

AOTS Employers' Organizations Cooperation Program

FY2020 PROGRAM NOTIFICATION

July 14, 2020

1. Title:

The Program on Industrial Relations and Human Resource Management for Executives [ERHE]

2. Duration:

- Online lectures will be held on October 5, 6, 19, 20 and November 4, 6.
- Face-to-face lectures in Japan will be held from November 24 to December 2 except on Saturday and Sunday. (The date of arrival in Japan will be November 23 and the date of departure from Japan will be December 3.)

3. Venue:

Training and accommodation location for the face-to-face lectures in Japan is as follows:

Tokyo Kenshu Center (TKC)

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)

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:

17 in total

5. Invited Countries:

Cambodia (CAMFEBA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Pakistan (EFP), the Philippines (ECOP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECOT, ECONTHAI), Turkey (TISK), Vietnam (VCCI)

6. Seminar Language:

English or Japanese with English interpretation

7. Nomination Deadline:

[O qpf c{, August 32, 2020](#)

Application documents should reach AOTS by this deadline.

8. Objectives:

The seminar aims for participants to understand Japanese practices of industrial relations (IR) and human resource management (HRM) compared with their own systems, find solutions to issues they are facing from the view point of executive management, and improve their capabilities to optimally utilize human resources at a company-wide level.

9. Seminar Elements:

The seminar is consist of the following elements:

- (1) Background and recent trends in IR and HRM in Japan
- (2) Key elements related to HRM practices
- (3) Labor-management communication
- (4) Human resource development (HRD)
- (5) Company visits to observe IR and HRM practices in Japan*

*There is a high possibility that we would be unable to arrange company visits because of COVID-19 impact. In that case, we will substitute company visits with lectures.

- (6) Creating an action plan to improve IR and HRM in participants' respective companies/ organizations

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 IR and/or HRM in their companies/organizations.

12. Participation Requirement:

Applicants must meet all the following requirements:

- (1) Executives including general managers of Employers' Organizations or their member companies.
- (2) Persons who have at least five years' management experience 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 seminar.
- (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 a candidate was not educated in English, a document which proves his/her English proficiency, e.g., official TOEFL or TOEIC score, should be attached.)
- (6) Persons who are recommended by both Employers' Organization and their employer.
- (7) Persons who are able to fully complete the seminar and to carry out two tasks.
 - (a) To make a presentation on their 'Action Plan' on the final day of the seminar and to send an 'Action Plan Implementation Report' to AOTS by [February 25, 2021](#).
 - (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 seminar in their daily working environment and to disseminate the learning experiences and knowledge acquired from the seminar after returning to their organization with the cooperation of Employers' Organization.
- (9) Persons who are physically and mentally able to attend the seminar. In ensuring good health, pregnant candidates are not considered.
- (10) Persons should not be full-time students or military personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years. [However, the participants of EREO seminar which was held in FY2018 are eligible to apply for seminars from FY2020.](#)
- (12) Persons who can attend all of the online lectures prior to the face-to-face lectures in Japan. Equipment such as a personal computer, a microphone, a webcam and internet connection to attend the online lectures should be prepared by themselves. Basically, the online lectures are supposed to be held from 15:00 to 17:00 in Japan Standard Time. Assignment may be given after each session. For those in countries where there are difficulties taking live lectures because of the time difference, they are required to view a video stream of those lectures.

**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 seminar) and benefit at most from their participation in the seminar. The applicants who are under 30 or over 60 may not be eligible even if other requirements are satisfied.*

13. 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 "**Training 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 a 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 seminar will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the seminar begins and their flights for departure one day after the seminar 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 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, AOTS may charge them the cost of their air ticket.
- (4) Participants shall not be accompanied by their family members to Japan during the seminar.
- (5) Participants must stay at the designated accommodations during the seminar.
- (6) Participants shall not request AOTS to arrange nor arrange by themselves any additional program for themselves during or before/after the seminar.
- (7) Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.
- (8) Participants shall leave Japan and return home upon completion of the seminar in Japan according to the original schedule proposed by AOTS.
- (9) Participants must waive their right to visit Japan and attend the face-to-face lectures if there is a high possibility that they cannot enter Japan or go back to their countries because of border controls related to COVID-19.
- (10) If many of participants would be unable to attend the face-to-face lectures in Japan because of border controls related to COVID-19, AOTS may conduct all the lectures online or delay the face-to-face lectures in Japan. In this case, even if some of them would be able to visit Japan without problems related to COVID-19, they also must waive their right to visit Japan as originally planned and follow instructions by AOTS.
- (11) Regarding intellectual property rights, the streamed lectures may not be downloaded or recorded in any way and they may also not be used for any other purpose than participation in the seminar. Data distributed to participants through the lectures may be used only for designated and approved purposes. The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.

14. Selection of Participants:

Selection of participants will be based on the application documents. AOTS will notify the result of selection to Employers' Organizations as well as the selected participants **by September 4, 2020 at the latest** in order to facilitate the process of obtaining a visa for Japan smoothly.

15. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the seminar. However, if a participant fails to follow the conditions listed below, in general, the certificate will not be issued to them:

- Attend all the scheduled online lectures and submit an assignment. If he/she lives in a country where there are difficulties taking live lectures because of the time difference, view a video stream of those lectures.
- Attend two-thirds of the scheduled activities in Japan.
- Submit all documents which are required for the seminar.
- Obtain sufficient learning results which are expected for each seminar by lecturers and AOTS.

18. Application Documents:

Applicants should prepare and submit the following documents to Employers' Organization in their countries. Please do not directly submit them to AOTS.

- (1) Application Form (Part 2 to 7)
- (2) A copy of certificate to prove applicant's English proficiency such as TOEFL, TOEIC or IELTS if the applicant has not been educated in English.
- (3) Applicant's face photo (3 cm x 4 cm)
- (4) A copy of applicant's passport
- (5) Applicant's company brochure

After gathering applications, Employers' Organizations should submit the necessary application documents to AOTS by email before the deadline. Please refer to "Expected Actions by Employers' Organizations" for the actions to be taken for nomination.

Appendix**Tentative Schedule of ERHE****1. Online Lectures**

Date	2-Hour Session (15:00-17:00 in Japan Standard Time)
Oct. 5 (Mon.)	14:30-15:00 Brief Guidance on Online Lectures and Self-Introduction 15:00-15:30 Keynote Lecture 15:30-17:00 Presentation of Pre-Training Report by Participants
Oct. 6 (Tue.)	Presentation of Pre-Training Report by Participants
Oct. 19 (Mon.)	Lecture: Impact of COVID-19 and Workstyle
Oct. 20 (Tue.)	Lecture: Impact of COVID-19 and Workstyle
Nov. 4 (Wed.)	Lecture: Characteristics of Japanese IR and HRM
Nov. 6 (Fri.)	Lecture: Characteristics of Japanese IR and HRM

***Schedule may change without prior notice.**

2. Face-to-face Lectures in Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Nov. 23 (Mon.)	Arrival in Japan	
Nov. 24 (Tue.)	Orientation and Opening Ceremony Lecture: Harmonization of Management Strategy and HRM	Presentation of Updated Pre-Training Report by Participants
Nov. 25 (Wed.)	Lecture: Current Development and Future Challenges of Trade Unions in Japan	Lecture: Leadership
Nov. 26 (Thu.)	Lecture: Japanese Labor Law	Lecture: Work-life Balance and Diversity
Nov. 27 (Fri.)	Day-off	
Nov. 28 (Sat.)	Day-off	
Nov. 29 (Sun.)	Lecture: Wage and Performance Appraisal System in Japanese Companies	Lecture: Global Management and Japanese Managers
Nov. 30 (Mon.)	Lecture: 5S and Kaizen Activities for Human Resource Development	Lecture: Retention Management
Dec. 1 (Tue.)	Lecture: Impact of New Technologies on Labor Situation (1)	Lecture: Impact of New Technologies on Labor Situation (2)
Dec. 2 (Wed.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants Wrap-up and Evaluation Closing Ceremony
Dec. 3 (Thu.)	Departure from Japan	

***Schedule including date may change without prior notice.**