts as a responsible person in charge of the whole of development, executing operation, evaluation, by leading other education job carrier categories, Has experience in achieving successful results in the completion of set training course on customer satisfaction, utility, and profitability, three times or more (at least one project must meet complexity and size of Level 5 or equivalent, and others can be of Level 4).</p> <p>●<b>Complexity</b> Has experience in achieving successful results in the completion of training course, that meets two or more of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Leading-edge teaching methods</li> <li><input type="checkbox"/> Leading-edge training methods</li> </ul> <p>●<b>Size</b> Has experience in achieving successful results in the complication of planning and development of training course, that meets either one of the following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 training courses or more</li> <li><input type="checkbox"/> In case of the project that meets four or more complexity criteria (above), with 1 or more lectures, or with 5 or more training courses extended across multiple lectures</li> </ul> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field sufficient enough to guide others and contributes to the company.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operate the advanced training lectures based on an extensive knowledge and experience</li> <li><input type="checkbox"/> Have thorough knowledge of the methodology in instruction and coaching. And carry out the advanced training effectively and efficiently</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction      <input type="checkbox"/> Teaching methods      <input type="checkbox"/> Training methods</li> </ul> <p>-Has recognized accomplishments three items or more in the area of technology succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional community activities such as academic society and committee      <input type="checkbox"/> Publication of a book      <input type="checkbox"/> Publication of a paper outside the company</li> <li><input type="checkbox"/> Publication of a paper within the company      <input type="checkbox"/> Invited to speak outside the company      <input type="checkbox"/> Instructor within the company      <input type="checkbox"/> Filing of a patent application</li> </ul> <p>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>	

# Key Performance Indicator : Education

Specialty Field	Instructions	Level 4
	<p><b>[Contribution to business]</b></p> <p><b>●Responsibilities</b></p> <p>In phases of planning, design, development, offering, evaluation of training course or two or more training courses that extended across course, acts as a leader of development, executing operation, evaluation. Has experience in achieving successful results in the completion of set training course or two or more training courses that extended across course on customer satisfaction, utility, and profitability, two times or more (equivalent to Level 4 complexity and size).</p> <p><b>●Complexity</b></p> <p>Has experience in achieving successful results in the completion of training course, that meets two or more of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Leading-edge teaching methods</li> <li><input type="checkbox"/> Leading-edge training methods</li> </ul> <p><b>●Size</b></p> <p>Has experience in achieving successful results in the complication of development of training course, executing operation that extends across two or more lectures, and that meets the following size.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 or more lectures, or with 5 or more training courses extended across multiple lectures</li> </ul> <p><b>[Contribution to professional society]</b></p> <p>-Holds the high specialty in either one or more of the following major themes of this Specialty Field and guides subordinates.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have thorough knowledge of the methodology in instruction and coaching. And carry out the advanced training effectively and efficiently</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction</li> <li><input type="checkbox"/> Teaching methods</li> <li><input type="checkbox"/> Training methods</li> </ul> <p>-Has recognized accomplishments one item or more in the area of technology succession.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional community activities 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"/> Invited to speak 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>-Has accomplishments in developing subordinates (by mentoring, coaching, etc.)</p>	

# Key Performance Indicator : Education

Specialty Field	Instructions	Level 3
	<p><b>[Contribution to business]</b></p> <p>●<b>Responsibilities</b> In phases of design, development, offering, evaluation of training course, acts as a member of development, executing operation, and evaluation. Has experience in achieving successful results in the completion of set training course on customer satisfaction, utility, and productivity, once or more (equivalent to complexity and size of Level 3).</p> <p>●<b>Complexity</b> Has experience in achieving successful results in the completion of training course, that meets either one of the following complexity criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training of vital importance</li> <li><input type="checkbox"/> Needs high-level knowledge and experience</li> <li><input type="checkbox"/> Leading-edge area</li> <li><input type="checkbox"/> Use of leading-edge training solutions</li> <li><input type="checkbox"/> Use of training platform that is not widely used</li> <li><input type="checkbox"/> Leading-edge teaching methods</li> <li><input type="checkbox"/> Leading-edge training methods</li> </ul> <p>●<b>Size</b> Has experience in participating in the development, executing operation, and evaluation of training course, regardless of its size.</p> <p><b>[Contribution to professional society]</b> -Holds the specialty in either one or more of the following major themes of this Specialty Field and practices by him/herself.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have thorough knowledge of the methodology in instruction and coaching. And carry out the advanced training effectively and efficiently</li> <li><input type="checkbox"/> Acquisition of participant's satisfaction</li> <li><input type="checkbox"/> Teaching methods</li> <li><input type="checkbox"/> Training methods</li> </ul>	

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