

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

April 5, 2018

1. **Title:** The Program on Industrial Relations and Human Resource Management [ERHR1]
2. **Duration:** From June 13 to June 27, 2018 (15 days)
(Date of arrival in Japan on June 12 and date of departure from Japan on June 28)
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), Fiji Islands (FCEF), 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, ECONTTHAI), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Tuesday, May 8, 2018*
*The application documents should be reached to AOTS by this deadline.
8. **Objectives:**
The program aims for the participants to deepen their understanding of Japanese Labor situation as well as the Japanese practices of industrial relations (IR) and human resource management (HRM) through the lectures and company visits which explain the basic concepts of the human resource management that are based on fostered trusting relationships between employees and management.
9. **Program Themes:**
The program is consist of the following themes;
 - (1) The background and recent trends in industrial relations (IR) and human resource management (HRM) in Japan
 - (2) HRM, wage and performance appraisal system
 - (3) Labor-management communication
 - (4) Human resource development (HRD)
 - (5) Companies/organizations visits to observe IR and HRM practices in Japan
 - (6) Creating an action plan to improve IR and HRM in the participants' respective companies/ organizations

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Junior to middle managers or specialists of HRM/HRD Department, who have responsibilities for IR, HRM, and/or HRD in their companies or organizations and are willing to play a key role for the dissemination of knowledge in the field of IR/HRM/HRD acquired from the program in their respective countries.

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) Persons who are currently engaged in the field of IR and HRM/HRD.
- (2) -1 Junior to middle managers or,
-2 Potential future managers or specialists who have more than 2 years' experience in the field of IR and HRM/HRD.
*Middle managers such as managers, section managers or section chiefs but not beyond these positions are preferable.
- (3) -1 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 or,
-2 Persons in employers' organization.
- (4) Persons who can most benefit from the program and 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. 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.
- (6) 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.
- (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 25(*) on the first day of the program.
- (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, a document which proves his/her English proficiency, e.g., official TOEFFL or TOEIC score, should be attached.)
- (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 applicants' ages fall within the range of 25 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 25 or over 45 may not be eligible even if other requirements are satisfied.*

Appendix

[Tentative Schedule]

The Program on Industrial Relations and Human Resource Management [ERHR1] From June 13 to June 27, 2018, Tokyo Kenshu Center (TKC), Tokyo, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
June 13 (Wed.)	Orientation/Opening Ceremony Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
June 14 (Thu.)	Lecture: Labor Economic Situation in Japan	Lecture: Current Developments and Future Challenges of the Trade Unions in Japan
June 15 (Fri.)	Lecture: Introduction to Human Resource Management	Lecture: Strengths of Japanese Employment Practices and Labor-Management Relations
June 16 (Sat.)	Day-off	
June 17 (Sun.)	Day-off	
June 18 (Mon.)	Organization Visit: A Workers' Unions	Company Visit: Examples of Labor-Management Relations
June 19 (Tue.)	Lecture: Productivity Improvement -5S and KAIZEN-	Lecture: Wage and Performance Appraisal System in Japanese Companies
June 20 (Wed.)	Move	Company Visit: Examples of Human Resource Development
June 21 (Thu.)	Company Visit: Examples of Productivity Improvement	Move
June 22 (Fri.)	Lecture: Human Resource Development in Japanese Companies	Lecture: Career Development in Japanese Companies
June 23 (Sat.)	Day-off	
June 24 (Sun.)	Day-off	
Jun. 25 (Mon.)	Lecture: Leadership	Lecture: Improvement of Organization Motivation and Engagement
Jun. 26 (Tue.)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Team Management –Instruction on Action Plan by the Lecturer-
Jun. 27 (Wed.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants Wrap-up and Evaluation Closing Ceremony

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