

TOA Preparation Meeting

The day before the new JET Participants arrive for each orientation, CLAIR Staff and TOAs will meet at the Keio Plaza Hotel for the TOA Preparation Meeting. At this meeting we will explain your general duties as TOAs. Today's meeting is only for CLAIR Workshop presenters, and thus we will focus on what you need to know to be a presenter for CLAIR. All other duties you will hear about with the rest of the TOAs the day before the new JETs arrive. This book includes the following:

- ◆ Orientation Schedules
- ◆ Cultural Sensitivity, Listening Skills and TOA Professionalism
- ◆ CLAIR / AJET Workshops
- ◆ CIR Workshop Schedule
- ◆ New JET Numbers

PCs in Charge

General Orientation Matters (A&B)	Shane Krumeich (SK), Mary Ring (MR)
Embassy Welcome Events	Christian Tsuji (CT)
CIR Matters	Patricia Ikeda (PI)
Information Desk/Hospitality Centre	Patricia Ikeda (PI)
Orientation C	Christian Tsuji (CT), Kevin Meek (KM)
Technology Matters	Sacha Battrick (SAB)
Medical/Counselling Issues	Kevin Meek (KM)



Shane
Krumeich



Mary
Ring



Sacha
Battrick



Kevin
Meek



Christian
Tsuji



Patricia
Ikeda

Orientation A & B Schedule

(Tentative)

Date **Time** **Scheduled Event**

Saturday A: 24 July B: 31 July	13:00~13:30	TOA Registration
	13:30~14:45	Preparation of Orientation Materials
	15:00~19:00	TOA Preparation Meeting / Hotel Tour
	20:30	Airport TOAs Depart for Narita

Sunday A: 25 July B: 1 August	EARLY	First Scheduled Flight Arrives at Narita
	Approx. 10:00	First Bus of New JETs Arrives in Shinjuku
	Approx. 22:00	Last Bus of New JETs Arrives in Shinjuku

Monday A: 26 July B: 2 August	8:00~9:00	TOA Meeting
	9:00~10:00	Prefectural Assembly (before Opening Ceremony)
	10:00~12:00	Opening Ceremony 3 Ministries / CLAIR Welcome Greetings CLAIR Announcements / AJET Info Fair / Keynote Speech
	12:00~13:15	Lunch
	13:15~14:45	MEXT Presentation / CIR Panel Discussion
	14:45-18:00	AJET Info Fair
	15:00~17:45	AJET Workshops / MEXT ES Workshops
	18:00~18:30	TOA Meeting
	18:30~20:00	Welcome Reception

Tuesday A: 27 July B: 3 August	9:00~10:30	ALTs: ALT Panel Discussion
		CIRs: CIR General Session
	10:45~11:35	ALTs: MEXT Workshops
		CIRs: CIR Role-play
	11:35~12:50	Lunch
	12:50~13:40	ALTs: MEXT Workshops
		CIRs: CIR Workplace Meetings
	13:55~14:45	CLAIR Workshop 1 / Prefectural Meetings
	15:00~15:50	CLAIR Workshop 2 / Prefectural Meetings
	16:05~16:55	CLAIR Workshop 3 / Prefectural Meetings
	17:15~17:45	TOA Meeting
	17:45~20:00	Baggage Collection
Evening	Embassy Welcome Events (for countries having them)	

Wednesday A: 28 July B: 4 August	Morning	JETs Leave for Host Prefectures/Designated Cities
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TOA Schedule of Duties

Saturday (A: 24 July /B: 31 July)

Time	Event	Where
13:30	Orientation Preparations TOA Prep. Meeting	Orientation A: Harmony (44F) Orientation B: Grace (3F)
20:30	Departure for Narita Airport	Keio Plaza Lobby

Sunday (A: 25 July/B: 1 August)

Time	Event	Where
AM	Airport Tour	Narita Airport
Morning	Hotel TOA Meeting	Orientation A: Ohgi, 4F Orientation B: Hana B,C,D
All day	Airport Duties/Hotel Duties	Narita or Keio Plaza Hotel

Monday (A: 26 July/B: 2 August)

Time	Event	Where
8:00~9:00	TOA Meeting	Concord, 5F (Main)
9:00~10:00	Prefectural Assemblies	Concord, 5F (Main)
13:15~14:45	CIR Panel Discussion	Starlight, 43F (Main)
15:00~17:45	AJET Workshops	Hana A,B,C,D 4F (Main) / Ohgi 4F (South)
18:00~18:30	TOA Meeting	Outside Concord, 5F (Main)
19:45	TOA Meeting	Stage Front - Concord

Tuesday (A: 27 July/B: 3 August)

Time	Event	Where
9:00	ALT Panel Discussion CIR General Session	ALT: Concord, 5F (Main) CIR: Moonlight, 43F (Main)
10:45	CIR Roleplay	Moonlight, 43F (Main)
12:50	CIR Workplace Meetings	Moonlight, 43F (Main)
13:55	CLAIR Workshops/Prefectural Meetings	Various Keio Plaza Rooms
17:15	Final TOA Meeting	T.B.A.
Evening	Embassy Welcome Events	Various Embassies

Wednesday (A: 28 July/B: 4 August)

Time	Event	Where
Morning	New JETs Depart	Hana, 4F (Main) / Concord, 5F (Main)

Orientation C Schedule

2010 JET Programme Orientation C (Tentative)

Date	Time	Schedule				
Tue. Aug 24	16:00	TOA Preparation Meeting at Keio Plaza Hotel Airport TOAs depart for Narita Airport				
Wed. Aug 25	AM - PM	Airport TOAs meet new JETs and escort them back to Keio Plaza Hotel by bus				
	AM - PM	Airport TOAs arrive at Keio Plaza Hotel, assist Hotel TOAs with distributing materials to arriving JETs				
Thu. Aug 26	ALT		CIR		SEA	
	10:00-10:15	Opening Ceremony				
	10:20-10:50	CLAIR Announcements				
	10:50-11:00	AJET Information				
	11:00-12:30	TOA Presentation				
	12:30-13:30	Lunch				
	13:30-13:35	MEXT Welcome Speech	13:30-14:15	CIR General Session	13:30-13:45	Icebreaker
	13:35-14:15	MEXT Keynote Speech: "English Language Teaching in Japan"			13:45-14:15	SEA Presentation 1
	14:15-14:25	Break			14:15-14:45	SEA Presentation 2
	14:25-15:15	MEXT Presentation 1: "Team-teaching and Effective Lesson Planning"	14:25-15:15	CIR Workplace Meetings	14:45-15:00	AJET Information / Q&A
					15:00-15:15	Break
	15:15-15:25	Break			15:15-15:45	SEA Presentation 3
	15:25-16:15	MEXT Presentation 2: "Constructive Use of Teaching Materials and Planning Communication Activities"	15:25-16:15	CIR Group Role Play / Q&A	15:45-16:15	Free Discussion / Q&A
	16:30-17:00	Host Prefecture/Designated City Meetings				
18:30-20:00	Welcome Reception					
Fri. Aug 27	AM	New JETs depart for Host Prefecture and Designated Cities				



Narita Airport Duties

NARITA AIRPORT :

- ◆ **Orientation A: Sunday 25 July**
- ◆ **Orientation B: Sunday 1 August**
- ◆ **Orientation C: Wednesday 25 August**

About 50 “Airport TOAs” will travel to Narita on the Saturday night after the Pre-Orientation Meeting (A:24 July/B:31 July). The remaining “Hotel TOAs” will stay in Shinjuku at the Keio Plaza Hotel. “Airport TOAs” are divided into two groups:

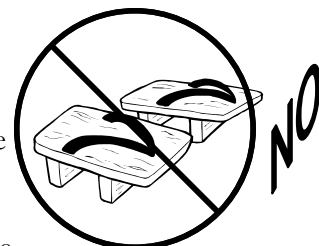
- 1) Bus Leaders: ride on a bus back to the hotel with new JETs, providing necessary information
- 2) All-Day TOAs: return to the hotel with CLAIR staff once all JETs have arrived

THINGS TO BRING:

- * **Alien Registration Card**
 - ◆ Needed to enter Narita Airport
- * **Overnight Bag**
 - ◆ Please bring a small overnight bag (change of clothes for Sunday only)
 - ◆ All remaining luggage should be stored in the cloak of the Keio Plaza Hotel.
 - ◆ Sun-screen lotion/hat

WHAT TO WEAR:

- * **TOA T-shirt**
 - ◆ CLAIR will provide a **TOA T-shirt** to wear at the airport. This year the shirt is **white** so please pack undergarments accordingly.
- * **Shorts or Light Pants (NO SKIRTS!)**
 - ◆ It will be very **HOT** and **HUMID** at Narita, and most of you will be standing outside in the heat for long periods, and helping with luggage, etc.
- * **Comfortable shoes (NO OPEN-TOED SHOES!)**
 - ◆ Please wear footwear for your comfort and safety. It is likely that you will be pushing carts and carrying luggage all day.



AT THE AIRPORT:

- * **Reception and Guide**
 - ◆ TOAs welcome new JETs and help them make it to luggage check and onto the bus.
- * **Bus Leaders**
 - ◆ One TOA will be assigned to each bus and will be responsible for a bus bag containing programmes.
 - ◆ As JETs arrive at the bus stop and buses fill up, the designated TOA leader will board the bus and accompany the new JETs back to the hotel.
 - ◆ TOAs will conduct head counts, toilet checks, and passport checks etc. on the bus before departure. Additionally, TOAs will provide a brief explanation of the Tokyo Orientation during the trip and answer any remaining questions (or direct the JET to the CLAIR Office).
 - ◆ TOAs will be given a definitive check-list at the Planning Meeting before Tokyo Orientation.
 - ◆ On arrival at the hotel, please check in with Mary, and provide assistance when requested.
- * **Additional Duties: Airport Assistance**
 - ◆ Assist travel agents and CLAIR staff with guiding new arrivals through the airport, help with luggage, etc.
 - ◆ The first day is **VERY** long so please be well-rested.
 - ◆ Most of the day is spent standing, and the wait between flights can be long.
 - ◆ Please be prepared for sudden **CHANGES**: flight delays, injured/sick JETs etc.
 - ◆ Please cooperate with the other TOAs, CLAIR staff and travel agency staff wearing the same T-shirt and working with you at your station (e.g. time to go on breaks, bathroom, etc.)
 - ◆ Remember to be happy and energetic, but not over the top.

Hotel Duties



Saturday (24 July or 31 July)

- ◆ Final preparations and meeting about duties the next morning

Sunday (25 July or 1 August)

- ◆ Staff Information Desk and Hospitality Centre
- ◆ Greet first buses (early) (wearing TOA T-shirts)
- ◆ Lead new JETs to Registration
- ◆ Pass out materials
- ◆ Be available to help new JETs or staff when necessary
- ◆ Be positive, smiling (without being over the top)
- ◆ Be prepared for anything that may happen: lost luggage, sick JETs, room arrangement mistakes or room not ready yet (in this case, make sure the JETs have a seat, water, etc. - make them comfortable)
- ◆ Collect bus bags and leftovers from bus leaders



Once you are back from the airport

- ◆ Let Mary know that you are back
- ◆ Take some time to refresh (You may go to your room if it is available)
- ◆ Be on time if you are scheduled for Information Desk/Hospitality Centre duties
- ◆ If you are free, please come down to greet the new JETs and be around to help

Information Desk/Hospitality Centre Duties

- ◆ All shifts on the Information Desk and the Hospitality Centre are 2 hours long. (2-3 TOAs per shift)
- ◆ TOAs with workshops to present will have less late-night/early morning shifts.
- ◆ The Information Desk will be available: Sunday morning - Tuesday (A/B) 7:00 am to midnight and Wednesday (A/B) 7:00 am to 9:00 am
- ◆ The Hospitality Centre will be available: Sunday morning - Wednesday 8:00 am (A/B)

Information Desk (Outside the Hana Room, Main Tower 4F)

- ◆ General information about the Orientation (directions, workshop room locations, making overseas phone calls, ATM locations, restaurants in the Shinjuku area, etc.) will be provided at this desk.
- ◆ If a new JET has a question regarding AJET matters, please refer them to the AJET Desk.
- ◆ The Information Desk hours are 7:00 am to midnight. (Orientations A&B)
- ◆ Please take notes in a logbook for all the queries that come your way, no matter how minor they seem. (including time and date).

Hospitality Centre (Natsume, South Tower 4F)

- ◆ The Hospitality Centre will be open 24 hours until Wednesday morning 8:00 am. (Orientations A&B)
- ◆ Internet access and ironing boards will be provided for new JETs.
- ◆ The Hospitality Centre functions as the Information Desk after hours
- ◆ If you have handouts leftover from your presentation, please bring them to this room.
- ◆ If a JET has a difficult question that you feel uncomfortable answering (or you are not sure of an appropriate answer), send the JET to the CLAIR Office (Keyaki Room, 4F).

Embassy Welcome Events

Whether or not there will be an Embassy Welcome Event for a particular country depends on the country and orientation and is not yet fixed. Some countries will not decide until they know if and when they have new JETs coming.

Many embassies are happy for TOAs to accompany new JETs to the embassy – you will be notified at the beginning of each orientation of which embassy event you will attend. Countries currently scheduled to hold welcome events are listed below.

If you did not already sign up on your TOA reply form, please contact Christian regarding attending/guiding new JETs to embassy events. You may be assigned to an embassy that is not your home country embassy.

TOA duties:

- ◆ Be prepared to answer questions about Embassy Event meeting times/locations (varies by Embassy). This information will be provided to you.
- ◆ Inform new JETs to bring identification (their passport) and organise meeting in the hotel lobby (usually about 6pm) before departing for the welcome event.
- ◆ Help new JETs get to the embassies (by either taxi or train, depending on the location of the embassy).
- ◆ Guide JETs back to the Keio Plaza Hotel and encourage those who wish to go out to head back soon.
- ◆ Remind JETs that the following day is busy day due for departures and that they will need to check out of the hotel and be on time for their prefecture's/designated city's scheduled departure.

NOTE:

- ◆ If you are going to an embassy by taxi, large groups of JETs should split up and go in groups of four. Make sure that each group has a map and knows where they are going as there will not be enough TOAs for each taxi.
- ◆ Double-check if the event is being held at the embassy itself, or another location such as the Ambassador's residence or a restaurant.

Embassy Welcome Events:

Orientation A	Orientation B
Australia	Canada*
France*	New Zealand
Ireland	Singapore
Jamaica	United Kingdom
South Africa	United States*
United States*	

*Some countries will hold Embassy Talks at the Keio Plaza Hotel.

Prefectural Meetings

There are 3 Prefectural Meetings at Orientations A and B:

1) **MONDAY AM:** Before the Opening Ceremony, all the new JETs will be gathered in the Concord Ballroom, 5F (Main Tower), seated by Prefecture/Designated City groups.

- ◆ As a TOA, you will be required to meet with the new JETs in your Prefecture during this time. You will have 30 minutes to introduce yourself, welcome them and give them some general information regarding your prefecture.
- ◆ The hall is very busy and will be crowded, so you may have to shout. If there are 2 TOAs from your prefecture, you may want to divide up duties in advance to make sure that everyone gets all the information.
- ◆ CLAIR will be providing you with a name list so please make sure that all the JETs that are on your sheet are there. The name list will also provide details on the duties of the new JET (e.g., if a JET is going to be a JHS/SHS/ES ALT, a one-shot ALT, a CIR or a PA). Please give this information to each JET.
- ◆ Please also use this time to address any queries that the new JETs may have, including the orientation schedule, which workshops they should attend the next day, etc. **(If the new JET is to be a PA, please tell them to attend the PA Workshop held on Monday afternoon.)**
- ◆ There will be some Host Prefectures/Designated Cities with no TOAs, so some of you may be asked to help out with these in addition to (or instead of) your own prefecture.

2) **TUESDAY PM:** Concord Ballroom 5F (Main Tower)

- ◆ At this meeting, there will be representatives from the Host Prefecture/Designated City (the JET Programme Supervisor and/or the PA) who have come to explain about the trip back to your prefecture, as well as the schedule for new JETs for the upcoming weeks (Prefectural Orientations, etc.)
- ◆ Please contact your PA (if you haven't already) to find out your role in the meeting (if any).

Attendance for the entire Tokyo Orientation is mandatory for all new JETs, but it is **ABSOLUTELY ESSENTIAL** that they attend their Prefectural Meeting on Day Two – please make sure that this is clearly understood at the **FIRST** Prefectural Meeting.

3) **WEDNESDAY AM:** Hana Room, 4F (Main Tower) and Concord Ballroom, 5F (Main Tower)

- ◆ The JETs will have been given a meeting time and place the previous day which will also be written in the Orientation Booklet. The purpose of this meeting is to confirm that all the JETs are present before they depart together for the prefecture.
- ◆ You may be required to travel back to your prefecture with the new JETs – please confirm this with your Prefectural Office/Designated City Office before the orientation so that you can make appropriate travel arrangements.

4) **Extracurricular Activities**

- ◆ As mentioned previously, CLAIR discourages “Prefectural Nights Out” as they give the impression of the event being mandatory.
- ◆ If you wish, you may casually offer to escort new JETs without other plans to dinner etc. When setting a meeting time, please be considerate of the orientation schedule.
- ◆ Many embassies hold a welcome event or embassy talk on Tuesday night. New JETs are expected to attend these events, and many TOAs have been assigned to assist. If you plan to meet up with new JETs after the embassy talks on Tuesday, please make sure to allow ample time for them to ship their luggage before you head out.
- ◆ You are responsible for JETs you escort out and should set an appropriate example. The orientation is WORK, and all JETs should have no difficulty attending early morning workshops.

Listening Skills



Many of the new JETs will be experiencing homesickness and/or culture shock. They may not be used to big crowds and may feel uneasy about the year ahead of them. They will be looking to you for guidance and reassurance.

Be sensitive to their requests and never laugh at their questions. They are tired, jetlagged and overwhelmed. This may be reflected in the questions they ask.

Keep an eye out for individuals on their own, or who appear not to be having a good time. If you see someone like this, or a new JET approaches you, the following are some listening skills that might help you when you are talking to them. These are skills that we use everyday in our jobs (on the JET LINE) and have learned through training from professional counsellors and mental health specialists. They do work, even if they sound slightly awkward at first.

1. **Silence** – let them do the talking
2. **Minimal Encouragers** – too many ‘a ha, yeah’ makes them nervous, sounds like you are not listening and want them to finish in a hurry.
3. **Open-ended Questions** – try to avoid yes/no questions. This encourages them to talk more about themselves and how they are feeling.
4. **Paraphrasing** (Restating what the person says WITHOUT adding anything new).
5. **Reflecting feelings by formula** (“You’re feeling.....because.....”). They will correct you if this information is incorrect. But just in doing so, they will feel that you are trying to help them.
6. **Cultural Sensitivity** - be aware of the variety of new participants and the countries/cultures they represent; also be aware of lack of familiarity with Japanese culture and LANGUAGE よ。
7. **Positive Positive Positive** - be realistic but positive when giving answers and advice to new JETs.

We ask that you be sensitive to the needs of the new JETs and are responsible in your attitude and conversations among yourselves at Tokyo Orientation.

Please take care of your own health
during the Orientation

(Please do not party too hard with the new JETs, you will
have a whole year to socialise with them)

TOA Professionalism

Orientation Attire:

Different duties and functions call for different apparel. Please note the following:

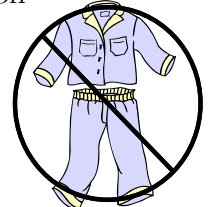


Narita Airport:

- ◆ Please wear the Tokyo Orientation T-shirt at the airport so you can be easily recognised as a JET Programme Tokyo Orientation Assistant.
- ◆ Don't forget comfortable shoes (No OPEN SHOES!) You will be on your feet pushing carts for most of the day.

Keio Plaza, Workshops, Prefectural Meetings, Information Desk:

- ◆ Please wear business attire (= suits).



Hospitality Centre:

- ◆ Please wear business attire during the day and casual clothes (TOA T-shirt, etc.) for the late night shifts (no pajamas or slippers).

10 Tips for Successful Public Speaking

Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But, too much nervousness can be detrimental. Here is how you can control your nervousness and make effective, memorable presentations.

1. **Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
2. **Know the audience.** Greet some of the audience as they arrive. It is easier to speak to a group of friends than a group of strangers.
3. **Know your material.** If you are not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
4. **Relax.** Ease tension by doing exercises.
5. **Visualise yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. When you visualise yourself as successful, you will be successful.
6. **Realise that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They do not want you to fail.
7. **Don't apologise.** If you mention your nervousness or apologise for any problems you think you have with your speech, you may be calling the audience's attention to something they had not noticed. Keep silent.
8. **Concentrate on the message – not the medium.** Focus your attention away from your own anxieties, and outwardly toward your message and your audience. Your nervousness will dissipate.
9. **Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
10. **Gain experience.** Experience builds confidence, which is the key to effective speaking.



CLAIR Workshops

The following is a list of workshops that will be offered at Tokyo Orientation by CLAIR this year. Every workshop should give practical methods and general advice on the relevant topic with specific regard to how this information can be an advantage to new JETs in their life in Japan.

Driving in Japan (CLAIR, TOA)

- ◆ Practical advice for safe and lawful driving in Japan
- ◆ Licenses (bike, scooter, international driver's license expiration, etc.)
- ◆ Road rules, insurance, taxes
- ◆ Issues to consider when getting a car or bike
- ◆ Driving inside/outside of work hours

Independent Japanese Study (CLAIR, TOA)

- ◆ How and where to start, making use of study resources
- ◆ Motivation and efforts that lead to results
- ◆ Dealing with frustration, avoiding pitfalls
- ◆ Find a good communication balance (know that many people will want to talk to you in English)

Japanese Etiquette for Beginners (CLAIR, TOA)

- ◆ Real situations that JETs are likely to face in their daily lives
- ◆ Focus on other ways of communication
- ◆ Importance of manners and body language

Thriving as a Rural JET (CLAIR, TOA)

- ◆ Everyday life
- ◆ Available support and staying positive
- ◆ Social issues specific to rural JETs (at work, with friends, in private)
- ◆ Dealing with isolation and its contrary: being a celebrity in the area

Life as a JET of African Descent (CLAIR, TOA)

- ◆ Everyday life (perceptions) and staying positive
- ◆ Social issues specific to JETs of African Descent (at work, with friends, in private)
- ◆ Available support, experiences from current participants

Life as a JET of Asian Descent (CLAIR, TOA)

- ◆ Everyday life (perceptions) and staying positive
- ◆ Social issues specific to JETs of Asian Descent (at work, with friends, in private)
- ◆ Stereotypes, pros and cons of being physically similar
- ◆ Available support, experiences from current participants

CIR General Session (CLAIR, TOA)

- ◆ An introduction to the basic types of work that CIRs are commonly involved in
- ◆ Will include the following topics: speeches and *aisatsu*, school visits, translation and interpreting, event planning, foreign language classes

ALT General Session [Ori C only] (CLAIR, TOA)

- ◆ An introduction to living and working in Japan as an ALT
- ◆ Will include the following topics: driving in Japan, independent Japanese study, thriving as a rural JET, basic Japanese etiquette, adult conversation classes

Keynote Speech: Culture Shock and your First Month (Steve Woerner, former CLAIR PC)

- ◆ Overview of culture shock stages, warning signs
- ◆ Tips on maintaining good mental/physical health
- ◆ Keeping good personal relations, common causes of frustration and conflict with COs
- ◆ Setting realistic goals and self-motivation techniques

Managing Expectations (CLAIR PCs)

- ◆ Keeping good personal relations, common causes of frustration and conflict with Cos
- ◆ Setting realistic goals and self-motivation techniques

AJET Workshops

The following is a list of workshops that will be offered at Tokyo Orientation by AJET this year. (on the Monday of Orientations A&B during the AJET Afternoon). TOAs may be asked by AJET to be presenters.

Adult Conversation Classes (AJET, TOA)

- ◆ Different types of adult conversation classes
- ◆ Ways of dealing with differences of level and abilities
- ◆ Teaching materials and available resources

Life as a JET with a Family (AJET, TOA)

- ◆ Everyday life: as a couple, with children, etc.
- ◆ Social issues specific to JETs with a family (at work, with friends, in private)
- ◆ Stress in the family when one is unemployed, available support

Making the Most of Your Time on JET (AJET, TOA)

- ◆ Volunteer activities JETs are involved in
- ◆ How and why you should do more than what is asked of you

Financial Responsibility and Budgeting (AJET, Professional)

- ◆ The ins-and-outs of making your paycheck go the distance in Japan
- ◆ Spending wisely to allow you to do the things you want to do here

Japanese Pop Culture in the Classroom (AJET, TOA)

- ◆ Overview of the latest entertainment trends in Japan
- ◆ How to incorporate pop culture into lessons
- ◆ Resources and recommendations

Technology in the Classroom (AJET, TOA)

- ◆ Ways to incorporate technology into lessons
- ◆ Common technology available
- ◆ Lesson/project ideas

Vegan and Vegetarian JETs (AJET, TOA)

- ◆ Living in Japan on a special diet or with a food allergy
- ◆ Explaining your eating preferences to colleagues, etc.

Food and Cooking (AJET, TOA)

- ◆ Understanding a Japanese supermarket
- ◆ Finding the right foods for you/maintaining a healthy diet
- ◆ Explaining what you can and can't eat in Japanese

Life as LGBT (AJET, TOA)

- ◆ Information on being LGBT in Japan
- ◆ Stonewall SIG Group / Other useful resources and events

Self-Introductions (AJET, TOA)

- ◆ Tips for giving an engaging self-introduction
- ◆ Pronunciation/Japanese language practice

Teaching at Multiple Schools (AJET, TOA)

- ◆ Essentials for ALTs who teach at multiple schools
- ◆ Tips for staying organized, getting involved at school/ in the community

The JET Programme as a Springboard into a Career in Education (AJET, JALT)

- ◆ How to apply ALT work towards building a career
- ◆ Getting certified

The JET Programme as Professional Development (AJET, JETAA)

- ◆ Improving your marketability to employers
- ◆ Ideas for networking, initiating projects

CIR Workshop Schedule

「CIRになってみよう！」 Roleplay (10:45-11:35, 50 min.)

ALL CIR TOAs will be asked to take part in this activity as group leaders. New CIRs will form groups and randomly pick a topic from a set of cards. Everyone will be asked to give a short self-introduction and then give a 5-minute presentation on the topic they picked as it relates to their home country. The group leader's role will be to encourage people and make sure that there is enough time for everyone to get a turn.

CIR Workplace Meetings (12:50-13:40, 50 min.)

New CIRs will divide into the groups listed below and sit with the TOAs whose workplace best matches their own new workplace. TOAs will briefly introduce the main events of the year and other aspects of the CIR's work. This is a great opportunity to meet other CIRs who will be doing similar work, as well as a chance for new JETs to ask current CIRs work-related questions.

Note: The job-type meeting is only 50 min. long and everyone will be sitting in groups in one large room. This means that you won't be able to use Powerpoint, etc., so you might want to bring other visuals that feature you in your workplace (photographs, posters, a seating plan of your office, etc.) to give new CIRs a more concrete image of the workplace.

Besides your work content (i.e. a one year schedule might be easy to follow), practical information might include basic office hierarchy, your role in the office, etc. Also, please try to put emphasis on what they can do during their first month in the office (you can refer to the "Checklist" on page 9 of the *CIR Handbook*).

New JETs by Pref. & Job Type

Prefecture	A			B			Total (C incl)
	ALT	CIR	A Total	ALT	CIR	B Total	
Aichi-ken	2	1	3	2		2	5
Akita-ken	11		11	16	1	17	28
Aomori-ken	11	1	12	26	4	30	42
Chiba-ken	7		7	6	1	7	14
Ehime-ken	14		14	12		12	26
Fukui-ken	14	1	15	16		16	32
Fukuoka-ken	17	1	18	26		26	44
Fukushima-ken	12	1	13	33	1	34	47
Gifu-ken	2		2	8	1	9	11
Gunma-ken	20		20	23		23	43
Hamamatsu-shi		1	1				1
Hiroshima-ken	18		18	20		20	38
Hokkaido	35		35	30	1	31	66
Hyogo-ken	22	1	23	31		31	54
Ibaraki-ken	7	1	8	6		6	15
Ishikawa-ken	15		15	12	3	15	30
Iwate-ken	2	1	3	5		5	8
Kagawa-ken	6		6	4		4	10
Kagoshima-ken	20		20	22	1	23	43
Kanagawa-ken	1		1	1		1	2
Kitakyushu-shi				5	1	6	6
Kobe-shi	20		20	27		27	47
Kochi-ken	21	3	24	20		20	44
Kumamoto-ken	22		22	17		17	39
Kyoto-fu	12	2	14	10	1	11	26
Kyoto-shi	1		1	3		3	4
Mie-ken	17		17	19	3	22	39
Miyagi-ken	14	1	15	13		13	28
Miyazaki-ken	6	1	7	14	1	15	22
Nagano-ken	12	1	13	14		14	27
Nagasaki-ken	29		29	19	1	20	51
Nara-ken	7		7	15		15	22
Niigata-ken	11		11	13	1	14	25
Niigata-shi	2		2		1	1	3
Oita-ken	13		13	20	1	21	34
Okayama-ken	4		4	14		14	18
Okayama-shi				2		2	2
Okinawa-ken	11		11	10	1	11	22
Osaka-fu	5		5	8		8	13
Osaka-shi	4		4	7	1	8	12
Saga-ken	4		4	5		5	9
Sagamihara-shi					1	1	1
Saitama-ken	4		4	2		2	6
Sakai-shi					1	1	1
Sapporo-shi	3	1	4	8	1	9	13
Sendai-shi	12		12	13	1	14	26
Shiga-ken	17		17	14	1	15	32
Shimane-ken	13	1	14	11		11	25
Shizuoka-ken	13		13	30		30	43
Shizuoka-shi	3		3	1		1	4
Tochigi-ken	5		5	3		3	8
Tokushima-ken	9	1	10	15	1	16	26
Tokyo-to	1		1	2		2	3
Tottori-ken	4		4	9		9	13
Toyama-ken	12	2	14	16	2	18	32
Wakayama-ken	3		3	5		5	8
Yamagata-ken	7	2	9	10	1	11	20
Yamaguchi-ken	3		3	10		10	13
Yamanashi-ken	10		10	8	1	9	19
Total	570	24	594	711	35	746	1345

※As of 11 June

New JETs by Country

Country	A			B			Grand Total
	ALT	CIR	Total	ALT	CIR	Total	
Australia	83	5	88				88
Barbados				2		2	2
Canada	2		2	158	5	163	165
Finland				1		1	1
France	5	1	6				6
Germany					6	6	6
India				1		1	1
Ireland	42	3	45				45
Israel					1	1	1
Italy					1	1	1
Jamaica	13		13				13
Netherlands				1		1	1
Korea							2
Latvia					1	1	1
New Zealand				73	3	76	76
Russia				1	2	3	3
South Africa	30		30				30
Switzerland				1		1	1
Trinidad and Tobago				10		10	10
United Kingdom				161	3	164	164
United States	395	15	410	282	12	294	707
Singapore				20	1	21	21
総計	570	24	594	711	35	746	1345

※As of 11 June

Final Reminders

Don't Forget To Bring

- ☆ **Alien Registration Card**
- ☆ **Overnight bag for Narita (Airport TOAs)**
- ☆ **Workshop plans and other materials**
- ☆ **Business attire**

If you are going back to your prefecture with the new JETs, please remember to travel LIGHT!

PROBLEMS? QUESTIONS? SUGGESTIONS?

Contact Shane Krumeich or Mary Ring at CLAIR.

◆ TEL: 03-5213-1729 (JETLINE)

◆ FAX: 03-5213-1743

jettoa@gmail.com