



The Association for Overseas Technical Cooperation and Sustainable Partnerships

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534

Tel: 81-3-3888-8253 Fax: 81-3-3888-8242 E-mail: employers-bb@aots.jp URL: <http://www.aots.jp>

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

1. **Title:** Management Training Program [ERMT]
2. **Duration:** 6 days
from March 13 (March 12 arrival in Japan) to March 20 (March 21 departure from Japan), 2018
3. **Venue:**
Training Location:
AOTS Tokyo Kenshu Center
The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)
Address: 30-1, Senju-Azuma 1-Chome, Adachi-ku, Tokyo
Tel: 81-3-3888-8231 (Reception), Fax : 81-3-3888-8242

Accommodation:
Ayase Kokusai Hotel
Address: 4-8-5 Kosuge, Katsushika-ku, Tokyo 124-0001, Japan
Tel: 81-3-5680-2200 (Reception), Fax:81-3-5680-5500
Access: Approximately 1 minute on foot from Ayase Subway Station (Chiyoda Line, one stop from Kitasenju Sta.)
4. **Number of Participants:** 10 in total (tentative)
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mongolia (MONEF), Nepal (FNCCI),Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECONTHAI) ,Vietnam (VCCI),
***We might not be able to invite participants from every EO.**
6. **Program Language:** English & some parts with an English interpreter
7. **Closing Date for Nomination:** **Tuesday, 30 January, 2018**
*This closing date is the date when AOTS 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 program, 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 Contents:

The program 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) Visit

Participants have an opportunity to visit a place to observe Japanese 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 program, the participants will draw up an Action Plan.

10. 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 AOTS 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 AOTS.
- (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 48 and not younger than 23 on the course starting day(*)**.
- (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 48 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 48, 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 AOTS Program," which include 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) Reservations of tickets for air travel to and from Japan will be made by AOTS 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. 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 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 AOTS 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 AOTS.
- (6) Participants shall leave Japan and return home upon completion of the in Japan according to the original schedule offered by AOTS.
- (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 AOTS will notify the result of selection to the employers' organizations as well as selected participants by **16 February at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

16. Application Documents:

The prospective candidates should prepare and submit the following document to the Employers' Organization (EO) in your country. Then, the EO will select the candidates and send the application documents to AOTS.

- (1) Application Form Part 1: Nomination by Employers' Organization
- (2) Application Form Part 2: Recommendation by Company/Organization
- (3) Application Form Part 3: Candidate's Personal History and Record
- (4) Application Form Part 4: Medical Check Sheet
- (5) Application Form Part 5: Pre-departure Assignment
- (6) Application Form Part 6: Overseas Travel Insurance Consent Form
- (7) Application Form Part 7: About the Handling of Personal Information Concerning Trainees
- (8) One copy of face photo (3 cm x 4 cm)
- (9) One copy of a brochure of the candidate's company/organization
- (10) Copy of passport and an identification document issued by a public organization in the candidate's country containing the candidate's name in full, a photo of the candidate and his/her home address
- (11) Prioritized List of Candidates prepared by the EO

**Tentative Schedule of
Management Training Program(MTP) [ERMT]
From 13 March to 20 March 2018, Tokyo Kenshu Center, Tokyo, Japan**

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-17:30)
March 13	Tue.	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
14	Wed.	Lecture: Current Labor and Economic Situation in Japan	<u>MTP</u> #3 Management and Standards #4 Problem Awareness and Creativity
15	Thu.	<u>MTP</u> #5 The Improvement of Work #6 Planning	Visit: Characteristics of Japanese Production/ Japanese Leader Philosophy
16	Fri.	<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
17	Sat.	Day-off	Day-off
18	Sun.	Day-off	Day-off
19	Mon.	<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
20	Tue.	<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.