

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

July 5, 2017

- 1. Title:** The Program on Industrial Relations and Human Resource Management for Executives [ERHE]
- 2. Duration:** 10 days
from October 9 to October 20, 2017 (arrival in Japan on October 8 and departure from Japan on October 21)
- 3. Venue:**
Training Location:
Tokyo Kenshu Center [TKC]
The Association for Overseas Technical Cooperation and Sustainable Partnerships
Address: 30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763

Accommodation:
Ayase Kokusai Hotel
Address: 4-8-5 Kosuge, Katsushika-ku, Tokyo 124-0001, Japan
Tel: 81-3-5680-2200 (Reception), Fax: 81-3-5680-5500
Access: Approximately 1 minute on foot from Ayase Subway Station (Chiyoda Line, one stop from Kitasenju Sta.)
NOTE: The participants need to commute daily from the hotel to the TKC for approx. 30 minutes by subway and on foot.
- 4. Number of Participants:** 20 in total
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECONTHAI, ECOT), Turkey (TISK), Vietnam (VCCI)
- 6. Program Language:** English and some parts with an English interpreter
- 7. Closing Date for Nomination:** **Monday, August 21, 2017**
*This closing date is the date when AOTS receives candidates' Application documents from employer's organization.
- 8. Objectives:**
The program aims for the participants to understand Japanese practices of IR and HRM in companies compared with their own systems, finding solutions to issues from the view point of the executive

management, and enhancing participants' capabilities to optimally utilize human resources at a company-wide level by observing the best practices.

9. Program Theme:

The course will be conducted, combining the following four elements:

(1) Lectures include the following topics:

- Current labor and economic situation of Japan
- Current movements and the issues of the trade union
- Global management and Japanese managers
- Approach to improve quality of life in labour

(2) Company Visit

Participants have opportunities to visit companies to observe the management practices of the Japanese companies.

(3) Workshop

Participants discuss the case of the certain topics of the Japanese company.

(4) Individual Work and Presentations

Participants are requested to prepare in advance a pre-training assignment, analyzing the current issues and situations they themselves are facing, and make a presentation to share this with their co-participants. During the seminar the participants will also draw up an Action Plan, based on the skills and knowledge acquired through the program, for implementation upon their return home.

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Senior managers and/or persons whose positions are higher than general managers, who are responsible for IR/HRM in their companies or organizations and are in the position to play a key role for the dissemination of knowledge in the field of IR/HRM acquired from the program in their respective countries.

12. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the program.

13. Participation Requirement:

1) Qualification of Candidates (Candidates must meet all the qualifications as shown below)

- (1) Senior managers and/or persons whose positions are higher than general managers of employers' organizations or their member companies, or specialists of employers' organizations in charge of IR/HRM who take up higher management responsibilities and are ready to be leaders of employers' organizations or their member companies in the near future.
- (2) Senior managers and/or persons whose positions are higher than general managers, who have at least five years' management experience related to IR/HRM, or specialists who have at least five years of management or consulting experience in IR/HRM
- (3) Persons in member companies/organizations who have been recognized by the employers' organization as suitable to attend the program and have been given a letter of recommendation by their employer.
- (4) Persons who can most benefit from the program and apply the lessons of the program in their daily working environment
- (5) Persons who are able to fully complete the program and to carry out two tasks. The one is to make a presentation on their 'Action Plan' on the final day of the program and to send a modified 'Action Plan' to AOTS upon their return home. The other is to send the 'Evaluation Sheet for the Participant's Organization' to AOTS upon their return home.
- (6) Persons who are able to disseminate the learning experiences and knowledge acquired from the program after returning to their organization with the cooperation of their Employers' Organization.

- (7) Persons who graduated from either a four-year college or university course, or have an equivalent educational background.
- (8) Persons who are not over the age of 60 and not younger than 28(*).
- (9) Persons who are physically and mentally able to attend the program. In ensuring good health, pregnant candidates are not considered.
- (10) Persons who have a good command of both written and spoken English.
(If a candidate was not educated in English, a document which proves his/her English proficiency, e.g., official TOEFL or TOEIC score, should be attached.)
- (11) Persons should not be students or armed forces personnel.
- (12) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.

** It is strongly advised that the candidates' age fall within the range of 26 and 55 in order to maximize the outcome (i.e. dissemination of the result of the program) and benefit from their participation in the program. If the candidates are under 26 or over 55, we will not be able to accept them even if other requirements are satisfied.*

2) Terms and Conditions

Participants will be requested to confirm their agreement with the "Terms and Conditions for Participation in AOTS Program," which includes the following conditions:

- (1) Participants shall obtain a "**Temporary Visitor Visa**" by submitting the invitation documents supplied by AOTS to the Japanese Embassy or consulate in their country. AOTS may cancel the invitation of participants who enter Japan with the wrong kind of visa.
- (2) Reservation of tickets for air travel to and from Japan will be made by AOTS and the tickets will be sent to each participant in the form of an e-ticket through the travel agency. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the program will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the program begins and their flights for departure one day after the program ends.
- (3) Participants are not allowed to change the route, flight class or date without the endorsement of AOTS. Participants are not allowed to overstay at city(ies) in a third country between participants' home countries and Japan for any reasons other than flight convenience. If participants change the flight route by themselves, AOTS may charge them the cost of their air ticket.
- (4) Participants shall not be accompanied by their family members to Japan during the program.
- (5) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional program for themselves during or before/after the program. Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.
- (6) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule offered by AOTS.

14. Selection of Participants:

The selection of participants will be based upon the application documents and AOTS will notify the result of selection to the employers' organizations as well as selected participants by **September 15 at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

Appendix

[Tentative Schedule]

The Program on Industrial Relations and Human Resource Management for Executives [ERHE]

From October 9 to October 20, 2017, Tokyo Kenshu Center

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)	Evening Session
Oct. 9	Mon	Orientation Opening Ceremony Lecture: Cross-cultural Management	Presentation of pre-training report by the participants	
Oct. 10	Tue	Lecture: Labour Economy Situation and Characteristics of HR/IR of Japan	Lecture: Global Management and Japanese Manager	
Oct. 11	Wed	Lecture: Movement and Current Issues of Trade Unions of Japan	Company Visit : TBA	
Oct. 12	Thu	Lecture: Added Values and the Salaries	Lecture: 5S and Kaizen (Improvement of Working Environment)	
Oct. 13	Fri	Workshop: Case Study ~IR & HRM at Japanese Company~		Briefing regarding the short trip and Action Plan
Oct. 14	Sat	Day-off		
Oct. 15	Sun	Day-off		
Oct. 16	Mon	Lecture: Japanese Labour Law and Japanese Industries	Lecture: Management under the different cultures and Human Resource Management	
Oct. 17	Tue	Lecture: Managerial Strategies and Human Resource Management	Lecture: Improvement of Quality of Life for workers	
Oct. 18	Wed	-- Move to Kyoto --	Company Visit: TBA -- Move to Nagoya --	
Oct. 19	Thu	Company Visit : TBA	Company Visit: TBA -- Return to Tokyo --	
Oct. 20	Fri	Lecture: CSR Activities in Japanese Company	Presentation of Action by Participants Closing Ceremony	

*The above schedule is subject to change due to the convenience of lecturers and cooperating companies.