

*Your Bridge to Communication*

## Western Business Culture Workshop

The "English Business Manner" (a.k.a. Western Business Culture) workshop is for college students planning an internship with a foreign company in Japan or abroad who want to learn about and practice appropriate behavior to work overseas or in a domestic foreign company.

In Japan, words convey most if not all the meaning, but in the Western world, body language adds to the conversation. In Japan, the culture and custom of "words only" and the difference in mannerisms may be acceptable in Japan, but not in a Western country. You will learn the difference between these two environments.

### Program Characteristics

- We use famous Western published texts accompanied by DUDULA created workbooks
- We only use native English instructors.

**Fee:** Please inquire (Workshops inside the Tokyo metropolitan area include transportation fees for instructors.)

**Training Location:** Customer's Preference

**Duration:** 3 hours (shorter and longer workshops available)

**Maximum Student Size:** Customer's Preference

### Course Details

#### Segment 1: Differences in Thinking

What is the difference between American (Western) business thinking and Japanese?

#### Segment 2: Workplace Culture

- Clothing and Appearance
- Greeting with feeling
- Basic Telephone Manners
- How to report, contact and advise
- How to deal with trouble/workplace problems
- Western Business Ethics

#### Segment 3: Resumes and Cover Letters

- Resume and Cover Letter Formats
- How to write a winning resume

\* Custom curriculum available. Please contact us for details.

Memo: