

Specialty	Update of Specialty Knowledge				
Training Material Development	Training Material Development Techniques - E-learning Contents -				
	Training Material Development Techniques - Facilitation Techniques				
	Coaching Techniques				
	Curriculum Design Techniques				
Techniques for Training Course Development	Techniques for Training Course Development		*		
Requirements Definition	Requirements Definition			*	
Community Activities	Community Activities				
Latest Business Trends	Latest Business Trends			*	
Latest Technology Trends	Latest Technology Trends				
Latest Training Technology Trends	Latest Training Technology Trends				
Fundamentals of Market Analysis Methods	Fundamentals of Market Analysis Methods		*	*	
Training Implementation and Assessment	Training Implementation and Assessment				
Negotiation Skills Required in Education	Negotiation Skills Required in Education				
Communication Skills Required in Education	Communication Skills Required in Education				
Leadership Skills Required in Education	Leadership Skills Required in Education				
Finance and Accounting Fundamentals	Finance and Accounting Fundamentals				*
Fundamental Knowledge of Training Industry	Fundamental Knowledge of Training Industry				
Project Management Fundamentals	Project Management Fundamentals				
Fundamentals of Training Course Development Techniques	Fundamentals of Training Course Development Techniques		*	*	
Instruction Fundamentals	Instruction Fundamentals				
Training Course Groups	Course	Name			
Education	Common Skills to Job Category	Specific Skills to Specialty Field	Understanding of Training Industry Trends	Market Research Concept and Methodology -Market Definition -Understanding of Whole Market -Market Analysis -Setting of Market Research Objectives -Creation of Market Research Plan -Market Research Design -Market Research Implementation -Verification of Hypotheses	
			Understanding of Training Industry Trends	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	
			Understanding of Training Industry Trends	Financial Analysis -Utilization of Knowledge for Financial Statements -Analysis and Understanding of Management Indicators -Understanding and Utilization of Financial Analysis Techniques -Analysis and Understanding of Financial Status	
			Understanding of Training Industry Trends	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	

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Community Activities	Community Activities						
Latest Business Trends	Latest Business Trends					*	
Latest Technology Trends	Latest Technology Trends						
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Communication Skills Required in Education	Communication Skills Required in Education						
Leadership Skills Required in Education	Leadership Skills Required in Education						
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Project Management Fundamentals	Project Management Fundamentals						
Fundamentals of Training Course Development Techniques	Fundamentals of Training Course Development Techniques					*	
Instruction Fundamentals	Instruction Fundamentals		*				
Training Course Groups	Course	Name	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			*	
			Knowledge of Training Industry				
			-Understanding and Utilization of Industry Trend			*	
			-Understanding and Utilization of Market Analysis Results				
		Analysis, Design, and Management	Participant Needs, Market Needs			*	
			-Understanding of Demands, Needs and Wants for Participants				
		Analysis, Design, and Management	Design of Lectures and Courses			*	
			-Creation of Lectures and Course Structure				
			-Solutions Design				
		Analysis, Design, and Management	Lecture Management and Course Management			*	
			-Performance Management				
			-Participants Satisfaction				
Education			-Management of Intellectual Property				

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Training Course Groups	Course	Name	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		
			Planning of Lectures and Courses		
			-Preparation of Training Road Maps		
			-Course Planning		
			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 Future Growth		
			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		

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Education	Common Skills to Job Category	Specific Skills to Specialty Field			
Project Management		Project Risk Management -Risk Management Planning -Risk Identification -Qualitative Risk Analysis -Quantitative Risk Analysis -Risk Response Planning -Risk Monitoring and Control			
Project Management		Project Procurement Management -Plan Purchases and Acquisitions -Plan Contracting -Request Seller Responses -Select Sellers -Contract Administration -Contract Closure		*	
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		2-Way Communication -Dialogue and Interview -Information Transfer -Utilization and Practice of Communication Techniques -Utilization and Practice of Effective Speaking and Listening			*
Communication		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			*

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Training Course Groups	Course	Name	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		
			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		
Education	Common Skills to Job Category	Specific Skills to Specialty Field			
Negotiation					