

HIDA Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

01 April 2017

- 1. Title:** Instructors' Training Course on Management Training Program [ERMI]
- 2. Duration:** 17 days
from May 24 (May 23 arrival in Japan) to June 9 (June 10 departure from Japan), 2017
- 3. Venue:** **Training Location:**
HIDA Kansai Kenshu Center [KKC/HIDA]
The Overseas Human Resources and Industry Development Association
Address: 7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan
Tel: 81-6-6608-8260 (Reception), Fax : 81-6-6690-2678

Accommodation:
Same as above.
- 4. Number of Participants:** 17 in total
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE), Indonesia (APINDO), Lao P.D.R. (LNCCI), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECONTHAI), Vietnam (VCCI)
- 6. Program Language:** English and some parts with an English interpreter
- 7. Closing Date for Nomination:** **Tuesday, 18 April, 2017**
*This closing date is the date when HIDA receives candidates' Application documents from employer's organization.
- 8. Objectives:**
"Management Training Program (MTP)" is a training program conducted by The Japan Industrial Training Association (JITA). It is a systematic program to learn "the basics of the management" required to any level of "Managers" who have subordinates. In this program, participants will learn the whole "MTP", and will also acquire the skills to perform as an MTP instructor. After completion of the course, participants will be officially accredited as an MTP instructor and

be eligible to instruct in their company / organization for public interest purposes.

9. Program Theme:

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

- (1) Lectures by specialists and experts
- (2) Company Visits
- (3) Group discussions and presentations by participants

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

HRM managers assuming responsibility for developing people in employers' organizations or their member companies in the field of management and with the potential to become a future leader of their organization.

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) Senior managers and/or management personnel 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 personnel 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 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. 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 45 and not younger than 26. (*)**.
Persons' birthday should be between 10 June 1971 and 23 May 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 **5 May at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

Appendix

Tentative Schedule of The Trainers' Training Course on Management Training Program [ERMI] From 25 May to 10 June 2016, Tokyo Kenshu Center, Tokyo, Japan

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-17:30)
May 24	Wed.	Orientation Opening Ceremony	Presentation of pre-departure assignment by participants and discussion
25	Thu.	Lecture: "Current Developments and Future Challenges of the Trade Unions in Japan	MTP Course Orientation -Assignment
26	Fri.	<u>Presentation of MTP by instructor</u> #1 Basic Principles of Management #2 Principles of Organizational Management	<u>Presentation of MTP by instructor</u> #3 Management and Standards #4 Problem Awareness and Creativity
27	Sat.	Day-off	
28	Sun.	Day-off	
29	Mon.	<u>Presentation of MTP by instructor</u> #5 The Improvement of Work #6 Planning	<u>Presentation of MTP by instructor</u> #7 Directing #8 Controlling #9 Coordinating
30	Tue.	<u>Presentation of MTP by instructor</u> #10 The Meaning of Developing Subordinates #11 The Cultivation of Individual Skills and Ability	<u>Presentation of MTP by instructor</u> #12 The Cultivation of Team Skills and Ability #13 Understanding Human Behavior
31	Wed.	<u>Presentation of MTP by instructor</u> #14 Attitudes and Their Development #15 Taking Care of Problems Concerning People	<u>Presentation of MTP by instructor</u> #16 Leadership #17 The Development of Good Management Q&A session and additional lecture on MTP
June 1	Thu.	What is Required for MTP Instructors ?	Explanation and Preparation on Participant' Presentation
2	Fri.	Company Visit	

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-17:30)
3	Sat.	Day-off	
4	Sun.	Day-off	
5	Mon.	<u>Participant Presentations on MTP</u> (Practice presentations by participants, mutual critique by participants, and overall comments and guidance by instructor) 1. #1-1: What is Management? 2. #1-2: Roles of a Manager 3. #3 Management and Standards 4. #4-1: Problems and Problem Awareness	<u>Participant Presentation on MTP</u> 5. #6: Planning 6. #7 Directing 7. #8 Controlling 8. #9 Coordinating
6	Tue.	<u>Participant Presentation on MTP</u> 9. #10 The Meaning of Developing Subordinates 10. #11 The Cultivation of Individual Skills and Ability 11.#12 The Cultivation of Team Skills And Ability 12.#13 Understanding Human Behavior	<u>Participant Presentation on MTP</u> 13.#14 Attitudes and Their Development 14. #15 Taking Care of Problems Concerning People 15. #16 Leadership
7	Wed.	<u>Participant Presentation on MTP</u> 16. #1-1: What is Management? 17. #1-2: Roles of a Manager 18. #3 Management and Standards 19. #4-1: Problems and Problem Awareness	<u>Participant Presentation on MTP</u> 20. #6: Planning 21. #7 Directing 22. #8 Controlling 23. #9 Coordinating
8	Thu.	<u>Participant Presentation on MTP</u> 24. #10 The Meaning of Developing Subordinates 25. #11 The Cultivation of Individual Skills and Ability 26.#12 The Cultivation of Team Skills And Ability 27.#13 Understanding Human Behavior	<u>Participant Presentation on MTP</u> 28.#14 Attitudes and Their Development 29. #15 Taking Care of Problems Concerning People 30. #16 Leadership
9	Fri.	<u>Action Plan</u> Presentation of Final Report and Action Plan	Exchanging Opinions Award of Certificates

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