



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Developed Market Oriented Export Promotion Strategy/  
Marketing Strategy (C) (Online & In Japan)**

**課題別研修「先進国市場を対象にした輸出振興/  
マーケティング戦略 (C) (遠隔+本邦研修)」**

**JFY 2021**

**Course No.: 202006532J001**

**Course Period online: From August 1, 2021 to August 31, 2021**

**Course Period in Japan: From November 27, 2021 to December 18, 2021**

*※In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.*

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

# I. Concept

## **Background**

Today, export promotion is expected to play a major role in economic development of many developing countries. However, most of the exports from developing countries are raw materials rather than processed products. For further contribution to the local industries, it is important to export value-added products. Insufficient quality of products, ineffective marketing and promotion prevents developing countries to export value-added products to developed countries.

The goal of this training program is to acquire a new approach of export promotion for developing countries to developed countries' market. The essence of this approach is to convert our concept from "Product-out" to "Market-in". In other words, it is to develop value-added products according to the potential markets' needs. For achieving this goal, effective skills of market research, product development, branding, promotion and communication with potential customers are essential. This training program will be focused on learning "Market-in" export promotion concept and practical skills.

## **For what?**

This program provides participants with opportunity to acquire skills on market-oriented export promotion of locally made unique products. Participants will learn practical knowledge of marketing and export promotion, including understanding of customers in developed countries, effective product development, branding, effective design and usage of promotional tools.

## **For whom?**

This program is offered to 1) officials who are engaged with export promotion in governmental organizations or regional institutions and 2) managers of private sector institutions or associations, such as cooperatives, CCIs(Chamber of Commerce and Industry) or industry groups which are willing to promote export of their products.

## **How?**

Participants will have opportunities to acquire practical approaches and methods of marketing and promotion for promoting export of their products to the developed market. Participants are expected to learn the essence of successful promotion, branding and promotion by case studies, lectures and workshops. This program focused on learning practical skill and knowledge, thus it requires participants' active participation for the program, including discussions and workshops during the training program as well as assignments before coming to Japan.

## II. Description

### 1. Title (Course No.)

**Developed Market Oriented Export Promotion Strategy/ Marketing Strategy (C) (202006532J001)**

### 2. Course Duration in Japan

Course Period online: From August 1, 2021 to August 31, 2021

Course Period in Japan: From November 27, 2021 to December 18, 2021

※It is impossible to take only one course.

※Due to the spread of COVID-19, please note that the course schedule of visiting Japan will be changed, shortened, or cancelled.

### 3. Target Regions or Countries

Argentina, Bolivia, Cuba, El Salvador, Guatemala,

### 4. Eligible / Target Organization

This program is designed for

1) Officials who are engaged with export promotion in governmental organizations or regional institutions and

2) Managers of private sector institutions or associations, such as cooperatives, CCIs or industry groups which are willing to promote export of their products.

\* Both of 1) and 2) must have rich professional experience of providing business supporting service for export marketing.

\* In addition, 1) and 2) must present the information of products that have already been exported or are intended to export to the markets of developed countries, such as Japanese market.

### 5. Capacity (Upper Limit of Participants)

7 participants

### 6. Language

Spanish

(Application form and documents to be submitted must be written in English.)

### 7. Objective(s)

Sustainable strategies for reproductive health activities will be formulated through the course and be implemented.

### 8. Overall Goal

Projects to export the products of participants' countries to the developed market are planned and implemented in the participants' country.

### 9. Output and Contents

This program consists of the following components. Details on each component are given below (Subjects/Agendas written in red color will be conducted by watching videos and submission of reports):

Expected Module Output	Subjects/Agendas	Methodology
<p>Participants should be able to analyze and explain the export promotion policy and strategy for their country.</p>	<p>1) Problem Solution using IAS  2) IAS and Job Report Interview  3) Job Report Presentation  4) Work Shop on Analysis of Products to be Exported from Your Country</p>	<p>Lecture  Discussion  Presentation</p>
<p>After understanding about practical trade administration and marketing know-how, participants should be able to organize the way of applying the knowledge to their local products or industry.</p>	<p>5) Kitakyushu, Tokyo Market Survey (Department store, GMS, Shops)  6) Basic Way of Advancing Marketing (online)  7) International Standard for Quality and Food Safety (online)  8) Marketing by Utilizing IT (online)  9) How to Implement Market Research (online)  10) Branding Design (online)  11) Package and Color for Champion Products (online)  12) Universal Design (online)  13) Solutions to More Export to Developed Market (online)  14) International Trade Fair for Export Promotion (online)  15) Trade Practice (Case Study)  16) Risk Management in International Trade (online)  17) Visit to Kitakyushu Central Wholesale Market  18) Actual Practice of Inspection for Import and Export Products (online)  19) Promotion in Matured Market (online)</p>	<p>Lecture  Field visit  Exercise  Discussion</p>

<p>By studying Japanese export promotion strategy and its policy implementation through actual case, participants will be able to propose measures to strengthen its international competitiveness.</p>	<p>20) Small &amp; Medium Enterprises Support, Japan (online)  21) Overseas Expansion Support Services by JETRO (online)  22) Japanese Organizational Management (online)  23) JICA's Activities in Latin America (online)  24) Product Development &amp; Marketing in Herb/Aromatherapy Business  25) Overseas advancement of powdered green tea  26) Specialty Coffee Exhibition &amp; Promotion( Visit to Tokyo Big Sight)  27) Visit to the Dried Fruits and Nuts shop  28)Visit to Coffee Processing and Distributing Company  29) Visit to Coffee Retail Shop  30) Visit to Packaging Materials Manufacturer  31) Visit to Confectionery Factory  32) 5S,KAIZEN (online)  33) Visit to Toyota Car Assembly Factory</p>	<p>Lecture  Field visit  Discussion</p>
<p>Based on the knowledge acquired thorough the program, participants should be able to prepare and present a strategy (plan) which further promote the export from their country.</p>	<p>32) Lecture on Action Plan (online)  33) Evaluation &amp; Discussion of the Available Information  34) Action Plan Preparation  35) Action Plan Presentation</p>	<p>Lecture  Discussion  Presentation</p>

## III. Eligibility and Procedures

### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

### 2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

#### (1) Essential Qualifications

##### 1) Current Duties:

-The personnel from public organizations: officials who are engaged in export promotion.

-The personnel from private organizations/companies: managers who are engaged in export promotion or sales promotion in cooperatives, CCIs, or industry groups.

\* Candidates must have rich professional experience of providing business supporting service for export marketing.

\* In addition, candidates must present the information of products that have already been exported or are intended to export to the markets of developed countries, such as the Japanese market.

2) Experience in the relevant field: have more than 3 years' experience in the field of export promotion.

3) Educational Background: be a university graduate.

4) Language: Good command of Spanish

5) Those who can prepare and submit application form in English.

English ability is not considered for the program.

6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

**\* Participant who came to Japan making any false declaration for Medical History of Application form will terminate the training program and return home.**

7) Must participate both online and In-Japan program.

#### (2) Recommendable Qualifications

Expectations for the Participants:

1) Age: between the ages of twenty-five (25) and forty-five (45) years

- 2) To be able to communicate everyday conversation in English
- 3) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.
- 4) Difficulties/Disabilities: The participation of person with difficulties/disabilities is welcomed. Reasonable accommodation for persons with difficulties/disabilities will be made. Please write your situation in the Questionnaire on medical status restriction of the Application form.

### 3. Required Documents for Application

**(1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.

\*If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

**(2) Photocopy of passport:** to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Job Report & Issue Analysis Sheet (IAS):** to be submitted with the application form. The documents should be completed in accordance with descriptions of Annex-1(Job Report) and Annex-2(Issue Analysis Sheet). Each applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.

### 4. Procedures for Application and Selection

#### **(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan)**.

(All required material must arrive at **JICA Center in Japan** by **July 1, 2021**)

#### **(2) Selection**

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are

enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

### **(3) Notice of Acceptance**

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 15, 2021.**

## **5. Additional Document(s) to Be Submitted by Accepted Candidates**

POWER POINT Presentation Document of Your Job Report - to be submitted by **November 17, 2021:**

Before coming to Japan, accepted candidates are required to prepare several pages of a POWER POINT Presentation Document of Job Report, which will be used on the occasion of scheduled Job Report Presentation by yourself. The Document should be written in English and be sent to JICA by **November 17, 2021**, preferably by e-mail to “kictp@jica.go.jp” and “kubota@kita.or.jp”. When you use Power Point, it is preferable to a font size of more than 24 point.

Contents of the POWER POINT Presentation Document shall include the following subjects;

- a) Your job/responsibility
- b) Issues/problems you are facing on your job
- c)Result of situation analysis/Local goods to be marketed and branded  
-reason and background of selection
- d)Challenges/problems to promote more export of the products from your country
- e) Your expectations to this course

If the documents are not submitted by the deadline, the acceptance might be canceled.

## **6. Conditions for Participation**

- (1) to strictly adhere to the program schedule,
- (2) not to save the uploaded lecture videos and to use them for secondary purposes,
- (3) not to change the program topics,
- (4) not to extend the period of stay in Japan,
- (5) not to be accompanied by family members during the program,
- (6) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (7) to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (8) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training



expenditure depending on the severity of said violation.

(9) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## **7. Online Program**

(1) This course will be conducted as a set of programs for online and visiting Japan. The platform for online program will be conducted "YouTube". The URL of the lecture video will be announced separately. Since each video is uploaded as "limited release", only people who know the URL can watch it (even if you search from the YouTube site, it will not be displayed in the search results).

(2) We will send the course text as electronic data via JICA office in each country by the day the class starts.

(3) Please contact the JICA office in each country for consultation regarding the terminals used and the Internet environment.

(4) The length of the online program is set relatively long for the number of lectures. Therefore, participants can take classes at any time without taking vacation. Please watch the video and submit your assignment by the specified date.

(5) Please note that participant who does not submit the assignment will not be able to participate in the program in Japan.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kyushu Center (JICA KYUSHU)

(2) **Program Officer:** Mr. NAKANO Yukimasa (kictp@jica.go.jp)

### 2. Implementing Partner

(1) **Name:** Kitakyushu International Techno-cooperative Association(KITA)

(2) **URL:** <http://www.kita.or.jp/english/>

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kyushu Center (JICA KYUSHU)

Address: 2-2-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-8505, JAPAN

TEL: 81-93-671-6311 FAX: 81-93-671-0979

(where “81” is the country code for Japan, and “93” is the local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL;

<https://www.jica.go.jp/kyushu/english/office/index.html>

<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000a0cdx5-att/kyushu01.pdf>

### Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 5. Pre-departure Orientation\*

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WIQSDjl">https://www.youtube.com/watch?v=m7l-WIQSDjl</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Hokkaido (Sapporo)	<a href="https://www.jica.go.jp/sapporo/english/office/index.html">https://www.jica.go.jp/sapporo/english/office/index.html</a>
JICA Hokkaido (Obihiro)	<a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a>
JICA Tohoku	<a href="https://www.jica.go.jp/tohoku/english/office/index.html">https://www.jica.go.jp/tohoku/english/office/index.html</a>
JICA Tsukuba	<a href="https://www.jica.go.jp/tsukuba/english/office/index.html">https://www.jica.go.jp/tsukuba/english/office/index.html</a>
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>
JICA Yokohama	<a href="https://www.jica.go.jp/yokohama/english/office/index.html">https://www.jica.go.jp/yokohama/english/office/index.html</a>
JICA Hokuriku	<a href="https://www.jica.go.jp/hokuriku/english/office/index.html">https://www.jica.go.jp/hokuriku/english/office/index.html</a>
JICA Chubu	<a href="https://www.jica.go.jp/chubu/english/office/index.html">https://www.jica.go.jp/chubu/english/office/index.html</a>
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>
JICA Chugoku	<a href="https://www.jica.go.jp/chugoku/english/office/index.html">https://www.jica.go.jp/chugoku/english/office/index.html</a>
JICA Shikoku	<a href="https://www.jica.go.jp/shikoku/english/office/index.html">https://www.jica.go.jp/shikoku/english/office/index.html</a>
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>
JICA Okinawa	<a href="https://www.jica.go.jp/okinawa/english/office/index.html">https://www.jica.go.jp/okinawa/english/office/index.html</a>

## V. Other Information

### 1. Report and Presentation

#### (1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the program in Japan in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

The form of Job Report and IAS is written in Annex sheet hereinafter.

Candidates should describe the items below in Job Report.

- 1) Your organization and your task
- 2) Existing challenges in your section
- 3) Expectations for the training course
- 4) Situation Analysis

Particularly item 2), we request specific as well as detailed description so that this training course can suggest serviceable advice. Simple description such as “Lack of budget” “Lack of market” and “Lack of Manpower and Technology” cannot give us any information to judge the issue for its solution. This item is quite related to Issue Analysis Sheet (IAS) that candidates are also requested to submit. We regard item 2) as the most critical description in order to qualify the participant in this course. Therefore, candidates are requested to describe item 2) specifically and accurately in detail so that we can understand your passion for attending the course.

In addition, IAS as the summary of item 2) has to be submitted along with Job Report.

#### (2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

Also, participants are required to complete IAS by the end of the training and present it at the Action Plan Presentation.

### 2. Certification

Participants who have successfully completed the training program will be awarded a certificate by JICA.

### 3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals nor private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

## **VI. Annex**

- I. Job Report (Annex-1)
- II. Issue Analysis Sheet(Annex-2)

***Developed Market Oriented Export Promotion Strategy  
/ Marketing Strategy (C)***

***Job Report***

Name:

Country:

Organization and present post:

E-mail:

**Remarks 1:** The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper).

**Remarks 2:** Each participant is required to have presentation in 10 minutes based on this Job Report and IAS at the early stage of the program in Japan for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

It is also requested to prepare a POWER POINT for the presentation.

**1. Your organization and your task**

1) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.

(The chart should be attached and not be counted in this page limit.)

Please describe a duty of each department (section) briefly.

1) Brief description of your assignments

**2. Existing challenges in your section**

1) Challenges you are facing in your section

2) Countermeasures for these challenges

3) Obstacles in the process of solving those challenges

**3. Expectations for the training course**

1) Your purpose of participating in the course

2) Subjects of the course which you are interested in the most.

3) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?

4) Other matters you are expecting for this course, if any.

(Basically this training program is fixed and cannot be changed upon your request.)

#### 4. Situation Analysis

Describe local goods to be better marketed and branded.

※You can present maximum 3 local goods to enhance export as your case.

1) Name of local goods and reasons for the selection

- Merchandise photograph is a requisite.

It is preferable to bring an actual article or goods.

2) Their comparative advantages/strengths, unique specification and features

3) To promote more export of the above products or other potential products of your country in general to developed countries, what do you think are the **two** major problems/challenges among the issues shown below? Pick up three issues and describe briefly the situation of each issue you pick up

- price competitiveness
- channels
- differentiation of products
- hygiene management
- packaging
- branding of the products/your country
- governmental support
- lack of information on market demand
- quality control
- transportation/tariff
- promotion tools/activities
- others if any



## Issue Analysis Sheet (IAS) Guidelines

### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

### 2. How to fill out IAS?

- (1) Please describe the issues you confront in column "**A: Issues that you confront**".

You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**".

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III : Lecturer**". These columns shall be filled out during the training.

- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.

- (5) "**Column II**" and "**Column III**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".

*Issue Analysis Sheet (IAS)*

Country:

Name:

No	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
1			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
2			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
3			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

**【 I 】,【 II 】,【 III 】** These columns will be filled during the training course.

**\*You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.**