

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

July 11, 2019

1. **Title:** **The Program on Industrial Relations and Human Resource Management [ERHR2]**
2. **Duration:** From January 15 to January 29, 2020 (15 days)
(Arrival in Japan: January 14 / Departure from Japan: January 30, 2020)
3. **Venue:** **Training and Accommodation Location:**
Tokyo Kenshu Center [TKC]
The Association for Overseas Technical Cooperation and Sustainable Partnerships
Address: 30-1, Senju-Azuma 1-chome, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763
4. **Number of Participants:** 17 in total
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), Ghana (GEA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCD), Malaysia (MEF), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECONTHAI), Turkey (TISK), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** **Monday, October 21, 2019***
*The application documents should be received by AOTS by the deadline.
8. **Objectives:**
The program aims at the participants deepening their understanding of the Japanese labor situation as well as Japanese industrial relations (IR) and human resource management (HRM) practices through lectures and company visits which explain the basic concepts of human resource management that are based on fostering a trusting relationship between labor and management.
9. **Program Elements:**
The program consists of the following elements:
 - (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 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. Participation Requirement:

- (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.
* Middle managers such as managers, section managers or section chiefs are preferable (not beyond these positions).
- (3) Persons who are not over the age of 45 and not younger than 25(*) on the first day of the program.
- (4) Persons who graduated from either a four-year college or university course, or have an equivalent educational background.
- (5) 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.)
- (6) Persons who are recommended by both the Employers' Organization and their employer.
- (7) Persons who are able to fully complete the program and to carry out two tasks.
 - (a) To make a presentation on their 'Action Plan' on the final day of the program and to send an 'Action Plan Implementation Report' to AOTS by February 28, 2019.
 - (b) To send the 'Evaluation Sheet for the Participant's Organization' to AOTS upon their return home.
- (8) Persons who are able to apply the lessons of the program in their daily working environment and to disseminate the learning experiences and knowledge acquired from the program after returning to their organization with the cooperation of their Employers' Organization.
- (9) Persons who are physically and mentally able to attend the program. In ensuring good health, pregnant candidates are not considered.
- (10) Persons should not be full-time students or armed forces personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.

** It is strongly advised that the applicants' ages 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 at most from their participation in the program. The applicants who are under 25 or over 45 may not be eligible even if other requirements are satisfied.*

13. Terms and Conditions

Participants are requested to confirm their agreement with "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 the 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 proposed by AOTS.

14. Selection of Participants:

Selection of participants will be based on the application documents, and AOTS will notify the result of selection to the employers' organizations as well as the selected participants by December 2, 2019, at the latest in order to facilitate the process of obtaining the entry visa for Japan smoothly.

15. Certificate of Attendance:

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

16. Application Documents:

Applicants should prepare and submit the following documents to the Employers' Organization (EO).
(Please do not directly submit them to the AOTS.)

- (1) Application Form (Part 2 to 7)
- (2) A copy of certificate to prove applicant's English proficiency, such as TOEFL, TOEIC, or IELTS, if applicant has not been educated in English
- (3) Applicant's face photo (3 cm x 4 cm)
- (4) A copy of applicant's passport
- (5) Applicant's company brochure

After gathering applications, the EO should submit the digital data of the necessary application documents to the AOTS by email before the due date. Please refer to "Expected Actions by Employers' Organizations" for the actions the EO should take for nomination.

Appendix**[Tentative Schedule]****The Program on Industrial Relations and Human Resource Management [ERHR2]**

From January 15 to January 29, 2020, Tokyo Kenshu Center (TKC), Tokyo, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Jan.15 (Wed.)	Orientation/Opening Ceremony Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
Jan. 16 (Thu.)	Lecture: Labor Economic Situation in Japan	Lecture: Current Developments and Future Challenges of the Trade Unions in Japan
Jan.17 (Fri.)	Lecture: Introduction to Human Resource Management	Lecture: Strengths of Japanese Employment Practices and Labor-Management Relations
Jan.18 (Sat.)	Day-off	
Jan. 19 (Sun.)	Day-off	
Jan. 20 (Mon.)	Organization Visit: A Workers' Unions	Company Visit: Examples of Labor-Management Relations
Jan. 21 (Tue.)	Lecture: Productivity Improvement -5S and KAIZEN-	Lecture: Wage and Performance Appraisal System in Japanese Companies
Jan. 22 (Wed.)	Move	Company Visit: Examples of Human Resource Development
Jan. 23 (Thu.)	Company Visit: Examples of Productivity Improvement	Move
Jan. 24 (Fri.)	Lecture: Human Resource Development in Japanese Companies	Lecture: Career Development in Japanese Companies
Jan.25 (Sat.)	Day-off	
Jan.26 (Sun.)	Day-off	
Jan. 27 (Mon.)	Lecture: Leadership	Lecture: Improvement of Organization Motivation and Engagement
Jan. 28 (Tue.)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Team Management –Instruction on Action Plan by the Lecturer-
Jan.29 (Wed.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants Wrap-up and Evaluation Closing Ceremony

NOTE: The schedule is subject to change.