

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

April 2, 2018

1. **Title:** Instructors' Training Course on "Management Training Program (MTP)" [ERMI]
2. **Duration:** From May 21 to June 8, 2018 (15 days)
(Date of arrival in Japan on May 20 and date of departure from Japan on June 9)
3. **Venue:** **Training and Accommodation Location:**
Kansai Kenshu Center [KKC]
The Association for Overseas Technical Cooperation and Sustainable Partnerships
Address: 7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan
Tel: 81-6-6608-8260 (Reception), Fax : 81-6-6690-2678
4. **Number of Participants:** 17 in total
(one or two from the organizations shown below)
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI), Pakistan (EFP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECOT, ECONTTHAI), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Wednesday, April 18, 2018*
*The application documents should be reached to AOTS by this deadline.
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 Elements:**
The program is consist of the following three 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:

Target participants should be those who aim to be an instructor of MTP in one of the following positions:

- (1) Middle managers who supervise and instruct subordinates in the field of Industrial Relations (IR) and/or Human Resource Management (HRM) at employers' organization member companies or employers' organizations,

OR

- (2) Specialists who are instructors/trainers (including future instructors/trainers) in the fields of IR and/or HRM at employers' organization member companies or employers' organizations

12. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the program.

13. Participation Requirement:

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

- (1) Middle managers* who supervise and instruct subordinates or specialists who are instructors/trainers (including future instructors/trainers), in the fields of IR and/or HRM at employers' organization member companies or employers' organizations
*Middle managers such as managers, section managers or section chiefs but not beyond these positions are preferable.
- (2) Middle managers with at least five years' managing experiences*, or specialists with at least five years' training experiences*, in the fields of IR and/or HRM at employers' organization member companies or employers' organizations
*Five to fifteen years' of experiences are preferable.
- (3) Persons whose ages are between 26 and 45**.
- (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 the employer's organization and their employer.
- (7) Persons who are able to fully complete the program and to carry out two tasks. The one is to make a presentation on their 'Action Plan' on the final day of the program and to send a modified 'Action Plan' to AOTS upon their return home. The other is 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 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 26 and 45 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 26 or over 45 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:

Appendix

[Tentative Schedule]

The Instructors' Training Course on "Management Training Program (MTP)" [ERMI] From May 21 to June 8, 2018, Kansai Kenshu Center (KKC), Osaka, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
May 21 (Mon.)	Orientation Opening Ceremony	Lecture: "Japanese Labor Economy Situation" Presentation of pre-departure assignment by participants and discussion
May 22 (Thu.)	Presentation by participants on pre-training report	MTP Course Orientation -Assignment
May 23 (Wed.)	<u>Presentation of MTP by instructor [1]</u> #1 Basic Principles of Management #2 Principles of Organizational Management	<u>Presentation of MTP by instructor [2]</u> #3 Management and Standards #4 Problem Awareness and Creativity
May 24 (Thu.)	<u>Presentation of MTP by instructor [3]</u> #5 The Improvement of Work #6 Planning	<u>Presentation of MTP by instructor [4]</u> #7 Directing #8 Controlling #9 Coordinating
May 25 (Fri.)	Lecture: "Current Developments and Future Challenges of the Trade Unions in Japan"	Company visit:
May 26 (Sat.)	Day-off	
May 27 (Sun.)	Day-off	
May 28 (Mon.)	<u>Presentation of MTP by instructor [5]</u> #10 The Meaning of Developing Subordinates #11 The Cultivation of Individual Skills and Ability	<u>Presentation of MTP by instructor [6]</u> #12 The Cultivation of Team Skills and Ability #13 Understanding Human Behavior
May 29 (Tue.)	<u>Presentation of MTP by instructor [7]</u> #14 Attitudes and Their Development #15 Taking Care of Problems Concerning People	<u>Presentation of MTP by instructor [8]</u> #16 Leadership #17 The Development of Good Management Q&A session and additional lecture on MTP
May 30 (Wed.)	Exercise: "What Required for MTP Instructors"	Lecture: Explanation and Preparation for Participants' MTP Presentation Exercise
May 31 (Thu.)	Company visit	Company visit
Jun. 1 (Fri.)	<u>Participant Presentation Exercise on MTP [1]</u> 1. #1-1: What is Management? 2. #1-2: Roles of a Manager 3. #3 Management and Standards	<u>Participant Presentation Exercise on MTP [2]</u> 4. #4-1: Problems and Problem Awareness 5. #6: Planning 6. #7 Directing
Jun. 2 (Sat.)	Day-off	
Jun. 3 (Sun.)	Day-off	

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Jun. 4 (Mon.)	<u>Participant Presentation Exercise on MTP [3]</u> 7. #8 Controlling 8. #9 Coordinating 9. #10 Meaning of Developing Subordinates	<u>Participant Presentation Exercise on MTP [4]</u>
Jun. 5 (Tue.)	<u>Participant Presentation Exercise on MTP [5]</u> 13.#14 Attitudes and their Development 14.#15 Taking Care of Problems Concerning People 15.#16 Leadership	<u>Participant Presentation Exercise on MTP [6]</u> 16. #1-1: What is Management? 17. #1-2: Roles of a Manager 18. #3 Management and Standards
Jun. 6 (Wed.)	<u>Participant Presentation Exercise on MTP [7]</u> 19.#4-1:Problems and Problem Awareness 20.#6: Planning 21.#7 Directing	<u>Participant Presentation Exercise on MTP [8]</u> 22.#8 Controlling 23.#9 Coordinating 24.#10 Meaning of Developing Subordinates
Jun. 7 (Thu.)	<u>Participant Presentation Exercise on MTP [9]</u> 25.#11 Cultivation of Individual Skills and Ability 26.#12 Cultivation of Team Skills and Ability 27.#13 Understanding Human Behavior	<u>Participant Presentation Exercise on MTP [10]</u> 28.#14 Attitudes and their Development 29. #15 Taking Care of Problems concerning People 30.#16 Leadership
Jun. 8 (Fri.)	<u>Presentation of Action Plan by participants</u> Presentation of Final Report and Action Plan	<u>Presentation of Action Plan by participants</u> Presentation of Final Report and Action Plan Wrap-up and Evaluation Closing Ceremony

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