

For the associates of foreign affiliated companies,

SHORT COURSE

of

BUSINESS ETIQUETTE in JAPAN

Have you already fit yourself into business scenes in Japan?

Are you sure that ?

Why don't you review yourself on this occasion?

Dear business associates,

Do you have **any uncertainty about Japanese etiquette?**

Or... you may feel yourself already got used to Japanese business scenes.

But are you **REALLY sure that your partners are satisfied with your etiquette?**

Often Japanese are too modest to express their honest comments.

The minor discontentment sometimes **widen the gap of mutual misunderstanding.**

At daily life, tiny crossing will be a funny story, but at serious business scenes, it might lead a fatal disagreement or misunderstanding.

JETRO is pleased to offer a short course by experienced instructor to review Japanese business cultures, mentality or specific etiquette and procedures at any possible business scenes.

Please **feel free to join this course for your better business communication and expanding of further opportunities !**

- Date/Time : Wednesday, 5 October, 2016
16:00- 18:00
- Venue : Conference room, JETRO Osaka
(29th floor, Osaka Kokusai bldg., 2-3-13,
Azuchimachi, Chuo-ku, Osaka)
- Attendee : Business associates of foreign affiliated companies,
diplomatic establishments and relative agencies
- Entry Fee : Free of charge
- Instructor : Mr. Tomio Matsumoto (Insource Co., Ltd.)

- DEADLINE Friday, 30 September, 2016

- Admission Capacity 20 persons (First-come-first served basis)
(Up to 2 attendees per company)

- Agenda
 1. Cultural Background
 - High-context & Low context culture

 2. Etiquette giving the more favorable impression
 - Greetings with courtesy
(How to hand over of business card ..)
 - The order of precedence at each situations
(At conference, lunch or dinner, in the car,.....)
 - Uncomfortable or acceptable gestures for Japanese
 - The meanings of specific gestures by Japanese

 3. Understanding the specific procedures at Japanese company
 - “Ho - Ren - So” - updating, sharing, consulting”
 - Bottom-up communication
 - Business meetings / conference - Japanese style –
(The principle or real intention, consensus-building...)

 4. Q&A

- Language Course : Japanese, English on demand
Text : Japanese, English

- Organizer JETRO Osaka

- Supported by Osaka Business & Investment Center (O-BIC)

- Application Please fill in the attached application form & send it to below e-mail address or Fax.

- Contact JETRO Osaka
Invest Japan division PIC : Sanada, Murai
TEL : 06-4705-8603
FAX: 06-4705-8650
E-Mail: osd@jetro.go.jp

JETRO大阪本部対日投資推進課 宛 <締切:2016年9月30日(金)>

Please e-mail or fax the application form. <Deadline: Friday, 30th September>

E-mail : osd@jetro.go.jp FAX: 06-4705-8650

2016年10月5日(水)開催「日本のビジネスマナー講座」

“SHORT COURSE of BUSINESS ETIQUETTE in JAPAN”

on 5th October, 2016

参加申込書

Application Form

会社・団体名 Company Name			
部署・役職名 Title/Department			
氏名 Name			
住所 Address	(〒)		
TEL		FAX	
E-mail			
英語通訳の要否 English Translation during the course	<input type="checkbox"/> 必要 Yes I need <input type="checkbox"/> 不要 NO I don't need		

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