

I International  
C Career  
S Seminar

Training Seminar Workbook

*Utsunomiya University, School 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 with those who wish to work on the world stage.
2. Think about your roles in local and global society.
3. Consider how to work in society with motivation.
4. Find motivation to actively pursue your career.

#### **Introduction**

The objective of the International Career Education Program is to provide a global perspective for people who wish to pursue international careers. For this purpose, “globalization” and “glocalization” are deployed as key concepts to reflect the increasing permeation of global issues throughout local societies. Participants will join working groups that will develop and discuss themes related to international careers. Each working group will summarize its action plan in 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 with others for the purpose of developing skills and competencies related to international careers.

#### **Workbook**

This workbook will be used throughout the seminar and preparation sessions. Note keywords, questions and comments regarding working groups, discussions, presentations and pre-reading. Listen carefully to the lecturers’ presentations as well as comments from and discussions with other working group members. This will allow you to participate actively, preserve important information and reflect on what you have learned.

#### **Presentation**

Use the presentation guidelines, slide 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 earn credits 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 second and the last day of the seminar, note the extent to which you feel you achieved these goals/objectives, explain why, and consider how your thinking changed over the course of the International Career Seminar.

ON THE FIRST DAY	ON THE SECOND DAY	ON THE LAST DAY
<p>Describe your goals and objectives for the International Career Seminar in as much detail as possible.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>Circle the extent to which you achieved your goals/objectives at the end of the second day.</p> <p>Achieved very well <math>\longrightarrow</math> No achievement</p> <p style="text-align: center;">&lt; 5 4 3 2 1 &gt;</p> <p>Describe in detail what you achieved and what you did not achieve on the second day. State your reasons.</p>	<p>Circle the extent to which you achieved your goals/objectives.</p> <p>Achieved very well <math>\longrightarrow</math> No achievement</p> <p style="text-align: center;">&lt; 5 4 3 2 1 &gt;</p> <p>Describe in detail what you achieved and what you did not achieve. State your reasons.</p>
<p>Write down your future goals and describe a concrete path toward those goals. Be as detailed as possible.</p>	<p>Describe how you influenced your future goals throughout DAY 2.</p>	<p>Describe the future goals you have in mind now and chart a path toward the goals. Did your goals change from the first day? Explain.</p>

## Keynote Worksheet

Presentation is a form of communication that 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 with the subject of the presentation 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 comments, keywords or questions.*

<b>Presenter Name:</b>			
<b>Keywords</b>			
<b>Comments and Questions</b>			

<b>Presenter Name:</b>			
<b>Keywords</b>			
<b>Comments and Questions</b>			

## Presenters' Introduction

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

<b>Presenter Name:</b>			
<b>Keywords</b>			
<b>Comments and Questions</b>			

<b>Presenter Name:</b>			
<b>Keywords</b>			
<b>Comments and Questions</b>			

# Panel Discussion Worksheet

## Main Ideas

*Listen carefully to the panels and take notes.*

## Keywords

*Write down keywords presented by the panels.*

## Questions

*What kind of questions did you come up with/ do you want to ask the panels?*

## Comments

*Write down your comments and opinions.*

## Work Group Materials: Lecturer Presentation

*Listen carefully to the lecturer. Take notes regarding the important points and keywords. Write down your comments and questions. This information helps you create the action plan for your future goals.*

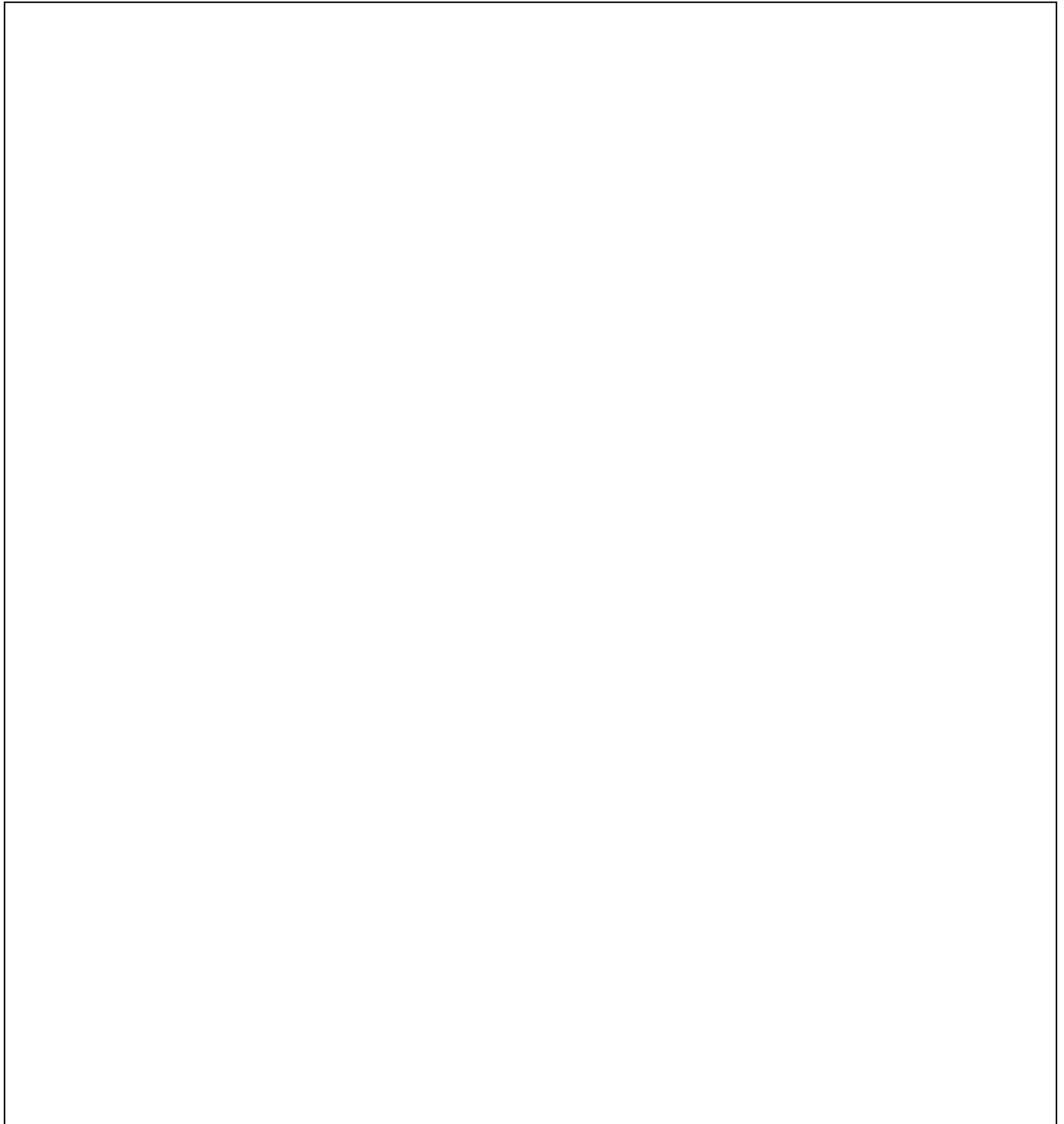
Work Group #	Lecturer Name
Title of Your Work Group	
Lecturer Presentation	

**Questions****Comments**

## Presentation Planning Materials

Use the following pages to plan and design your presentation. Design your visual message while considering its purpose in supporting your presentation and its relation to your verbal message (See pages 13-15). 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?*
- *The presentation should include the following: 1) Opening, 2) Purpose/Goal, 3) Background, 4) Main Idea and 5) Conclusion/Final remark.*





## **Final Checking/Revision**

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

- *Is each image absolutely necessary? Are they simple and easy to understand?*
- *Do the visual messages support my goal? Are they relevant to my verbal message?*
- *Is my conclusion clear, logical and memorable?*
- *The presentation should include the following: 1) Opening, 2) Purpose/Goal, 3) Background, 4) Main Idea and 5) Conclusion/Final remark.*

# Example Slides

Slide #1

**Opening**  
1 slide

Slide #2

**Purpose/Goal**  
1-2 slides

Slide #3

**Background**  
1-5 slides




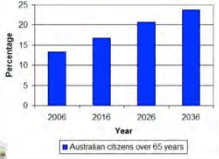
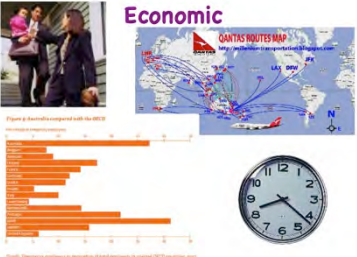

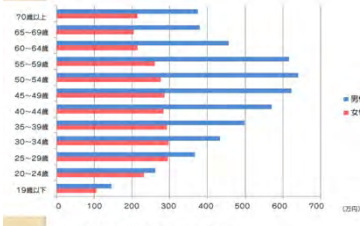




Slide #4

**Main Idea**  
2-3 slides

Slide #5

**Conclusion/Final Remark**  
1-2 slides

# 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>(for example, three points: occupations, demographics, and economics)</p> <p>The purpose is to...</p>
<p><b>Main Idea</b></p> <div style="border: 1px dashed black; padding: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Occupation for women ?</p>  </div> <div style="text-align: center;"> <p>Occupation for men ?</p>  </div> </div> </div>	<p>To provide background...</p>
<p><b>Support</b></p> <div style="border: 1px dashed black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Demographic</b></p>  <p>Reference: Australian citizens over 65 years</p> </div> <div style="width: 45%;"> <p><b>Economic</b></p>   </div> </div> </div>	<p>One example of...</p> <p>As you can see from this graph...</p>
<p><b>Support</b></p> <div style="border: 1px dashed black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Income</b></p>  <p>Reference: The National Tax Administration Agency</p> </div> <div style="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> </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;"> <p style="text-align: center;"><u>Conclusion</u></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>	<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 university 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

<b>Comments &amp; Questions</b>	
<b>Presentation Comments and Feedback</b>	
<b>Content</b>	
<b>Attitude</b>	
<b>Visuals</b>	
<b>Language</b>	
<b>Connections</b>	

### Presentation 2

<b>Comments &amp; Questions</b>	
<b>My Presentation Comments and Feedback</b>	
<b>Content</b>	
<b>Attitude</b>	
<b>Visuals</b>	
<b>Language</b>	
<b>Connections</b>	

# Final Presentation Evaluation

*Make comments and evaluate other groups' presentations using the checklists below*

<b>Work Group A</b>	<b>Theme:</b>
<b>Notes and Keywords</b>	
<b>Presentation Comments and Evaluation</b>	
<b>Content</b> <b>Attitude</b> <b>Visuals</b> <b>Language</b> <b>Connections</b>	

<b>Work Group B</b>	<b>Theme:</b>
<b>Notes and Keywords</b>	
<b>Presentation Comments and Evaluation</b>	
<b>Content</b> <b>Attitude</b> <b>Visuals</b> <b>Language</b> <b>Connections</b>	

<b>Work Group C</b>	<b>Theme:</b>
<b>Notes and Keywords</b>	
<b>Presentation Comments and Evaluation</b>	
<b>Content</b> <b>Attitude</b> <b>Visuals</b> <b>Language</b> <b>Connections</b>	

<b>Work Group D</b>	<b>Theme:</b>
<b>Notes and Keywords</b>	
<b>Presentation Comments and Evaluation</b>	
<b>Content</b> <b>Attitude</b> <b>Visuals</b> <b>Language</b> <b>Connections</b>	

## Comments from Lecturers and Professors

Listen carefully to the presenters. 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 with the subject of the presentation through questions. Asking questions is also a sign of respect and appreciation.

### Comments

## 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
<i>Explain:</i>			
<b>I tried to participate in presentations and lectures.</b>			
1	2	3	4
<i>Explain:</i>			
<b>I was able to make comments and ask questions.</b>			
1	2	3	4
<i>Explain:</i>			
<b>I used English during the workshops.</b>			
1	2	3	4
<i>Explain:</i>			
<b>I used English to talk to other members of the seminar.</b>			
1	2	3	4
<i>Explain:</i>			
<b>I was able to exchange ideas with others.</b>			
1	2	3	4
<i>Explain:</i>			
<b>I will be able to apply what I learned at the Career Seminar to my future.</b>			
1	2	3	4
<i>Explain:</i>			
<b>How useful was the international career seminar?</b>			
1	2	3	4
<i>Explain:</i>			

# **Presentation Summary**

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



# Notes

# Notes

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<謝辞>

本「セミナー」の実施に際しましては、栃木県からの支援を受けて、以下の組織団体から貴重なご支援ならびにご協力をいただきましたことに、改めて厚く感謝申し上げます。

国際キャリア教育運営委員会

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NPO法人宇都宮国際交流協会 / JICA筑波センター

協 賛：(公財) あしぎん国際交流財団

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