



報連相研修

円滑なコミュニケーションで職場環境も業務の質も向上！

こんな経験ありませんか？

「進捗状況の報告がないため適宜こちらから確認しないといけない」

「業務上のミスがあったことを、社内からではなく、お客さんの話で知った」

「報告が遅く、自分に連絡が来た時には事態が大きくなっており、收拾するのが大変だった」

ケーススタディやディスカッションを交えながら、オンラインでもインタラクティブなセッションを実施します！



実施日

2024年4月30日(火)

時間

9:30AM~1:00PM

実施方法

オンライン@Microsoft Teams

実施言語

英語

費用

1名様 Rs 9,000 (税別)

定員

8~12名

講師紹介

ガガンディープ・マーカー
専属講師

自身の日本語スキル・日本での滞在経験を活かし、日系企業での通訳・翻訳経験および、企業や技能実習生向けの日本語研修、カルチャー研修、日本人向けの英語・ヒンディー語研修の経験を持つ。現在は主に企業向けの日本語研修の運営、実施、日系企業で働くインド人社員様に対して、日系企業のビジネスカルチャー研修などを担当する。

2018年、国際交流基金ニューデリー-MOSAI共催、日本語講師養成講座修了。日本滞在歴1年。



プログラム

はじめに・アイスブレイク

<報連相の理解>

- ・報連相とは？
- 報連相のコンセプト
- 報連相に必要な要素を理解する

- ・報連相はどう作用する？
- 責任
- 認識を揃える

<なぜ報連相をすべきか？>

- ・組織文化
- 信頼・関係性の構築
- アイデア出し

- ・報連相の利点

学習のまとめ・質疑応答

お申込はオンラインで！



左のQRコードもしくは下記URLよりお申込フォームへアクセスして下さい。

(Google Formにアクセス出来ない方は大変お手数ですが下記問い合わせ先までご連絡くださいませ)

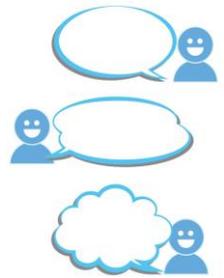
<https://forms.gle/HoJcBRAai4Fqzin38>

本研修に関するお問い合わせ・お申し込み



A Holistic Communication Style

HO-REN-SO TRAINING



Date : Tue 30th April 2024

Time : 9:30am-1:00pm
@Microsoft Teams

Language : English / Fee : Rs 9,000 per person (tax excluded) / Batch Size : 8-12

Have you ever heard the word "HORENSO"?

HORENSO is a way of business communication in Japanese companies. The term is an acronym of three words and stands for **Hō**koku which means "report," **Ren**raku which means "inform/communicate/update," and **Sō**dan which means "consult". HORENSO is a key to success in information sharing which even leads to better work performance and relationship building.

This session will provide a deep insight to the participants about the importance of communication, information sharing while working in a Japanese Organization.

The session will also provide learning on understanding how effective communication in daily work can enhance overall organizational effectiveness and interpersonal relationships at work.

Through this training, participants will be able to understand the basic mindset and way of communication, expectations of the Japanese members and they will understand why they need to share and communicate proactively with each other.



HOKOKU



RENRAKU



SODAN

Instructor

Gagandeep Makkar

Instructor



Certified Japanese Language Trainer, with over 9 years of teaching experience. Lived, studied, and worked in Japan for over a year. Played a pivotal role in interpretation & translation projects for manufacturing companies. Conducted language sessions in English and Hindi for Japanese expatriates with a focus on cross-cultural collaboration. Worked on various government projects such as TITP and SSW, and authored blogs for Japanese websites. Got certification in the Japanese Language Teachers' Training Program in India(2018).

Apply Online !



Please scan this QR code or access the URL below.

<https://forms.gle/HoJcBRAai4Fqzn38>

*If you are not able to access Google Form, please email us.

Programme
Introduction, Ice-break
Understanding HORENSO
What is HORENSO ? - Its concept - Understanding the elements of HORENSO
How HORENSO Works? - Responsibility - Alignment
Tea-break
Why HORENSO?
Organization Culture - Trust & Relationship Building - Idea Generation
Benefits
Review of Learning, Q&A

Learn through Case studies and Discussion!

This training is for you if you...

- Just started working in a Japanese organization
- Often need to contact headquarters in Japan or work closely with Japanese expats
- Are having a hard time to get used to HORENSO culture

Application and Inquiry

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