

HIDA The Overseas Human Resources and Industry Development Association



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HIDA Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

12 October, 2016

- 1. Title:** The Role of Executives for Better Industrial Relations in the Global Era [ERGE]
- 2. Duration:** 12 days
from 23 January to 3 February, 2017 (22 January arrival in Japan, 4 February departure from Japan)
- 3. Venue:** HIDA Tokyo Kenshu Center
The Overseas Human Resources and Industry Development Association [HIDA]
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:** **30** in total
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Brazil (CNI), Cambodia (CAMFEBA), China (CEC), Fiji Islands (FCEF), Ghana (GEA), 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), South Africa (BUSA), 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:** **Friday, 18 November, 2016**
*This closing date is the date when HIDA receives candidates' Application documents from employer's organization.
- 8. Objectives:**
The objectives of the program are to have the participants to be able to do the following;
 - (1) To be aware of the executive's role in the global era to establish better industrial relations (IR) and practice various activities with the cooperation on both labor and management for sustainable growth.
 - (2) To examine ways to implement effective management strategies in view of the circumstances in

participants' respective countries in order to develop their companies/organizations.

- (3) To learn various management approaches implemented by Japanese companies, such as management with the cooperation of both labor and management.
- (4) To learn from one another about different perspectives, cultures and industries via discussions during the seminar.

9. Program Theme:

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

- (1) Lectures by specialists and experts
- (2) Visits to Japanese companies for study
- (3) Group discussions and presentations by participants

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Those who have responsibility for industrial relations (IR)/ human resource management (HRM)/ human resource development (HRD) in their companies organizations and are willing to play a key role for dissemination of knowledge in the field of IR/HRM/HRD.

12. Certificate of Attendance:

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

13. Participation Requirement:

1) Qualification of Candidates

- (1) Senior managers and/or management level persons of employers' organizations or their member companies or specialists of employers' organizations in charge of IR/HRM who are ready to take up higher management responsibilities in the near future as leaders of employers' organizations or their member companies.
- (2) Senior managers and/or management level persons who have at least five-years' management experience related to IR/HRM or specialists who have at least five-years' 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 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. One task 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 organizations 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 55 and not younger than 26(*).
Persons' birthday should be between 4 February 1961 and 23 January 1991.**
- (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, attach a document which proves his/her English

proficiency if he/she has any certificates that prove his/her English proficiency, e.g., official TOEFL or TOEIC score.)

- (11) Persons should not be students or armed forces personnel.
- (12) Persons who have not attended any other NICC programs previously in Japan in the past five years.
- (13) HIDA/AOTS ex-participants who have been awarded an HIDA/AOTS scholarship and participated in an AOTS training program in Japan are not entitled to apply for this program, until six months (183 days) have passed since they returned home from Japan.

** 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 “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 **14 December at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

15. Financial Arrangements:

This is financed by the Japanese Ministry of Health, Labour and Welfare (MHLW).

The following expenses will be borne by HIDA.

(Yen)

1. Air Fare [Arrival in Japan: 22 January; Departure from Japan: 4 February 2017 <u>A direct route round trip economy class air ticket</u> between an airport specified by HIDA in the participant's home country and Japan will be arranged and purchased by HIDA. Domestic transportation expenses in the participant's home country are excluded.	IN KIND
2. Personal Allowance in cash (13 days) * from 22 January to 4 February 2016 @820 yen × 13 days	10,660
3. Accommodation and Meals, from 22 January to 4 February 2017 (13 days) (1) 22 January 2017 (Arrival Day) Accommodation with dinner and breakfast of the next morning (2) From 23 January to 3 February 2017 (12 days) Accommodation with lunch, dinner and breakfast of the next morning *Canteens are closed on Sundays. The participants will receive 2,570 yen in cash per day for meals to cover this day.	IN KIND
4. Domestic Travel Allowance in Japan Arrival day: Narita International Airport – Keisei Honsen Aoto Station Departure day: Keisei Honsen Sekiya Station –Narita International Airport Kita-Senju Bus terminal (Airport Limousine)– Haneda International Airport	IN KIND
5. Overseas travel insurance Overseas travel insurance for the entire period of the program in Japan will be arranged by HIDA. This will cover the cost of treating illnesses and injuries (excluding illnesses contracted or injuries sustained before the participants' arrival in Japan, and certain treatments such as dental care and pregnancy treatment, etc.). For details of the insurance, please see the Application Form of the HIDA Program.	IN KIND
TOTAL AMOUNT TO BE PAID TO EACH PARTICIPANT IN CASH	10,660

*The following expenses will be borne by participants:

Fees for passport issuance and health checks etc., that are incurred in the participant's country for preparation to come to Japan before his/her departure.

**Tentative Schedule of the Program on
The Role of Executives for Better Industrial Relations
in the Global Era [ERGE]
From 23 January to 3 February 2017, Tokyo Kenshu Center**

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)	Evening Session (16:45-18:45)
Jan. 23	Mon	Orientation Opening Ceremony Lecture: Cross-cultural Management	Lecture: Japanese Labor Market and Labor Issues	
24	Tue	Presentation of pre-departure assignments by participants and discussion		
25	Wed	Lecture: Globalization and HRM; Competencies and Appraisals of Japanese Expatriates in Asia	Company Visit : Human Resource Management at Japanese Company	Group discussion 1
26	Thu	Lecture: Field-oriented Management under Globalization 5S and KAIZEN	Lecture: Recent Trend of Japanese Labor Unions	
27	Fri	Workshop: Case Study ~IR & HRM at Japanese Company~	Workshop: Case Study ~IR & HRM at Japanese Company~	
28	Sat	Day-off		
29	Sun	Day-off		
30	Mon	~Move~	Company Visit :CSR Strategy of Japanese Companies	Group discussion 2
31	Tue	Company Visit : Industrial Relations and Human Resources Management at a Japanese Company	~Move~	
Feb. 1	Wed	Lecture: Development of HRD in Japanese Companies under Globalization	Lecture: Field-oriented Management Harmonious Labor Management and Productivity Improvement	
2	Thu	Lecture: Mental Health Management	Workshop: Presentations by group and opinion exchange: ~Role of executives in establishing better industrial relations ~	
3	Fri	Final Presentation Individual presentations of Action Plan	Evaluation & Closing Ceremony	

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