

**Course Code: EM2851 / Google Classroom Code: rsq6qmw**

Subject	Career Development
Instructor	NAKAMURA Yoshinobu
Day/Period	Fall Semester Tue 3
Eligible Participants	全 / All
Course Numbering	EEM-ECM660E
Credit(s)	2

Object and summary of class	<p>This This class uses the Google classroom. Class code is rsq6qmw. Use Zoom or Google Meet, Teams, etc. as a communication tool as appropriate. This course offers the opportunity to learn theories of basic career development.</p> <p>Also to acquire basic knowledge of Japanese society, typical Japanese companies as well as multinational companies, useful in developing know-how and skills to be later used in job-hunting activity. In addition, by introducing the concepts of career development and company lifestyle, through the curriculum and active classroom discussion this course will also give valuable insight toward selection of one's future career. Further, this course will offer practical guidance in matters of Japanese business etiquette, and essential tips for effective resume preparation, as well as an understanding of company meeting protocol and polishing one's presentation skills.</p>
Goal of study	<ol style="list-style-type: none"> <li>1. Students, to learn the basic theories of career development that can be applied to the future of social life.</li> <li>2. Opportunity for enrollee to consider work as existing both in the framework of business society as well as together with one's life overall.</li> <li>3. Goal is to gain the necessary knowledge and improve skill at interpersonal relations in order to become a fulfilled member of society and enhance one's value as a perspective employee.</li> <li>4. Master communication skills for information gathering regarding job-hunting activity about Japanese companies or other multinational companies.</li> <li>5. Write a short essay the title "My Future Career Plan starting at present up to the next five to ten years".</li> </ol>
Contents and progress schedule of the class	<p>The course will be interactive and experience-based, so positive and pro-active participation of the self-motivated enrollee is both encouraged and expected.</p> <p>The course will aim to give the enrollee the ability to shape and guide his/her career by building on one's own experience, led by an instructor with a wealth of long-term job experience in personnel matters at a major Japanese multinational corporation, who will work with enrollee to assist and give advice and tips throughout the duration of the course.</p> <p>Depending on content, course assignments may be either individual or team based, allowing enrollees the opportunity to develop independently as well as hone effective teamwork skills. This course also plans to invite special guest lecturers such as experienced industry executives and human resource managers to give valuable practical advice and insight to the enrollee.</p> <ol style="list-style-type: none"> <li>1) October 6th Introduction Lecturer's self-introduction and explanation of the coursework objectives and way of proceeding. Enrollees will also be asked to introduce themselves, so that all may be aware of each other's background and experience. In this first segment, the course will examine how to effectively gather information about a prospective company and how to evaluate company summaries. Distribution &amp; Assignment : Copy of Syllabus : Send Self-introduction to lecturer by e-mail. To <a href="mailto:yo.nakamura@relo.jp">yo.nakamura@relo.jp</a> and <a href="mailto:yoshinakamura100@bea.hi-ho.ne.jp">yoshinakamura100@bea.hi-ho.ne.jp</a></li> <li>2) October 13th Overview of Career Development Theories The basic theory of career development Career Development Theories of the past 95 years Distribution : The Career Interest Questionnaire</li> <li>3) October 20th Career planning Know yourself first - where do I want to go and what have I done so far to get there? Distribution :The Career Interest Questionnaire Result Sheet My Life &amp; Career Planning Work Sheet "Lean In" Ch.2&amp;4 :Sheryl Sandberg 1 page after reading report</li> <li>4) October 27th Japanese corporations: The Basic Principle of Japanese Management. Features and characteristics of a typical Japanese management system Distribution &amp; Reading assignment : Copy of Japanese Human Resource Management Ch. 1&amp;15 :Hideo Ishida</li> <li>5) November 10th Japanese Human Resource Management practices Japanese Human Resource Management :Hideo Ishida Distribution &amp; Reading assignment: 1 page after reading report : 21st-Century Japanese Management Ch.4&amp;9: J C. Abegglen :Social &amp; Cultural Background of Japanese Management</li> <li>6) November 17th A look at Japanese companies at present A look at why Japanese companies hiring non-Japanese employees, and what these companies hope to gain from hiring exchange students to Japan</li> <li>7) November 24th The Japanese employment practices in Japan Regular annual hiring and in-house human resource development Distribution : Career Option Work Sheet</li> <li>8) December 1st Learning more about Japanese companies In what type of companies are you most interested? In what kind of work? How to find out for what type of company and jobs you may be best suited</li> </ol>

	<p>9) December 8th Japanese business etiquette Keys to success in working effectively in a Japanese company with local employees Distribution &amp; Assignments: Quiz Seating order :Preparing for the Job Search Please make Your Job Hunting Resumes to your interest company with letter. Send by e-Mail by weekend and bring a print copy to the next class</p> <p>10) December 22nd Job Resumes How to draft a polished and effective job-hunting resume. Distribution &amp; Assignments: Sample Resumes and Cover Letter : Interview Work Sheet &amp; make answer ideas to next class</p> <p>11) December 17th Job Interviews Types of questions you may be asked, and examples of effective responses. Course will involve enrollees in simulated job-interviews to hone essential interview skills. Distribution : THE SHIFT The Future of Work Author: Lynda Gratton : Interviews</p> <p>12) January 5th Final Presentation 1st group "My Future Career Plan" five to ten years from now. Use PPT.</p> <p>13) January 12th Final Presentation 2nd group "My Future Career Plan" five to ten years from now. Use PPT.</p> <p>14) January 19th Final Presentation 3rd group "My Future Career Plan" five to ten years from now. Use PPT.</p> <p>15) January 26th Final Presentation (continued) 4th group "My Future Career Plan" ten to twenty years from now. Wrap up Class. Distribution: "Willing to Learn" by K.Matsushita. THE 100 Year Life :Living and Working in an Age of Longevity portion Author: Lynda Gratton &amp; Andrew Scott</p>																																										
<p>④ Practical business</p>	<p>①Over 30years experience in Panasonic HR management</p>																																										
<p>④ Language Used in Course</p>	<p>English</p>																																										
<p>④ Evaluation method</p>	<p>There will be no written tests. Class Attendance 10% Participation in class discussion, etc. 20% Assignments and homework 20% Final presentation 20% A short article of the title "My Future Career Plan" (5-10 pages in length). To be submitted first of January. 30%</p>																																										
<p>④ Textbook and references</p>	<table border="1"> <thead> <tr> <th>No</th> <th>Title</th> <th>Author</th> <th>Publisher</th> <th>Year</th> <th>ISBN/ISSN</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>『Japanese Human Resource Management Ch. 1&amp;15:』</td> <td>Hideo Ishida,</td> <td>Keio Univ. Sangyou Kenkyu-jo</td> <td>1999</td> <td></td> <td>References</td> </tr> <tr> <td>2.</td> <td>『21st-Century Japanese Management Ch.4&amp;9:』</td> <td>J C. Abegglen</td> <td>Macmillan</td> <td>2006</td> <td></td> <td>References</td> </tr> <tr> <td>3.</td> <td>『THE SHIFT The Future of Work portion』</td> <td>Lynda Gratton</td> <td>Collins</td> <td>2011</td> <td></td> <td>References</td> </tr> <tr> <td>4.</td> <td>『THE 100 Year Life :Living and Working in an Age of Longevity portion』</td> <td>Lynda Gratton &amp; Andrew Scott</td> <td>Bloomsbury</td> <td>2016</td> <td></td> <td>References</td> </tr> <tr> <td>5.</td> <td>『Lean In: Women, Work, and the Will to Lead portion』</td> <td>Sheryl Sandberg</td> <td>WH Allen</td> <td>2013</td> <td></td> <td>References</td> </tr> </tbody> </table>	No	Title	Author	Publisher	Year	ISBN/ISSN	Classification	1.	『Japanese Human Resource Management Ch. 1&15:』	Hideo Ishida,	Keio Univ. Sangyou Kenkyu-jo	1999		References	2.	『21st-Century Japanese Management Ch.4&9:』	J C. Abegglen	Macmillan	2006		References	3.	『THE SHIFT The Future of Work portion』	Lynda Gratton	Collins	2011		References	4.	『THE 100 Year Life :Living and Working in an Age of Longevity portion』	Lynda Gratton & Andrew Scott	Bloomsbury	2016		References	5.	『Lean In: Women, Work, and the Will to Lead portion』	Sheryl Sandberg	WH Allen	2013		References
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<p>④ Attached File</p>																																											
<p>④ In addition</p>	<p>Details regarding the schedule may subject to change.</p>																																										
<p>④ Last Update</p>	<p>2020/09/28 12:05</p>																																										