

2010

**IT Skill Standards Center
IT Human Resources Development Headquarters
INFORMATION-TECHNOLOGY PROMOTION AGENCY (IPA), JAPAN**

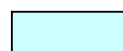
Ministry of Economy, Trade and Industry

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Education (Training Planning) Training Course Group

	Inexperienced (aim at level 1)	Level 1 (aim at level 2)	Level 2 (aim at level 3)	Level 3 (aim at level 4)	Level 4 (aim at level 5)	Level 5 (aim at level 6)	Level 6 (aim at level 7)	Level 7
Technology					Latest Training Technology Trends			
					Latest Technology Trends			
Methodology					Techniques for Training Course Development Requirements Definition			
					Curriculum Design			
					Training Implementation and Assessment			
Project Management					Project Management Fundamentals			
Business/ Industry					Fundamental Knowledge of Training Industry Trends			
					Latest Business Trends			
					Finance and Accounting Fundamentals			
					Fundamentals of Market Analysis Methods			
Personal					Leadership Skills Required in Education			
					Communication Skills Required in Education			
					Negotiation Skills Required in Education			



:Common to a job category



: Specific to each specialty field

Education (Instructions) Training Course Group

	Inexperienced (aim at level 1)	Level 1 (aim at level 2)	Level 2 (aim at level 3)	Level 3 (aim at level 4)	Level 4 (aim at level 5)	Level 5 (aim at level 6)	Level 6 (aim at level 7)	Level 7	
Technology				Latest Training Technology Trends			Community Activities		
				Latest Technology Trends					
				Specialty					
Methodology			Instruction Fundamentals		Training Implementation and Assessment				
			Fundamentals of Training Course Development Techniques						
				Training Material Development					
Project Management					Project Management Fundamentals				
Business/ Industry			Fundamental Knowledge of Training Industry Trends		Fundamentals of Market Analysis				
				Latest Business Trends					
				Finance and Accounting Fundamentals					
Personal			Instruction		Leadership Skills Required in Education				
				Communication Skills Required in Education					
				Negotiation Skills Required in Education					

: Common to a job category
 : Specific to each specialty field

Education (Training Planning) Training Course List

Training Course Level		Training Course Group Name	Training Course Name	Method			Standard Duration		Page
				E-Learning	Lecture	Workshop	E-Learning (Total hours)	Class (Total days)	
Common to Job Category	Basic Course	Instruction Fundamentals	Instruction Fundamentals		*	*		2	9
		Fundamentals of Training Course Development Techniques	Fundamentals of Training Course Development Techniques		*	*		2	12
		Project Management Fundamentals	Project Management Fundamentals	*			30		15
		Fundamental Knowledge of Training Industry Trends	Fundamental Knowledge of Training Industry Trends	*	*		3	0.5	18
		Finance and Accounting Fundamentals	Finance and Accounting Fundamentals	*			3		21
	Advanced Course	Leadership Skills Required in Education	Leadership Skills Required in Education			*		3	24
		Communication Skills Required in Education	Communication Skills Required in Education			*		3	27
		Negotiation Skills Required in Education	Negotiation Skills Required in Education			*		3	30
		Training Implementation and Assessment	Training Implementation and Assessment		*	*		1	33
		Fundamentals of Market Analysis Methods	Fundamentals of Market Analysis Methods		*	*		2	36
	Special Course	Latest Training Technology Trends	Latest Training Technology Trends	*		*	3	1	39
		Latest Technology Trends	Latest Technology Trends		*			1	42
		Latest Business Trends	Latest Business Trends	*	*		3	0.5	45
		Community Activities	Community Activities	-	-	-	-	-	48
Specific to Each Specialty Field <Selective Courses>	Advanced Course	Techniques for Training Course Development Requirements Definition	Techniques for Training Course Development Requirements Definition		*	*		2	51
		Curriculum Design	Curriculum Design Techniques		*	*		1	54

Education (Instructions) Training Course List

Training Course Level		Training Course Group Name	Training Course Name	Method			Standard Duration		Page
				E-Learning	Lecture	Workshop	E-Learning (Total hours)	Class (Total days)	
Common to Job Category	Basic Course	Instruction Fundamentals	Instruction Fundamentals		*	*		2	9
		Fundamentals of Training Course Development Techniques	Fundamentals of Training Course Development Techniques		*	*		2	12
		Project Management Fundamentals	Project Management Fundamentals	*			30		15
		Fundamental Knowledge of Training Industry Trends	Fundamental Knowledge of Training Industry Trends	*	*		3	0.5	18
		Finance and Accounting Fundamentals	Finance and Accounting Fundamentals	*			3		21
	Advanced Course	Leadership Skills Required in Education	Leadership Skills Required in Education			*		3	24
		Communication Skills Required in Education	Communication Skills Required in Education			*		3	27
		Negotiation Skills Required in Education	Negotiation Skills Required in Education			*		3	30
		Training Implementation and Assessment	Training Implementation and Assessment		*	*		1	33
		Fundamentals of Market Analysis Methods	Fundamentals of Market Analysis Methods		*	*		2	36
	Special Course	Latest Training Technology Trends	Latest Training Technology Trends	*		*	3	1	39
		Latest Technology Trends	Latest Technology Trends		*			1	42
		Latest Business Trends	Latest Business Trends	*	*		3	0.5	45
		Community Activities	Community Activities	-	-	-	-	-	48
Specific to Each Specialty Field <Selective	Basic Course	Instruction Methods	Coaching Techniques		*	*		1	57
			Facilitation Techniques		*	*		1	59
		Training Material Development	— Training Material Development Techniques - Textbooks -		*	*		2	62

Training Course Level Courses>		Training Course Group Name	Training Course Name	Method			Standard Duration		Page
				E-Learning	Lecture	Workshop	E-Learning (Total hours)	Class (Total days)	
			— Training Material Development Techniques - E-learning Contents -		*	*		2	64
	Advanced Course	Specialty	Update of Specialty Knowledge	*	*		-	-	67

Education

Training Course Description

<Common to Education>

Instruction Fundamentals (1 course)

- Instruction Fundamentals

<div>Course Name</div> <div>Content</div>	Instruction Fundamentals
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire fundamental instruction knowledge.</p> <ul style="list-style-type: none"> ○The attendees understand what instruction is, a basic instruction process, effective instruction techniques, and how to assess training sessions/courses in which instruction is provided. ○The attendees learn in workshops major techniques in instruction such as coaching, facilitation, and presentation (about 10 attendees per workshop is preferable).
Attendee	Those who plan trainings or give instruction as members of education teams (those who aim to acquire the knowledge of Education level 3 or 4)
Precondition	Possess fundamental I T knowledge and personal skills.
Training Method	Lecture, Workshop
Duration	Standard term: 2 days (classroom)
Learning Goal	Can develop courses, operate and manage training sessions/courses, and provide coaching as a leader or a member of an education team by utilizing fundamental instruction knowledge.

Skill Items	Knowledge Items
Analysis, Design, and Management	<ul style="list-style-type: none"> -Design of Lectures and Courses Creation of Lectures and Course Structure, Solutions Design -Planning of Lectures and Courses Preparation of Training Road Maps, Course Planning
Instruction Methods	<ul style="list-style-type: none"> -Instruction Techniques Objectives Setting, Educational Techniques, Media Selection, Curriculums Creation, Utilization and Practice of Presentation Techniques -Assessment Methods Objectives Setting, Clarification of Milestones, Clarification of Problems, Execution, Feedback, Effects Measurement -Facilitation Objectives Setting, Motivating Participants and Providing Sense of Achievement, Attentive Listening, Views Coordination, Exercise of Executive Abilities, Utilization and Practice of Operations Methods for Training Courses, Effects Measurement
Course Development	<ul style="list-style-type: none"> -E-learning Development Understanding of Contents Development Process, Technical Expression of Contents, E-learning Platforms Architecture, Utilization of Learning Management Systems, Utilization of Authoring Tools, Utilization of Modularization, Standardization of E-learning -Development of Lectures and Courses Contents Development, Instructional Design

Fundamentals of Training Course Development Techniques (1 course)

- Fundamentals of Training Course Development Techniques

<div>Course Name</div> <div>Content</div>	Fundamentals of Training Course Development Techniques
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire fundamental knowledge of training sessions and course development techniques.</p> <ul style="list-style-type: none"> ○The attendees understand how to develop training sessions/courses, its basic process, management techniques utilized in the basic process, and training course development techniques. ○The attendees learn in workshops a concept of instructional design, its usability, techniques utilizing in an instructional design process.
Attendee	Those who plan trainings or give instruction as members of education teams (those who aim to acquire the knowledge of Education level 3 or 4)
Precondition	Possess fundamental IT knowledge and personal skills.
Training Method	Lecture, Workshop
Duration	Standard term: 2days (classroom)
Learning Goal	Can develop, operate, and manage training sessions/courses as a leader or a member of an education team by utilizing fundamental knowledge of training session/course development techniques.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	<p>-Market Research Concept and Methodology Markets Definition, Understanding of Whole Market, Market Analysis, Market Research Objectives Setup, Preparation of Market Research Plan, Market Research Design, Market Research Implementation, Verification of Hypotheses</p> <p>-Market Analysis Analysis of Macro Environment, Analysis of Customers, Analysis of Competition, Analysis of Internal Environment (Analysis of Company's Strengths and Weaknesses), Analysis of Market Opportunities, Measurement of Market Demands</p> <p>-Latest Training Equipment and Tools Understanding and Utilization of Latest Training Equipment, Understanding and Utilization of Latest Training Tools</p>
Analysis, Design, and Management	<p>-Participant Needs, Market Needs Understanding of Demands, Needs and Wants for Participants</p> <p>-Design of Lectures and Courses Creation of Lectures and Course Structure, Solutions Design</p> <p>-Lecture Management and Course Management Performance Management, Participants Satisfaction, Management of Intellectual Property</p> <p>-Planning of Lectures and Courses Preparation of Training Road Maps, Course Planning</p>
Course Development	<p>-E-learning Development Understanding of Contents Development Process, Technical Expression of Contents, E-learning Platforms Architecture, Utilization of Learning Management Systems, Utilization of Authoring Tools, Utilization of Modularization, Standardization of E-learning</p> <p>-Development of Lectures and Courses Contents Development, Instructional Design</p>

Project Management Fundamentals (1 course)

- Project Management Fundamentals

Course Name Content	Project Management Fundamentals
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire fundamental knowledge of project management.</p> <p>○ The attendees learn, based on “PMBOK”, a general concept of project management that covers all aspect of basic project management knowledge (e.g., project definitions, organization, plan formulation, schedule planning, project implementation, project management, and project completion) and that is not biased by characteristics of industries or fields.</p>
Attendee	Those who have experiences as instruction leaders and are aspired to develop large training sessions/courses and to give instruction (those who aim to acquire the knowledge of Education level 5)
Precondition	Have completed Instruction Fundamentals course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	E-learning
Duration	Standard term: 30 hours (6 hours/day x 5 days)
Learning Goal	Can develop, operate, and manage large-sized and complex training as a person responsible for an education team by utilizing fundamental knowledge of project management.

Skill Items	Knowledge Items
Project Management	<p>-Project Integration Management Develop Project Charter, Develop Preliminary Project Scope Statement, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Integrated Change Control, Close Project</p> <p>-Project Scope Management Scope Planning, Scope Definition, Create WBS, Scope Verification, Scope Control</p> <p>-Project Time Management Activity Definition, Activity Sequencing, Activity Resource Estimating, Activity Duration Estimating, Schedule Development, Schedule Control</p> <p>-Project Cost Management Cost Estimating, Cost Budgeting, Cost Control</p> <p>-Project Quality Management Quality Planning, Perform Quality Assurance, Perform Quality Control</p> <p>-Project Human Resource Management Human Resource Planning, Acquire Project Team, Develop Project Team, Manage Project Team</p> <p>-Project Communications Management Communications Planning, Information Distribution, Performance Reporting, Manage Stakeholders</p> <p>Project Risk Management Risk Management Planning, Risk Identification, Qualitative Risk Analysis, Quantitative Risk Analysis, Risk Response Planning, Risk Monitoring and Control</p> <p>-Project Procurement Management Plan Purchases and Acquisitions, Plan Contracting, Request Seller Responses, Select Sellers, Contract Administration, Contract Closure</p>

Fundamental Knowledge of Training Industry Trends (1 course)

- Fundamental Knowledge of Training Industry Trends

Course Name Content	Fundamental Knowledge of Training Industry Trends
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees learn circumstances of training industry trends and its latest trends.</p> <ul style="list-style-type: none"> ○In addition to the fundamental knowledge such as circumstances and trends of structure, size, and training session/course provision methods in training industry, the attendees learn the latest news and topics, advanced training session/course contents, training techniques, standardization, needs for training, and the latest training as case studies. ○ Contents of this course can be provided via e-learning type method once a year. (In the case that providing the latest news and topics via e-learning type methods is difficult, the contents can be also provided in lectures.)
Attendee	Those who plan trainings or give instruction as members of education teams (those who aim to acquire the knowledge of Education level 3 or 4)
Precondition	Possess fundamental IT knowledge.
Training Method	E-learning or Lecture
Duration	Standard term: 3 hours (e-learning) or Standard term: 0.5 day (classroom)
Learning Goal	Can plan, develop, provide, implement, operate, and manage training sessions/courses as a leader or a member of an education team by utilizing fundamental knowledge of training industry trends.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	-Knowledge of Learning Technology Understanding and Utilization of Industry Standards, Understanding and Utilization of Technology Trends -Knowledge of Training Industry Understanding and Utilization of Industry Trend, Understanding and Utilization of Market Analysis Results

Finance and Accounting Fundamentals (1 course)

- Finance and Accounting Fundamentals

Course Name Content	Finance and Accounting Fundamentals
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees learn what corporate finance is and acquire fundamental knowledge important for reducing costs and ensuring corporate profits at training development from business perspective.</p> <ul style="list-style-type: none"> ○The attendees acquire basic finance knowledge such as structure of financial statements, how to read profit-and-loss sheets and balance sheets, flow of funds, cost accounting, and mechanisms to reduce costs and to ensure corporate profits. ○The attendees learn how to allocate the training costs enabling cost reduction.
Attendee	Those who aspire to become leaders in planning training or giving instruction (those who aim to acquire the knowledge of Education level 4)
Precondition	Have completed Fundamental Knowledge of Training Industry Trends course group, or possess equivalent knowledge
Training Method	E-learning
Duration	Standard term: 3 hours
Learning Goal	Can calculate profits and losses at development of training sessions/courses as a leader in planning training or giving instruction by utilizing finance and accounting knowledge.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	-Financial Analysis Utilization of Knowledge for Financial Statements, Analysis and Understanding of Management Indices, Understanding and Utilization of Financial Analysis Techniques, Analysis and Understanding of Financial Situations

Leadership Skills Required in Education (1 course)

- Leadership Skills Required in Education

Course Name Content	Leadership Skills Required in Education
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire practical skills of the following that are success factors of any training: object setting, team building, communication with people within and outside teams, development, implementation, management, and motivation of training contents.</p> <p>○The attendees learn, in workshops including role-play, the following required in planning training and giving instruction: leadership, self-motivation, motivating team members through team building, interpersonal skills, discord management, and consensus building.</p>
Attendee	Those who have experiences in planning training and giving instruction as members or leaders of education teams (those who aim to acquire the knowledge of Education level 4 or 5)
Precondition	Possess fundamental leadership knowledge.
Training Method	Workshop
Duration	Standard term: 3 days (classroom)
Learning Goal	Can take leadership for education relevant activities in planning, development, and conduct of training sessions/courses as a person responsible for and a leader of an education team by utilizing leadership skills.

Skill Items	Knowledge Items
Leadership	-Leadership Fundamentals and Principles of Leadership, Teamwork and Communication, Project Objectives Setting, Project Promotion, Project Execution, Project Management, Collaboration Between Team Members, Motivating Team Members and, Provision for Feelings of Accomplishment

Communication Skills Required in Education (1 course)

- Communication Skills Required in Education

Course Name Content	Communication Skills Required in Education
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire the following practical skills that are a success factor of any training: effective communication with people involved in training (e.g., admin office, lecturers, and participants).</p> <ul style="list-style-type: none"> ○The attendees learn, in workshops including role-play, the following important in planning training and giving instruction: two-way communication, passing of information, and processing of information.
Attendee	Those who have experiences in planning training or giving instruction as members or leaders of education teams (those who aim to acquire the knowledge of Education level 4 or 5)
Precondition	Possess fundamental communication knowledge.
Training Method	Workshop
Duration	Standard term: 3 days (classroom)
Learning Goal	Can promote interaction with other people (e.g., admin office, lecturers, and participants) effectively for education relevant activities as a person responsible for or a leader of an education team by utilizing communication skills.

Skill Items	Knowledge Items
Communication	<p>-2-Way Communication Dialogue and Interview, Information Transfer, Utilization and Practice of Communication Techniques, Utilization and Practice of Effective, Speaking and Listening</p> <p>-Transmission of Information Utilization and Practice of Presentation Techniques, Utilization and Practice of Creation of Official and Non-official Documents, Technical Writing, Media Selection, Utilization and Practice of Persuasion, Techniques</p> <p>-Organization, Analysis and Retrieval of Information Development and Practice of Status Response Capabilities to Understand Situations, Utilization and Practice of Capabilities to Understand Situations, Utilization and Practice of Meeting Management Techniques</p>

Negotiation Skills Required in Education (1 course)

- Negotiation Skills Required in Education

<div>Course Name</div> <div>Content</div>	Negotiation Skills Required in Education
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire practical skills of negotiation important for any situations or scenes in training.</p> <p>○About negotiation with people concerned with any scenes or situations in planning training or giving instruction, the attendees learn and perform role-play in workshops in how to divide negotiation phases into several phases, how to understand expected problems, and how to formulate problem solving solutions with negotiating partners.</p>
Attendee	Those who have experiences in planning training or giving instruction as members or leaders of education teams (those who aim to acquire the knowledge of Education level 4 or 5)
Precondition	Possess fundamental negotiation knowledge.
Training Method	Workshop
Duration	Standard term: 3 days (classroom)
Learning Goal	Can resolve confrontation and conflict, maintain continuously trust relationship, and build consensus with people (e.g., admin office, lecturers, and participants) as a leader of an education team by utilizing negotiation skills.

Skill Items	Knowledge Items
Negotiation	-Negotiation Utilization and Practice of Negotiation Process, Utilization and Practice of Effective Negotiation Techniques, Establishment of Trust Relationship, Objectives Setting, Common Interest, Practice of Logical Thinking, Utilization and Practice of Problem, Solving Techniques

Training Implementation and Assessment (1 course)

- Training Implementation and Assessment

<div>Course Name</div> <div>Content</div>	Training Implementation and Assessment
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees learn how to assess effectiveness after training implementation and how to improve training sessions/courses based on the assessment results.</p> <ul style="list-style-type: none"> ○The attendees learn the following: <ul style="list-style-type: none"> -Points to remember when implementing training (e.g., training methods, mental preparation of lecturers) -How to assess the training (e.g., assessment by participants, skill acquirement level, use of skills and knowledge acquired in the training for actual work) -How to analyze the assessment result and how to improve the training sessions/courses -How to provide the participants and contacts on customer side with feedback
Attendee	Those who have experiences in developing training sessions/courses and giving instruction and are leaders in planning training or giving instruction with the aim of more effective training session/course development and instruction (those who aim to acquire the knowledge of Education level 5)
Precondition	Have completed Instruction Fundamentals course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 1 day (classroom)
Learning Goal	Can develop and implement training sessions/courses, analyze and understand training assessment results, and improve the training sessions/courses as a person responsible for an education team by utilizing training assessment skills.

Skill Items	Knowledge Items
Analysis, Design, and Management	-Lecture Management and Course Management Performance Management, Participants Satisfaction, Management of Intellectual Property
Instruction Methods	-Assessment Methods Objectives Setting, Clarification of Milestones, Clarification of Problems, Execution, Feedback, Effects Measurement -Facilitation Objectives Setting, Motivating Participants and Providing Sense of Achievement, Attentive Listening, Views Coordination, Exercise of Executive Abilities, Utilization and Practice of Operations Methods for Training Courses, Effects Measurement

Fundamentals of Market Analysis Methods (1 course)

- Fundamentals of Market Analysis Methods

Course Name Content	Fundamentals of Market Analysis Methods
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire skills important for research and analysis of market needs at development of training sessions/courses.</p> <ul style="list-style-type: none"> ○The attendees learn major techniques for how to research the market needs and how to analyze the research data, both of which are essential for successful set up of training sessions/courses. ○The attendees learn in workshops how to research and analyze the market need logically.
Attendee	Those who have experiences in developing training sessions/courses or giving instruction and are leaders in planning training or giving instruction and (those who aim to acquire the knowledge of Education level 5)
Precondition	Have completed Fundamental Knowledge of Training Industry Trends course group and Finance and Accounting Fundamentals course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 2 days (classroom)
Learning Goal	Can analyze market needs precisely to incorporate the needs into training sessions/courses as a person responsible for an education team by utilizing market analysis methods.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	<p>-Market Research Concept and Methodology Markets Definition, Understanding of Whole Market, Market Analysis, Market Research Objectives Setup, Preparation of Market Research Plan, Market Research Design, Market Research Implementation, Verification of Hypotheses</p> <p>-Market Analysis Analysis of Macro Environment, Analysis of Customers, Analysis of Competition, Analysis of Internal Environment (Analysis of Company's Strengths and Weaknesses), Analysis of Market Opportunities, Measurement of Market Demands</p> <p>-Understanding and Utilization of Analysis Tools and Models Business Life Cycle Models (Introduction Stages, Growth Stages, Maturity Stages, Decline Stages), Product Portfolio Management (PPM) Models, Experience Curve, 3C Analysis, SWOT Analysis, 7S Models, Michael Porter's Five Forces Model, Value Chain Analysis, Others</p> <p>-Knowledge of Training Industry Understanding and Utilization of Industry Trend, Understanding and Utilization of Market Analysis Results</p>
Analysis, Design, and Management	<p>-Participant Needs, Market Needs Understanding of Demands, Needs and Wants for Participants</p>

Latest Training Technology Trends (1 course)

- Latest Training Technology Trends

Course Name Content	Latest Training Technology Trends
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input checked="" type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees learn the latest technology trends related to training planning and instruction important to maintain and provide high-quality training.</p> <ul style="list-style-type: none"> ○The attendees update their knowledge of training relevant technology already adopted and learn training relevant technology possibly utilized in the future. ○‘Latest Training Technology Trends’ is mainly provided via e-learning type methods, however, the attendees learn advanced technology in workshops.
Attendee	Those who have experiences in planning training or giving instruction as persons responsible for, leaders of, or members of education teams and should utilize training relevant technology in training (those who aim to acquire the knowledge of Education level 4, 5, or 6)
Precondition	Have completed Fundamental Knowledge of Training Industry Trends course group, or possess equivalent knowledge.
Training Method	E-learning or Workshop
Duration	Standard term: 3 hours (e-learning) or Standard term: 1 day (classroom)
Learning Goal	Can develop, operate, and manage high-quality training sessions/courses adopted the latest training relevant technology as a person responsible for or a leader of an education team by utilizing knowledge of the latest training relevant technology.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	-Latest Training Equipment and Tools Understanding and Utilization of Latest Training Equipment, Understanding and Utilization of Latest Training Tools -Knowledge of Learning Technology Understanding and Utilization of Industry Standards, Understanding and Utilization of Technology Trends

Latest Technology Trends (1 course)

- Latest Technology Trends

<div>Course Name</div> <div>Content</div>	Latest Technology Trends
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input checked="" type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees learn the latest technology trends to provide it in actual training sessions/courses.</p> <ul style="list-style-type: none"> ○The attendees learn sizes and trends of IT markets in a domestic country and abroad, present and future IT, component technology trends of the following (platforms, system management infrastructure, databases, network systems, distributed computing systems, security), application technology trends, business model patent technology trends, next-generation e-business, and its future growth. ○Training contents are provided on given themes according to need, and the attendees select a theme to take part in a lecture for maintaining or improving their skills at regular intervals or when needed.
Attendee	Those who have experiences in planning training or giving instruction as persons responsible for, leaders of, or members of education teams and should keep up with the latest technology knowledge (those who aim to acquire the knowledge of Education level 4, 5, or 6)
Precondition	Have completed Instruction Fundamentals course group, Fundamentals of Course Development Techniques course group, and Fundamental Knowledge of Training Industry Trends course group, or possess equivalent knowledge.
Training Method	Lecture
Duration	Standard term: 1 day (classroom)
Learning Goal	Can develop, operate, and manage training sessions/courses of the latest technology as a person responsible for or a leader of an education team by utilizing the latest IT relevant knowledge.

Skill Items	Knowledge Items
Analysis, Design, and Management	<p>-Latest Trends in IT Market Understanding of IT Market Scale and Trends Domestic and Abroad, Understanding of Technology Trends Related to Applications, Understanding of Technology Trends Related to Business Model Patents, Understanding of Next-generation E-business and its Development</p> <p>-Latest Technology Trends Understanding of Latest Hardware, Technology Trends, Understanding of Latest Middleware Technology Trends, Understanding of Latest Platform Technology Trends, Understanding of Latest Network Technology Trends, Understanding of Latest Database Technology Trends, Understanding of Latest Security Technology Trends, Understanding of Latest System Management Technology Trends</p>

Latest Business Trends (1 course)

- Latest Business Trends

Course Name Content	Latest Business Trends
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input checked="" type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire knowledge of the latest business trends.</p> <p>○Training contents are provided on given themes (e.g., management issues of major industries, topics, IT market trends in a domestic country and abroad, and utilization of IT in business) according to need, and the attendees select a theme to take part in a lecture (or via e-learning) for maintaining or improving their skills at regular intervals or when needed.</p>
Attendee	Those who have experiences in planning training or giving instruction as persons responsible for, leaders of, or members of education teams and should keep up with their business trend knowledge in order to understand customers' needs for training (those who aim to acquire the knowledge of Education level 4, 5, or 6)
Precondition	Have completed Instruction Fundamentals course group, Fundamentals of Course Development Techniques course group, and Fundamental Knowledge of Training Industry Trends course group, or possess equivalent knowledge.
Training Method	Lecture or E-learning
Duration	Standard term: 0.5 day (classroom) or Standard term: 3 hours (e-learning)
Learning Goal	Can understand customers' needs for training and incorporate the needs into development of training sessions/courses as a person responsible for or a leader of an education team by utilizing the latest IT relevant business knowledge.

Skill Items	Knowledge Items
Understanding of Training Industry Trends	<p>-Market Analysis Analysis of Macro Environment, Analysis of Customers, Analysis of Competition, Analysis of Internal Environment (Analysis of Company's Strengths and Weaknesses), Analysis of Market Opportunities, Measurement of Market Demands</p>
Analysis, Design, and Management	<p>-Participant Needs, Market Needs Understanding of Demands, Needs and Wants for Participants</p> <p>-Latest Trends in IT Market Understanding of IT Market Scale and Trends Domestic and Abroad, Understanding of Technology Trends Related to Applications, Understanding of Technology Trends Related to Business Model Patents, Understanding of Next-generation E-business and its Development</p>

Community Activities (1 course)

- Community Activities

<div>Course Name</div> <div>Content</div>	Community Activities
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input checked="" type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input checked="" type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Community activities, unlike trainings, give IT professionals opportunities to learn from one other and contribute to development of subordinates. Community activities are all sorts of activities within or outside companies regardless of any types of organizations.</p> <p>Community activities outside companies are activities in academic conferences or various associations (including voluntary ones), and community activities within companies are, for instance, activities by those certified by certification system in their companies. Basically, a community is made up of one job category.</p> <ul style="list-style-type: none"> ○Individuals with high-level skills are considered out of learning through trainings, and they are expected to improve their skills by exchanging information and discussing with other individuals in community activities. ○The individuals contribute to development of subordinates through writing a paper or giving lectures based on their high-level knowledge and skills. Especially in community activities within companies, they lead activities for design, institution, and implementation of personnel system, education system, and training system. They make contribution as IT professionals in business fields to pursuit of human resource development strategies related to business strategies as well.
Attendee	--
Precondition	--
Training Method	--
Duration	--
Learning Goal	--

Education

Training Course Description

<Specific to Each Specialty Field (Selective Courses)>

Training Course Development Requirements Definition (1 course)

[] is a corresponding specialty field

- Techniques for Training Course Development Requirements Definition
[Training Planning]

<div>Course Name</div> <div>Content</div>	Techniques for Training Course Development Requirements Definition
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input checked="" type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees learn how to research and analyze needs for training sessions/courses at their development.</p> <ul style="list-style-type: none"> ○The attendees learn how to research changes in market environment, business contents, and careers, how to get information of new technology, and how to clarify and analyze needs for training session/course development. ○The attendees learn the following: <ul style="list-style-type: none"> -How to define important information, skills, points of view, and behavioral norm that participants learn in training sessions/courses -How to analyze participants' skill levels, job categories, and positions at work for training sessions/courses -How to decide the participants' preconditions or eligibility to participate in the training sessions/courses
Attendee	Those who have experiences in developing training sessions/courses as leaders of education teams and are in charge from planning to set up of training sessions/courses requiring high-level knowledge and experiences for their development (those who aim to acquire the knowledge of Education (specialty field: Planning Training) level 5)
Precondition	Have completed Instruction Fundamental course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 2 days (classroom)
Learning Goal	Can define training session/course requirements as a person responsible for training planning by utilizing techniques for training session/course requirements definition.

Skill Items	Knowledge Items
<p>Understanding of Training Industry Trends</p>	<p>-Market Research Concept and Methodology Markets Definition, Understanding of Whole Market, Market Analysis, Market Research Objectives Setup, Preparation of Market Research Plan, Market Research Design, Market Research Implementation, Verification of Hypotheses</p> <p>-Market Analysis Analysis of Macro Environment, Analysis of Customers, Analysis of Competition, Analysis of Internal Environment (Analysis of Company's Strengths and Weaknesses), Analysis of Market Opportunities, Measurement of Market Demands</p> <p>-Financial Analysis Utilization of Knowledge for Financial Statements, Analysis and Understanding of Management Indices, Understanding and Utilization of Financial Analysis Techniques, Analysis and Understanding of Financial Situations</p>
<p>Analysis, Design, and Management</p>	<p>-Participant Needs, Market Needs Understanding of Demands, Needs and Wants for Participants</p> <p>-Design of Lectures and Courses Creation of Lectures and Course Structure, Solutions Design</p> <p>-Understanding and Utilization of Analysis Tools and Models Business Life Cycle Models (Introduction Stages, Growth Stages, Maturity Stages, Decline Stages), Product Portfolio Management (PPM) Models, Experience Curve, 3C Analysis, SWOT Analysis, 7S Models, Michael Porter's Five Forces Model, Value Chain Analysis, Others</p> <p>-Planning of Lectures and Courses Preparation of Training Road Maps, Course Planning</p> <p>-Latest Trends in IT Market Understanding of IT Market Scale and Trends Domestic and Abroad, Understanding of Technology Trends Related to Applications, Understanding of Technology Trends Related to Business Model Patents, Understanding of Next-generation E-business and its Development</p> <p>-Latest Technology Trends Understanding of Latest Hardware, Technology Trends, Understanding of Latest Middleware Technology Trends, Understanding of Latest Platform Technology Trends, Understanding of Latest Network Technology Trends, Understanding of Latest Database Technology Trends, Understanding of Latest Security Technology Trends, Understanding of Latest System Management Technology Trends</p>

Curriculum Design (1 course)

[] is a corresponding specialty field

- Curriculum Design Techniques [Training Planning]

Course Name Content	Curriculum Design Techniques
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input checked="" type="checkbox"/> Training Planning <input type="checkbox"/> Instructions
Outline	<p>Aim: Attendees learn a curriculum design process for training sessions/courses and how to design the training sessions/courses.</p> <ul style="list-style-type: none"> ○The attendees learn how to set learning contents and goals, features of target participants, and training methods, how to draw up training schedules, and how to estimate training costs and effects on the participants. ○The attendees also learn in workshops how to analyze needs and participants for training sessions/courses quantitatively and how to develop profitable training sessions/courses.
Attendee	Those who have experiences in setting up of training sessions/courses as leaders of education teams and are leaders responsible for training sessions/courses (those who aim to acquire the knowledge of Education (specialty field: Training Planning) level 5)
Precondition	Have completed Instruction Fundamental course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 1 day (classroom)
Learning Goal	Can design a training session/course curriculum as a person responsible for training planning by utilizing techniques for curriculum design.

Skill Items	Knowledge Items
Analysis, Design, and Management	<ul style="list-style-type: none"> -Design of Lectures and Courses Creation of Lectures and Course Structure, Solutions Design -Planning of Lectures and Courses Preparation of Training Road Maps, Course Planning

Instruction Methods (2 courses)

[] is a corresponding specialty field

- Coaching Techniques [Instruction]
- Facilitation Techniques [Instruction]

<div>Course Name</div> <div>Content</div>	Coaching Techniques
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input checked="" type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire coaching techniques for helping participants in training sessions/courses to achieve learning goals and maximizing training effects.</p> <ul style="list-style-type: none"> ○The attendees learn how to enable the participants to clarify issues and tasks for achieving learning goals, and acquire techniques for motivating the participants to take actions independently. ○The attendees acquire practical techniques mainly in workshops.
Attendee	Those who are aspired to increase impacts on participants as members of education teams (those who aim to acquire the knowledge of Education (specialty field: Instruction) level 3 or 4)
Precondition	Have completed Instruction Fundamentals course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 1 day (classroom)
Learning Goal	Can increase training impacts on participants by inspiring and motivating them to participate in training sessions/courses actively as a leader or member in giving instruction by utilizing coaching techniques.

Skill Items	Knowledge Items
Instruction Methods	-Instruction Techniques Objectives Setting, Educational Techniques, Media Selection, Curriculums Creation, Utilization and Practice of Presentation Techniques -Assessment Methods Objectives Setting, Clarification of Milestones, Clarification of Problems, Execution, Feedback, Effects Measurement

Course Name Content	Facilitation Techniques
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input checked="" type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire training operation techniques in order for participants to participate in training sessions/courses actively.</p> <ul style="list-style-type: none"> ○The attendees learn fundamental facilitation knowledge and acquire practical training operation techniques such as objective setting, motivating, attentive listening, and view coordination. ○The attendees acquire practical techniques mainly in workshops.
Attendee	Those who are aspired to acquire operation techniques for effective training sessions/courses as members of education teams (those who aim to acquire the knowledge of Education (specialty field: Instruction) level 3 or 4)
Precondition	Have completed Instruction Fundamentals course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 1 day (classroom)
Learning Goal	Can increase training impacts on participants by motivating them to participate in training sessions/courses as a leader or member in giving instruction by utilizing facilitation techniques.

Skill Items	Knowledge Items
Instruction Methods	-Facilitation Objectives Setting, Motivating Participants and Providing Sense of Achievement, Attentive Listening, Views Coordination, Exercise of Executive Abilities, Utilization and Practice of Operations Methods for Training Courses, Effects Measurement

Training Material Development (2 courses)

[] is a corresponding specialty field

- Training Material Development Techniques - Textbooks - [Instruction]
- Training Material Development Techniques - E-learning Contents - [Instruction]

Content \ Course Name	Training Material Development Techniques - Textbooks -
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input checked="" type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees acquire techniques for development of teaching materials for lectures.</p> <ul style="list-style-type: none"> ○The attendees learn practical techniques for textbook development such as textbook composition, standards of teaching items, and descriptive patterns including body texts and charts. ○The attendees break into groups in workshops to develop textbooks and give presentations based on the textbooks developed. (1 class consists of about 15 attendees and assumes group activities in workshops.)
Attendee	Those who have experiences in giving instruction and are aspired to develop better comprehensible teaching materials (those who aim to acquire the knowledge of Education (specialty field: Instruction) level 4)
Precondition	Have completed Instruction Fundamental course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 2 days (classroom)
Learning Goal	Can develop teaching materials for lectures as an instruction leader by utilizing techniques for development of teaching materials for lectures.

Skill Items	Knowledge Items
Course Development	-Development of Lectures and Courses Contents Development, Instructional Design

Content \ Course Name	Training Material Development Techniques - E-learning Contents -
Training Course Level	<input type="checkbox"/> Introductory Course <input checked="" type="checkbox"/> Basic Course <input type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input checked="" type="checkbox"/> Instructions
Outline	<p>Aim: Attendees acquire techniques for development of e-learning contents.</p> <ul style="list-style-type: none"> ○In workshops, the attendees understand a contents development process for e-learning, and acquire by utilizing tools practical techniques important for the development process. ○The attendees learn relevant knowledge such as learning management systems and standards. (1 class consists of about 15 attendees and assumes group activities in workshops.)
Attendee	Those who have experiences in giving instruction and are aspired to develop e-learning contents (those who aim to acquire the knowledge of Education (specialty field: Instruction) level 4)
Precondition	Have completed Instruction Fundamentals course group and Fundamentals of Course Development Techniques course group, or possess equivalent knowledge.
Training Method	Lecture, Workshop
Duration	Standard term: 2 days (classroom)
Learning Goal	Can develop e-learning contents as a leader in giving instruction by utilizing techniques for development of e-learning contents.

Skill Items	Knowledge Items
Course Development	-E-learning Development Understanding of Contents Development Process, Technical Expression of Contents, E-learning Platforms Architecture, Utilization of Learning Management Systems, Utilization of Authoring Tools, Utilization of Modularization, Standardization of E-learning

Specialty (1 course)

[] is a corresponding specialty field

- Update of Specialty Knowledge [Instruction]

Course Name Content	Update of Specialty Knowledge
Training Course Level	<input type="checkbox"/> Introductory Course <input type="checkbox"/> Basic Course <input checked="" type="checkbox"/> Advanced Course <input type="checkbox"/> Special Course
Training Area (Common or Specialty Field)	<input type="checkbox"/> Common to Education <input type="checkbox"/> Training Planning <input checked="" type="checkbox"/> Instructions
Outline	<p>Aim:</p> <p>Attendees update their knowledge in specialty areas such as databases and networks to provide it in training sessions/courses as instructors.</p> <ul style="list-style-type: none"> ○The attendees learn the latest technology of specialty areas. ○Duration of 'Update of Specialty Knowledge' depends on both technology and its updating scale of a specialty area.
Attendee	Those who have experiences in giving instruction and should keep up with their specialty knowledge (those who aim to acquire the knowledge of Education (specialty field: Instruction) level 4 or 5)
Precondition	Have experiences in giving instruction in specialty areas in training sessions/courses.
Training Method	E-learning or Lecture
Duration	Depends on both technology and its updating scale of a specialty area
Learning Goal	Can provide training sessions/courses in a specialty area with the latest technology knowledge as a responsible person for or a leader in giving instruction by utilizing the latest IT knowledge.

Skill Items	Knowledge Items
Specialty in Assigned Training Areas	-Specialty in Assigned Training Area Acquisition and Utilization of Expertise