

FY13 *JESO Training Calendar (as of 17 Jan 13)

These are TENTATIVE and subject to change without notice.Changes are indicated in red.

The separate COURSE ANNOUNCEMENTS will be published with detailed course information and nomination procedures before the beginning of the nomination period. Each Course announcement will be distributed to USARJ, USAG-J, and the installation partners via email to respective Unit Training Coordinators.

Course Date	Length	Tuition	Course Title	Location	Training Source	Request Form	Deadline
3 Oct 12	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	21 Sep 12
17-19 Oct 12	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	28 Sep 12
1-2 Nov 12	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	11 Oct 12
7-9 Nov 12	3 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	5 Oct 12
20 Nov 12	1.5 days	Free	Basic Office Administration	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	7 Nov 12
21 Nov 12	3 hours	4,000 yen	TOEIC IP Test	Education Center Rm 214, Bldg 278, Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF 182	2 Nov 12
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				
30 Jan-1 Feb 13	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	11 Jan 13
22 Feb 13	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	8 Feb 13
27 Feb-1 Mar 13	3 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	25 Jan 13
6 Mar~13 May 13/Mon & Wed (8 weeks/2-hour Class)		42,000 yen	Quick Response Training Japanese to English (TOEIC 730 and above)	Rm H109, Bldg102, Camp Zama	Inter Group	SF182 and TOEIC Score Certification	25 Jan 13
21-22 Mar 13	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	28 Feb 13
28 Mar 13	3 hours	4,000 yen	TOEIC IP Test	Education Center Rm 214, Bldg 278, Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF 182	7 Mar 13
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				
8-12 Apr 13	5 days	Free	Basic Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	8 Mar 13
24-26 Apr 13	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	10 Apr 13
1 & 2 May 13 /Wed & Thu (2 days/16 hour-Class)		28,000 yen	2-day Introduction to Interpretation Course #1 (TOEIC 800 and above)	Rm H103 Bldg 102 Camp Zama	Inter Group	SF182 and TOEIC Score Certification	5 Apr 13
TBD	1 day	Free	Customer Service in Work Environment	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	TBD

FY13 Training Schedule

Training and Career Development Branch, JESO, DHR, USAG-J TEL 263-3281, FAX 263-7260

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Course Date	Length	Tuition	Course Title	Location	Training Source	Request Form	Deadline
10 May 13	1.5 days	Free	Basic Office Administration	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	25 Apr 13
22-24 May 13	3 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	19 Apr 13
3 Jun~5 Aug 13/Mon (10 weeks/2-hour Class)		28,000 yen	Business Writing Intermediate (TOEIC 650~ 745)	Rm H109, Bldg102, Camp Zama	Inter Group	SF182 and TOEIC Score Certification	3 May 13
3 Jun~5 Aug 13/Mon (10 weeks/2-hour Class)		28,000 yen	Business Writing Advanced (TOEIC 750 and Above)	Rm H109, Bldg102, Camp Zama			
4 Jun~12 Sep 13/Tue&Thu (12 weeks/4-hour Class)		65,000 yen	General English Introduction (Introductory-Elementary)	Rm H103, Bldg102, Camp Zama	Inter Group	SF182	3 May 13
4 Jun~12 Sep 13/Tue&Thu (12 weeks/4-hour Class)		65,000 yen	General English Basic (TOEIC 400~545)	Rm H109, Bldg102, Camp Zama		SF182 and TOEIC Score Certification	
5 Jun~20 Sep 13/Wed&Fri (12 weeks/4-hour Class)		65,000 yen	General English Intermediate (TOEIC 550~695)	Rm H109, Bldg102, Camp Zama			
5 Jun~20 Sep 13/Wed&Fri (12 weeks/2-hour Class)		65,000 yen	General English Advanced (TOEIC 700-850)	Rm H103, Bldg102, Camp Zama			
7 Jun 13	4 hours	Free	Cross Culture Workshop	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	23 May 13
24-28 Jun 13	5 days	Free	Basic Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	24 May 13
12 Jul 13	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	28 Jun 13
17 Jul 13	3 hours	4,000 yen	TOEIC IP Test	Education Center Rm 214, Bldg 278, Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF 182	25 Jun 13
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				
24-26 Jul 13	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	5 Jul 13
8 & 9 Aug 13 /Thu & Fri (2 days/16 hour-Class)		28,000 yen	2-day Introduction to Interpretation Course #1 (TOEIC 800 and above)	Rm H103, Bldg102, Camp Zama	Inter Group	SF182 and TOEIC Score Certification	5 Jul 13

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Course Date	Length	Tuition	Course Title	Location	Training Source	Request Form	Deadline
28-30 Aug 13	3 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	26 Jul 13
5-6 Sep 13	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	5 Aug 13

The dates for the following Courses will be determined later

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(Self-Development Training Courses etc.)

Course Date	Length	Tuition	Course Title	Location	Training Source	Request Form	Deadline
TBD	2 days	Free	Advanced Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, USAG-J	SF 182	TBD

(Health Insurance Agency Programs)

Course Date	Length	Tuition	Course Title	Location	Training Source	Rq Form	Deadline
TBD	2 hours	Free	Seminar on Mental Health	Camp Zama	Health Insurance Association	HQAJ 3793	TBD
TBD	2 hours	Free	Seminar on Prevention of Life Custom Diseases	Camp Zama			TBD

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***** American Language Course Placement Test (ALCPT)*****

The ALCPT is conducted every first Thursday of each month at the Education Center (Bldg 278) in Camp Zama.

It is 1-hour (0830 to 0930 hours) test.

For those who is interested in taking the test, please fill out a HQAJ 3793 and submit it to JESO Training Branch through your training coordinator.

Please be advised that the test date is subject to change based on availability of the class room.