

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

June 13, 2018

1. **Title:** The Program on Industrial Relations and Human Resource Management for Executives [ERHE]
2. **Duration:** From November 5 to November 16, 2018 (10 days)
(Date of arrival in Japan on November 4
Date of departure from Japan on November 17)
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:** 20 in total
(one or two from the organizations shown below)
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), China (CEC), India (AIOE, EFI), Indonesia (APINDO), Malaysia (MEF), Mongolia (MONEF), Myanmar (UMFCCI), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECOT, ECONTHAI), Turkey (TISK), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Friday, September 7, 2018*
*The application documents should be reached to AOTS by this deadline.
8. **Objectives:**
The program aims for the participants to understand Japanese practices of IR and HRM in companies compared with their own systems, finding solutions to issues from the view point of the executive management, and enhancing participants' capabilities to optimally utilize human resources at a company-wide level by observing the best practices.
9. **Program Components:**
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
 - (4) Individual work and presentations
10. **Tentative Schedule:**
Please refer to the attached schedule (appendix).

11. Target Participants:

Executives or senior managers of Employers' Organizations or its member companies who are responsible for the human resource management and/or industrial relations in their organizations/companies.

12. Participation Requirement:

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

- (1) Executives including general managers of Employers' Organizations or their member companies.
- (2) Executives who have at least five years' management experiences in the field of IR and/or HRM.
- (3) Persons who are not over the age of 60 and not younger than 30(*) 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 the following 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 January 31, 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 organizations 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 30 and 60 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 30 or over 60 may not be eligible 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.
- (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

16. Application Documents:

The applicants should prepare and submit the following documents from No. 2 to 10 to the Employers' Organization (EO) in your country. Then, the EO will select the candidates and send the application documents (document No. 1 to 10) to AOTS with its priority list (document No.11).

- (1) Application Form Part 1: Nomination by Employers' Organization
- (2) Application Form Part 2: Recommendation by Company/Organization
- (3) Application Form Part 3: Applicant's Personal History and Record
- (4) Application Form Part 4: Pre-Training Report
- (5) Application Form Part 5: Medical Check Sheet
- (6) Application Form Part 6: Overseas Travel Insurance Procedure and Consent Form
- (7) One copy of applicant's face photo (3 cm x 4 cm)
- (8) One copy of applicant's company/organization brochure
- (9) One copy of applicant's passport
- (10) Any certificates that prove the applicant's English proficiency, if the applicant has not been educated in English
- (11) Priority List of the Nominated Candidates prepared by the Employers' Organization

* Besides the original application form (hard copy), it would be appreciated if you could kindly send the participants' application forms in Microsoft Excel data format to "employers-bb@aots.jp".

Appendix

[Tentative Schedule]

**The Program on Industrial Relations and Human Resource Management for Executives [ERHE]
From November 5 to November 16, 2018, Tokyo Kenshu Center (TKC), Tokyo, Japan**

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Nov. 5	Mon	Orientation Opening Ceremony Lecture: Employment Relations in an international perspective	Presentation of pre-training report by the participants
Nov. 6	Tue	Lecture: Japanese Labor Market and Labor Issues	Lecture: Movement and Current Issues of Trade Unions of Japan
Nov. 7	Wed	Lecture: Japanese Labor Law	Company Visit : Examples of Human Resource Development
Nov. 8	Thu	Lecture: Managerial Strategies and Human Resource Management	Lecture: Global Management and Japanese Manager
Nov. 9	Fri	Lecture: Labor-Management Consultation System in Japanese Companies	Lecture: Examples of Human Resource Development
Nov. 10	Sat	Day off	
Nov. 11	Sun	Day off	
Nov. 12	Mon	Lecture: Labor-Management Consultation System in Japanese Companies	Lecture: Management under the different cultures and Human Resource Management
Nov. 13	Tue	Lecture: Motivation and Engagement	Lecture: Improvement of Quality of Life for workers
Nov. 14	Wed	-- Move --	Company Visit: Example of Diversity Management
Nov. 15	Thu	Company Visit : Examples of Human Resource Development	-- Move --
Nov. 16	Fri	Lecture: CSR Activities in Japanese Company	Presentation of Action by Participants Closing Ceremony

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