

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

October 9, 2018

1. **Title:** Invitation Program for Successful Former Participants -- Study of Latest Japanese Labour Practices and Opinion Exchange with Japanese Professionals - [ERFP]
2. **Duration:** From February 18 to February 22, 2019 (5 days)
(Arrival in Japan on February 17 and departure from Japan on February 23, 2019)
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:** 10 in total
(one or two from the organizations shown below)
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), China (CEC), India (AIOE), Mexico (COPARMEX), Myanmar (UMFCCI), the Philippines (ECOP), Thailand (ECOT, ECONTTHAI), Turkey (TISK)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Friday, November 30, 2018*
*The application documents should be reached to AOTS by this deadline.
8. **Objectives:**
The objectives of the program are for the former participants to up-date their knowledge on and deepening understanding of the latest practices of industrial relations and HRM in Japan and also to disseminate the latest labor and economic information in respective countries of the participants among Japanese business persons in the AOTS Interactive Meeting.
9. **Program Themes:**
The course will be conducted, combining the following four elements:
 - (1) Lectures by specialists and experts
 - (2) Company Visits
 - (3) Interactive Meeting; discussion with Japanese professionals on the latest labour environment and IR information.
 - (4) Individual work and presentations
10. **Tentative Schedule:**
Please refer to the attached schedule (appendix).

11. Target Participants:

Former participants of NICC short-term program and/or HIDA/AOTS Employers' Organization Cooperation Program in Japan who have responsibility for industrial relations (IR)/ human resource management (HRM)/ human resource development (HRD) in their companies or organizations and who are willing to play a key role for dissemination of knowledge in the field of IR/HRM/HRD etc.

12. Participation Requirement:

1) Qualification of Applicants (Applicants must meet all the requirement below)

- (1) Persons who participated any NICC short-term program or HIDA/AOTS Employers' Organization Cooperation Program in Japan. Those who submit the copy of the certificate of the program completion are preferable.
***Former-participants who participated in the AOTS Employers' Organization Cooperation Program in Japan during FY2016 and FY 2017 (April 2016 – March 2018) are not eligible for this program.**
- (2) -1 Managers or specialists in employers' organizations/ the member companies who have the responsibilities in the field of IR, HRM and HRD.
-2 Persons in the member companies/ employer's organization who played a role in solving labor disputes in their companies or countries.
*Candidates who can share and present the IR and HRM situation in his/her own country during the program are to be given the first priority.
- (3) Persons who are not over the age of 60 and not younger than 26(*) 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 an applicant was not educated in English, a document which proves his/her English proficiency, e.g., official TOEFFL 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 May 22,2019.
 - (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.

** It is strongly advised that the candidates' age fall within the range of 26 and 60 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 60, we will not be able to accept them even if other requirements are satisfied.*

2) 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.

**Tentative Schedule of
Invitation Program for Successful Former Participants
- Study of Latest Japanese Labour Practices and
Opinion Exchange with Japanese Professionals –
[ERFP]**

From 18 February to 22 February, 2018, Tokyo Kenshu Center

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
18 Feb.	Mon.	Orientation Opening ceremony	Presentation of pre-departure assignment by participants and discussion
		Lecture: Recent Trends in Japanese HRM and IR	
19	Tue.	Lecture: Productivity Improvement (5S, Kaizen and small group activities)	Lecture: Human Resource Development
20	Wed.	Lecture: CSR Strategy of Japanese Companies	Company Visit: Examples of Human Resource Management
21	Thu.	Lecture: Harmonized Industrial Relations	<u>AOTS Interactive Meeting:</u> Disseminate the latest overseas labour environment and IR information to Japanese people by ERFP participants
22	Fri.	Lecture: Recent Trend and Issues of Japanese Labor Unions	Presentation of action plan Course evaluation Award of Certificates

[NOTE]

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