



HIDA Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

- 1. Title:** Management Training Program [ERMT]
- 2. Duration:** 8 days
from March 8 (March 7 arrival in Japan) to March 15 (March 16 departure from Japan), 2017
- 3. Venue:** HIDA Kansai Kenshu Center
The Overseas Human Resources and Industry Development Association (HIDA)
Address: 7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan
Tel: 81-6-6608-8260 (Reception), Fax : 81-6-6690-2678
- 4. Number of Participants:** 15 in total
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE,EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mongolia (MONEF), Pakistan (EFP), the Philippines (ECOP), Sri Lanka(EFC), Thailand (ECOT,ECONTHAI) ,Turkey (TISK),Vietnam (VCCI),
- 6. Program Language:** English & some parts with an English interpreter
- 7. Closing Date for Nomination:** Monday, 23 January, 2017
*This closing date is the date when HIDA receives candidates' nomination from EOs.

8. Objectives:

This Program is especially for new managers to learn and acquire various skills, such as management techniques, leadership skills, and the role of a manager through Management Training Program. After participating in this course, you are expected to use your acquired knowledge in your work. The program is designed from the employers' point of view.

* This course is not for those wishing to become a MTP trainer. There is a separate 「Trainers' Training Course on Management Training Program」 that those wishing to being a MTP trainer can join on.

* This is a special course being held for this year only. There are no plans yet to hold this course next year or in following years.

9. Program Theme:

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

(1) MTP-Basic:

The MTP program is configured with 17 contents.

- ① Basic principles of management
- ② Principles of organizational management
- ③ Management and standards
- ④ Problem awareness and creativity
- ⑤ The improvement of work/Improving job assignments/The improvement of work
- ⑥ Planning
- ⑦ Directing
- ⑧ Controlling
- ⑨ Coordinating
- ⑩ The meaning of developing subordinates
- ⑪ The cultivation of individual skills and ability
- ⑫ The cultivation of team skills and ability
- ⑬ Understanding human behavior
- ⑭ Attitudes and their development
- ⑮ Taking care of problems concerning people
- ⑯ Leadership
- ⑰ The development of good management

We will learn these contents by lectures and group discussion.

(2) Company Visit

Participants have an opportunity to visit a company to observe human resource management in practice.

(3) Individual Work and Presentations

Participants are required to prepare a pre-assignment, analyzing the current issues and situations by themselves in advance, and make a presentation to share with their co-participants. With the skills and knowledge acquired through the course, the participants will draw up an Action Plan.

(2) Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

In employers' organizations or their member companies, people who are current managers and potential future managers, especially those who will try to spread their acquired knowledge after returning to their countries.

12. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the program, by HIDA and the Japan Industrial Training Association (JITA).

13. Participation Requirement:

1) Qualification of Candidates

- (1) Persons who are current managers and potential future managers in employers' organizations or their member companies.
- (2) Persons in member companies 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.
- (3) Persons who can most benefit from the program and apply the lessons of the program in their daily working environment.

- (4) Persons who are able to fully complete this program and to carry out the following tasks upon their return home: Submit a modified 'Action Plan' drawn up by themselves and receive and submit an 'Evaluation Sheet form' filled in by their organization to HIDA.
- (5) 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.
- (6) Persons who graduated from a four-year course from either a college or university, or have an equivalent educational background.
- (7) **Persons who are not over the age of 45 and not younger than 23. (*)**.
Persons' birthday should be between 16 March 1971 and 7 March 1994.
- (8) Persons who have at least 1 year working experience.
- (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 prove the candidate's English proficiency. And if the candidate has any certificates to prove his/her English proficiency, e.g., official TOEFL or TOEIC score, please attach these.)
- (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 23 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 23 or over 45, 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) Reservations of tickets for air travel to and from Japan will be made by HIDA and 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) of a third country between participants' home countries and Japan for any reasons other than flight convenience.
- (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.

(6) Participants shall leave Japan and return home upon completion of the in Japan according to the original schedule offered by HIDA.

(7) If the participant changes or cancels the flight due to personal reasons, there is a high possibility that the participant will be obliged to pay the change or cancellation charges.

14. Selection 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 **23 January 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: 7 March; Departure from Japan: 16 March 2017 A direct route round trip economy class air ticket 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 (8 days) * from 8 March to 15 March 2017 @820 yen × 8 days	6,560
3. Accommodation and Meals, from 7 March to 15 March 2017 (9 days) (1) 7 March 2017 (Arrival Day) Accommodation with dinner and breakfast of the next morning (2) From 8 March to 15 March 2017 (8 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 The participants have a meeting service from the airport to Kansai Kenshu Center.	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	14,760

*The following expenses will be borne by participants:

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

Appendix

Tentative Schedule of Management Training Program(MTP) [ERMT] From 8 March to 15 March 2017, Kansai Kenshu Center, Tokyo, Japan

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-17:30)
March 8	Wed.	Orientation Opening Ceremony Presentation of pre-departure assignment by participants and discussion	<u>MTP</u> #1 Basic Principles of Management #2 Principles of Organizational Management
9	Thu.	Lecture: Current Labor and Economic Situation in Japan	<u>MTP</u> #3 Management and Standards #4 Problem Awareness and Creativity
10	Fri.	<u>MTP</u> #5 The Improvement of Work #6 Planning	Company Visit: Characteristics of Japanese Production
11	Sat.	Day-off	
12	Sun.	Day-off	
13	Mon.	<u>MTP</u> #7 Directing #8 Controlling #9 Coordinating	<u>MTP</u> #10 The Meaning of Developing Subordinates #11 The Cultivation of Individual Skills and Ability
14	Tue.	<u>MTP</u> #12 The Cultivation of Team Skills and Ability #13 Understanding Human Behavior	<u>MTP</u> #14 Attitudes and Their Development #15 Taking Care of Problems Concerning People
15	Wed.	<u>MTP</u> #16 Leadership #17 The Development of Good Management Q&A session and additional lecture on MTP	<u>Action Plan</u> Presentation of Final Report and Action Plan

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