

I International  
C Career  
S Seminar

Training Seminar Workbook

*Utsunomiya University, Faculty of International Studies*



Organized by the Consortium of Universities in Tochigi & Utsunomiya University

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# ICS

## International Career Seminar

### **Guidelines**

#### **Purpose and Goals**

1. Engage those who wish to work on the world stage.
2. Consider how to work in society with motivation.
3. Provide opportunities to think about your roles in local and global societies.
4. Find motivation to actively pursue your career.

#### **Introduction**

The objective of the International Career Development Program is the development of a global perspective for people who wish to pursue international careers. For this purpose, “Globalization” and “Glocalization” have become key concepts, which reflect the increase of global issues in local societies. Participants will join working groups, which will discuss and develop themes related to international careers. Each working group will also summarize their action plan with a presentation given on the last day. The main purpose of the seminar is to consider both local and global issues, exchange and communicate ideas and engage others for the purpose of developing skills related to international careers.

#### **Workbook**

This workbook should be used throughout the seminar and preparation sessions. Note keywords, questions and comments regarding working groups, discussions, presentations and pre-reading. Listen carefully to lecturer’s presentations as well as comments and discussions with other working group members. This is important for participating actively, recording important information and reflecting on what you have learned.

#### **Presentation**

Use the presentation guidelines, storyboard and examples to help you develop and prepare your presentation. There are several materials to guide you and provide models for creating and organizing your presentations.

#### **Evaluation**

In order to get credit for this seminar you need to complete and submit the workbook by the deadline after the end of the course. Your evaluation will be based on your participation, your presentation and the contents of the workbook.

## Work Group Preparation

*Use the spaces below to prepare for the seminar. Take notes from the required readings.*

### Notes

### Keywords

### Questions

## Your Goals / Objectives and Career Plans

As the International Career Seminar starts, describe your goals / objectives and career plans. On the last day of the seminar, write down the achievement toward your goals / objectives and the reasons, and how your mind changed by attending the International Career Seminar.

ON THE FIRST DAY	ON THE LAST DAY
<p>Describe your goals and objectives toward the International Career Seminar as detailed as possible. (Multiple descriptions allowed.)</p> <p>1.</p>          <p>2.</p>          <p>3.</p>          <p>4.</p>          <p>5.</p>	<p>Circle your achievement toward the goals / objectives you have set.</p> <p>Achieved very well      <math>\longrightarrow</math>      No achievement</p> <p>&lt; 5      4      3      2      1      &gt;</p> <p>-----</p> <p>Write in detail what achievements you made and you could not make. (State the reasons.)</p>

<b>ON THE FIRST DAY</b>	<b>ON THE LAST DAY</b>
<p>Write down your future goals and a concrete path toward the goals. (As detailed as possible)</p>	<p>Write down your future goals you have in your mind now and a path toward the goals. (Did the goals change from the first day? The reasons, etc.)</p>

## Keynote Worksheet

Presentation is a form of communication, which requires feedback and participation in order to be successful. Listen carefully to the presenter. Take notes regarding important points and keywords. Make a list of comments you have as well as any questions. It is important for both the speaker and the audience to engage the subject through questions. Asking questions is also a sign of respect and appreciation.

### Notes and Keywords

### Comments

### Questions

## Presenters Introduction

Each presenter will describe their career path. Take notes and write down comment, keywords or questions.

Presenter Profile				
Keywords				
Comments and Questions				

Presenter Profile				
Keywords				
Comments and Questions				

Presenter Profile				
Keywords				
Comments and Questions				



## Presenters Introduction

*Each presenter will describe their career path. Take notes and write down comment, keywords or questions.*

Presenter Profile			
Keywords			
Comments and Questions			

Presenter Profile			
Keywords			
Comments and Questions			

Presenter Profile			
Keywords			
Comments and Questions			

# Panel Discussion Worksheet

## Topics

--	--	--	--

## Main Ideas

--	--	--	--

## Keywords


## Key Questions


## Comments

--

# Work Group Materials

Use the charts to organize your information into logical arguments and evidence to support a main idea.

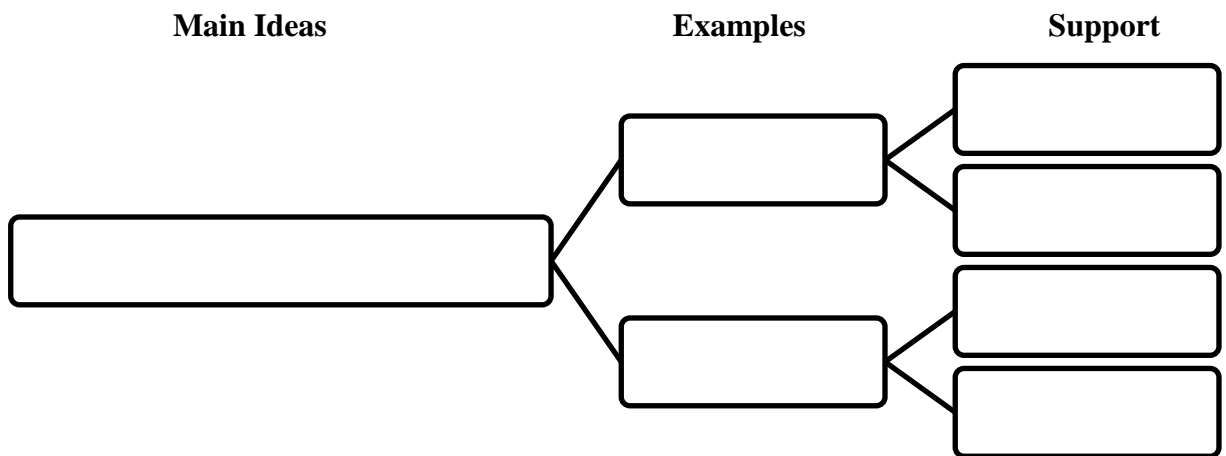
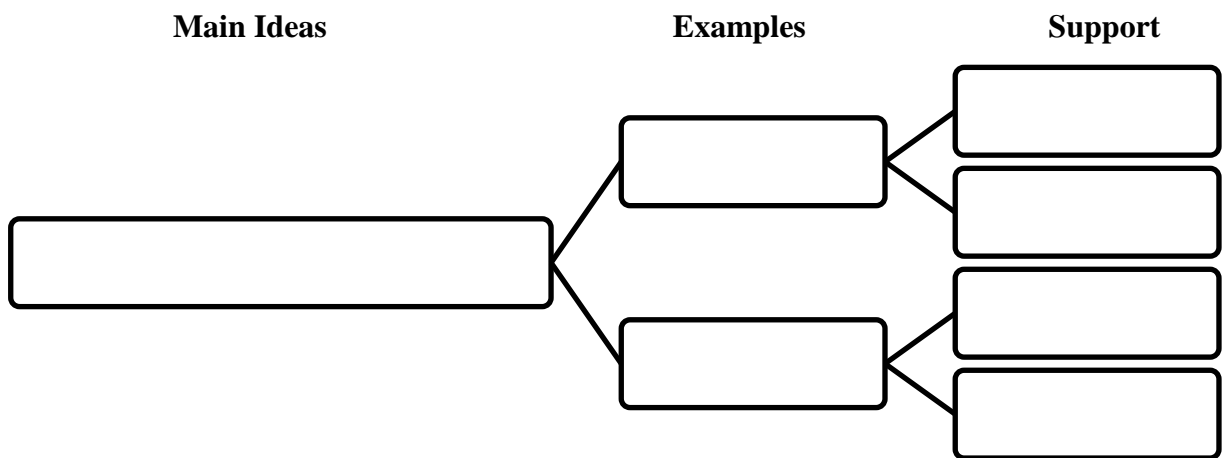
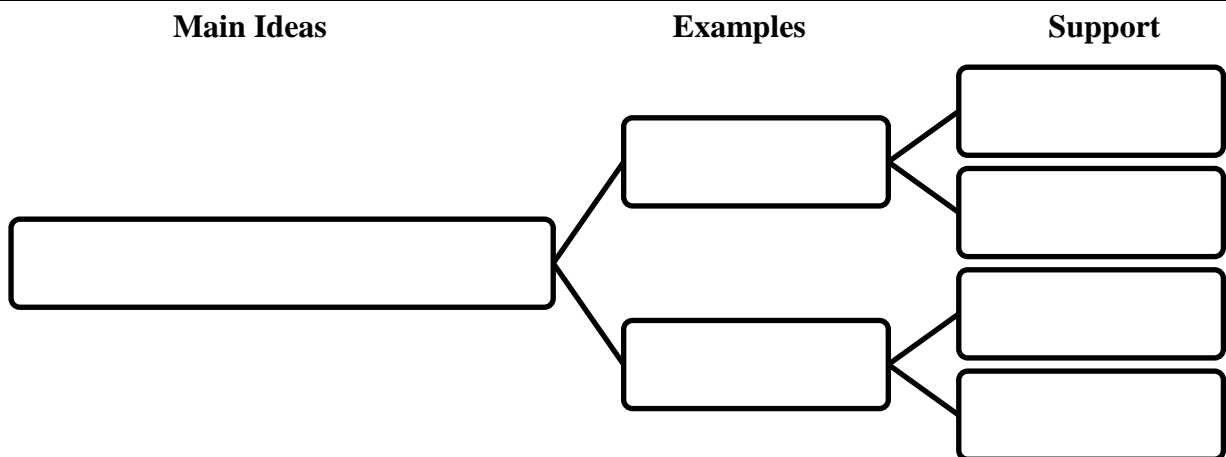
## Content

--

## My Opinion

--

## Developing Ideas



# Work Group Materials

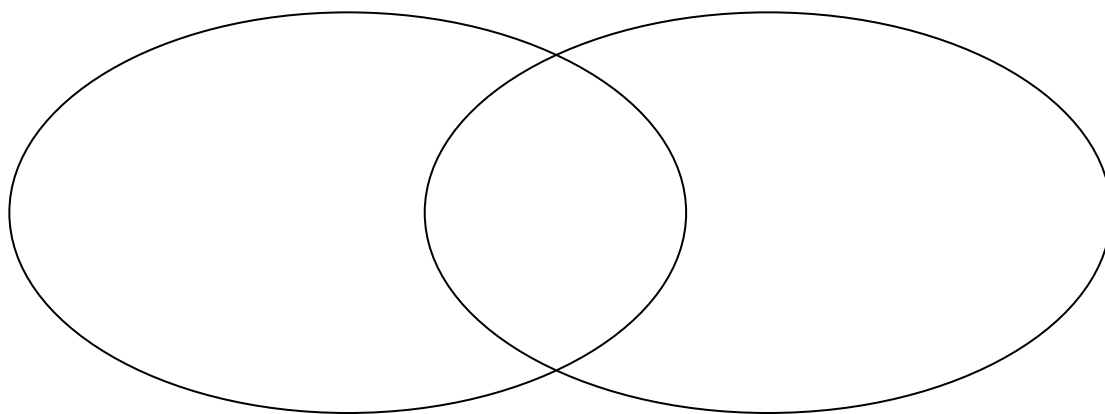
## Main Idea

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## Support

--

## Making Connections



## Key Words

--	--	--	--	--

## Key Questions


## Presentation Planning Materials: Storyboard

Use the following pages to plan and design your presentation. The story board will help you connect your visual message with your content. Design your visual message while considering its purpose in supporting your presentation and how it relates to your verbal message. Consider the following questions:

- *What is the purpose of each image, chart or graph? What will you say about them?*
- *Do they contribute to or distract from your overall message.*

### Introductory Slide

#### Visual Message



#### Verbal Message

**Opening**

**Background**

**Hook**

**Connection**

**Main Idea**

**Purpose/Goal**

**Conclusion/Transition**

**Main Ideas and Supporting Slides (Example, Explanation, Description)**

---

**TRANSITION TO 1<sup>ST</sup> MAIN IDEA**

<b>Main Idea (Verbal)</b>	<b>Main Idea (Visual)</b>
---------------------------	---------------------------

---

**TRANSITION**

<b>Support (Verbal)</b>	<b>Support (Visual)</b>
-------------------------	-------------------------

---

**TRANSITION**

<b>Support (Verbal)</b>	<b>Support (Visual)</b>
-------------------------	-------------------------

---

**TRANSITION**

<b>Support (Verbal)</b>	<b>Support (Visual)</b>
-------------------------	-------------------------

---

**CONCLUDING TRANSITION**

---

**TRANSITION TO 2<sup>nd</sup> MAIN IDEA**

**Main Idea (Verbal)**

**Main Idea (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**CONCLUDING TRANSITION**

---

**TRANSITION TO 3<sup>RD</sup> MAIN IDEA**

---

**Main Idea (Verbal)**

**Main Idea (Visual)**

---

**TRANSITION**

---

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

---

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

---

**Support (Verbal)**

**Support (Visual)**

---

**CONCLUDING TRANSITION**



## Concluding Slide

Go over and revise your storyboard. Make sure the slides flow logically and support your overall message visually and verbally. Can the audience easily follow or understand your support or examples? Consider the following questions:

- *Is each image absolutely necessary? Are they simple and easy to understand?*
- *Do they support my goal? Are they relevant to my verbal message?*
- *Is my conclusion clear, logical and memorable?*

## Visual Message



## Verbal Message

**Opening Transition**




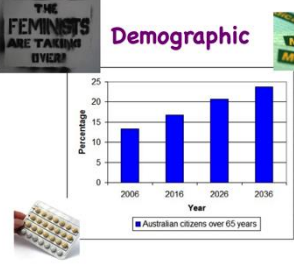
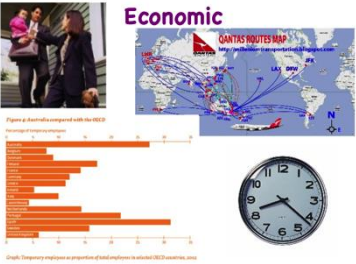
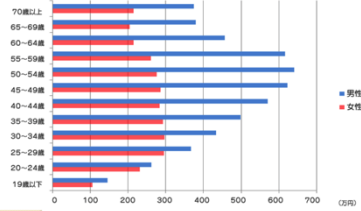



**Connection**

**Summary**

**Final Message**

**Conclusion**

# Example Storyboard

Visual Message	Verbal Message
<p><b>Introduction</b></p> <div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p>Gender Roles and Careers</p>  </div>	<p>This presentation will focus on...</p> <p>3 points Occupation, Demographics, Economy</p> <p>The purpose is to...</p>
<p><b>Main Idea</b></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p>Occupation for women</p>  </div> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p>Occupation for men</p>  </div> </div>	<p>To provide background...</p>
<p><b>Support</b></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p><b>Demographic</b></p>  <p>■ Australian citizens over 65 years</p> </div> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p><b>Economic</b></p>  </div> </div>	<p>One example of...</p> <p>As you can see from this graph...</p>
<p><b>Support</b></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p><b>Income</b></p>  <p>■ 男性 ■ 女性</p> <p>Reference: The National Tax Administration Agency</p> </div> <div style="border: 1px dashed black; padding: 5px; width: 45%;"> <p><b>What does FAMILY mean?</b></p> <ul style="list-style-type: none"> <li>All over the world, families create a safe and secure environment for their members</li> </ul>  </div> </div>	<p>Another example of...</p> <p>This is a picture of...</p>
<p><b>Conclusion</b></p> <div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p><b>Conclusion</b></p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p><b>Japanese</b></p> <ul style="list-style-type: none"> <li>15 - 30 seconds</li> <li>Explain good points of the products</li> <li>Use famous actor/actress</li> <li>Compare vaguely</li> </ul> </div> <div style="width: 45%;"> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>1 - 2 minutes</li> <li>Have story and humor</li> <li>Use unknown person</li> <li>Compare directly</li> </ul> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> </div>	<p>In conclusion...</p> <p>It should be clear that...</p>

# Presentation Language

## Introductions

Thank you for coming today.	I am pleased to be here today...	Good morning/afternoon...
I am from...	I am a student of...	My name is...
This presentation will focus on...	I would like to present...	My research aims to...
First, I will...	Following this I will...	Finally/In conclusion...
Did you know that..?	On the way to school today I...	According to...

## Transitions and Signposts

To start...	As an introduction...	Let's begin by...	First...Second... Third...
To provide background...	Before we continue...	Regarding the previous...	Following this I will...
Next (section.../slide)	One example of...	According to...	The data suggests...
Another example of...	This brings us to...	Now we can consider...	Let's move on to...
In conclusion...	Finally.../ Lastly...	To summarize...	To follow up...
To sum up...	Over 80% of...	A majority of...	It is important to...

## Visuals

This next slide shows...	This is a picture of...	On the left/right...
As you can see from this graph...	If you notice...	In the middle/center...
The following table highlights...	Examples of... can be seen...	At the top/bottom...
Here you can see...	The chart clearly shows...	This diagram illustrates...

## Support

Examples	For example...	In the case of...	If we consider...
Facts and statistics	In a recent article...	20% of all...	One third of all...
Quotes	According to...	...said that...	In his/her book...
Explanations	To clarify...	To better understand...	Another way to...

## Conclusions

In short...	This presentation has...	To conclude...	Considering the evidence...
In summary...	The goal of today's presentation...	In conclusion...	It should be clear that...
To sum up...	The data, findings, research suggest...	Finally...	Overall...

# Presentation Rehearsal: Comments and Feedback

Take notes and ask questions about each presentation. Give feedback and comments.

## Presentation 1

Comments & Questions

### Presentation Comments and Feedback

Content

Attitude

Visuals

Language

Connections

## Presentation 2

Comments & Questions

### My Presentation Comments and Feedback

Content

Attitude

Visuals

Language

Connections

# Final Presentation Evaluation

Make comments and evaluate other group's presentations using the checklists below.

<b>Group</b>	( )	( )	( )	( )	( )
<b>Topic</b>					
<b>Content</b>					
<b>Attitude</b>					
<b>Visuals</b>					
<b>Language</b>					
<b>Connections</b>					
<b>Comments &amp; Questions</b>					

## Closing Presentation

Listen carefully to the presenter. Take notes regarding important points and keywords. Make a list of comments you have as well as any questions. It is important for both the speaker and the audience to engage the subject through questions. Asking questions is also a sign of respect and appreciation.

### Notes and Keywords

### Comments

### Questions

## Seminar Summary

1) What did you learn during the Career Seminar?

2) What is your action plan to develop your career?

3) What are your comments or suggestions for the next seminar?

# Self Evaluation

Reflection means looking back. Look back at the Career Seminar and think about your level of participation.

Use the scale below to reflect on your use of English.			
1 = not at all (0%)	2 = a little (30%+)	3 = quite a bit (65%+)	4 = a lot (up to 100%)

<b>I spoke English as much as possible.</b>			
1	2	3	4

*Explain:*

<b>I tried to participate in presentations and lectures.</b>			
1	2	3	4

*Explain:*

<b>I was able to make comments and ask questions.</b>			
1	2	3	4

*Explain:*

<b>I used English during the workshops.</b>			
1	2	3	4

*Explain:*

<b>I used English to talk to other members of the seminar.</b>			
1	2	3	4

*Explain:*

<b>I was able to exchange ideas with others.</b>			
1	2	3	4

*Explain:*

<b>I will be able to apply what I learned at the Career Seminar to my future.</b>			
1	2	3	4

*Explain:*

<b>How useful was the international career seminar?</b>			
1	2	3	4

*Explain:*



## **Presentation Summary**

*The presentation summary is submitted by the group leader. Each group submits only one summary.*

# Participants Contact Information

Name	Affiliation	Contact

# Notes

# Notes

# Notes

# Notes

# Notes

# Notes



<謝辞>

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NPO法人宇都宮国際交流協会 / いくら国際文化交流会

JICA筑波

協 賛：(一財) 栃木県青年会館 / (公財) あしぎん国際交流財団

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