

HIDA Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

18 April 2017

- 1. Title:** The Program on Industrial Relations and Human Resource Management [ERHR1]
- 2. Duration:** 12 days
from 19 June (18 June arrival in Japan) to 30 June (1 July departure from Japan) 2017
- 3. Venue:** **Training Location:**
HIDA Tokyo Kenshu Center [TKC/HIDA]
The Overseas Human Resources and Industry Development Association
Address: 30-1, Senju-Azuma 1-chome, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763
Accommodation:
Same as above.
- 4. Number of Participants:** 20 in total
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), China (CEC), Fiji Islands (FEF), India (EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mongolia (MONEF), Myanmar (UMFCCI), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECOT, ECONTHAI), Vietnam (VCCI)
- 6. Program Language:** English and some parts with an English interpreter
- 7. Closing Date for Nomination:** **Friday, 5 May, 2017**
*This closing date is the date when HIDA receives candidates' Application documents from employer's organization.
- 8. Objectives:**
The program aims for the participants to deepen their understanding of Japanese Labor situation as well as the Japanese practices of industrial relations (IR) and human resource management (HRM) through the lectures and company visits which explain the basic concepts of the human resource management that are based on fostered trusting relationships between

employees and management.

9. Program Theme:

The main themes will include;

- (1) The Background and Recent trends in industrial relations (IR) and human resource management (HRM) in Japan
- (2) HRM, wage and performance appraisal system
- (3) Labor-management communication
- (4) Human resource development (HRD)
- (5) Companies/organizations visits to observe IR and HRM practices in Japan
- (6) Creating an action plan to improve IR and HRM in the participants' respective companies/ organizations

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Junior to middle managers (no higher position than senior managers) or specialists of HRM/HRD Department, who have responsibilities for IR, HRM, and/or HRD in their companies or organizations and are willing to play a key role for the dissemination of knowledge in the field of IR/HRM/HRD 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) Persons who are currently engaged in the field of IR and HRM/HRD
- (2) -1 Junior to middle managers or,
-2 Potential future managers or specialists who have more than 2 years experience in the field of IR and HRM/HRD.
- (3) -1 Persons in member companies/organizations of 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 or,
-2 Persons in employers' organization.
- (4) Persons who can most benefit from the program and will apply for what they learn from this 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 HIDA upon their return home. The other is to send the 'Evaluation Sheet for the Participant's Organization' to HIDA 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 45 and not younger than 25(*) on the first day of the program.
- (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 TOEFFL 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 25 and 45 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 25 or over 45, we might not accept them even if other requirements are satisfied.*

2) Terms and Conditions

Participants will be requested to confirm their agreement with the "Notes for Participants in HIDA Program", which include the following conditions:

- (1) Participants shall obtain a "**Temporary Visitor Visa**" by submitting the invitation documents supplied by HIDA to the Japanese Embassy or consulate in their country. HIDA 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 HIDA and the tickets will be sent to each participant in the form of an e-ticket or paper ticket through a local travel agency. In the case of paper ticket, the local travel agency in the respective country will contact the participant. 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. HIDA 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 HIDA. 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, HIDA 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 HIDA to arrange, nor arrange by themselves, any additional program for themselves during or after the program. Participants must attend all lectures, discussions, visits and ceremonial programs arranged by HIDA.
- (6) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule offered by HIDA.

14. Selection of Participants:

The selection of participants will be based upon the application documents and HIDA will notify the result of selection to the employers' organizations as well as selected participants by **26 May at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

**Tentative Schedule of
The Program on Industrial Relations and Human Resource Management [ERHR1]
From 19 June to 30 June 2017, Tokyo Kenshu Center, Tokyo, Japan**

	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
18 June (Sun)	Arrival in Japan	
19 June (Mon)	Orientation Opening Ceremony ----- Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
20 June (Tue)	Lecture: Basic Aspects of Industrial Relations and Human Resource Management in Japan	Lecture: Overview of Labor Economy Circumstances of Japan
21 June (Wed)	Organization Visit: A Workers' Unions	Company Visit: Labor-Management Relations
22 June (Thu)	Lecture: Improvement of Organization Motivation and Engagement	Lecture: Pay and Appraisal System in Japan
23 June (Fri)	Lecture: Typical Industrial Relations of Japanese Companies	Lecture: Labor-Management Consultation System in Japanese Companies
24 June (Sat)	Day-off	
25 June (Sun)	Day-off	
26 June (Mon)	Move	Company Visit: Human Resource Development at our Corporation
27 June (Tue)	Company Visit: Personnel system and Human resource development initiatives	Move
28 June (Wed)	Lecture: Basics of 5S and KAIZEN	Lecture: Response to labor-management relations, human resource management in the enterprise
29 June (Thu)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Personnel and labor and human resource development of Japanese companies
30 June (Fri)	Presentations of Action Plan by Participants (1)	Presentation of Action Plan by Participants (2) ----- Closing Ceremony & Certificate Awarding
1 July (Sat)	Departure from Japan	

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