

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

July 31, 2018

1. **Title:** The Program on Industrial Relations and Human Resource Management [ERHR2]
2. **Duration:** From January 17 to January 31, 2019 (15 days)
(Arrival in Japan on January 16 and departure from Japan on February 1, 2019)
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), Ghana (GEA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), 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:** Monday, October 29, 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. 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 in Employers' Organization or their member companies.
- (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) Persons who are not over the age of 45 and not younger than 25(*) 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 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.)
- (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 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 February 28 ,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 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 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 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.*

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.

Appendix

[Tentative Schedule]

**The Program on Industrial Relations and Human Resource Management [ERHR2]
From January 17 to January 31, 2019, Tokyo Kenshu Center (TKC), Tokyo, Japan**

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Jan. 17 (Thu.)	Orientation/Opening Ceremony Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
Jan. 18 (Fri.)	Lecture: Labor Economic Situation in Japan	Lecture: Current Developments and Future Challenges of the Trade Unions in Japan
Jan. 19 (Sat.)	Day-off	
Jan. 20 (Sun.)	Day-off	
Jan. 21 (Mon.)	Lecture: Introduction to Human Resource Management	Lecture: Strengths of Japanese Employment Practices and Labor-Management Relations
Jan. 22 (Tue.)	Organization Visit: A Workers' Unions	Company Visit: Examples of Labor-Management Relations
Jan. 23 (Wed.)	Lecture: Productivity Improvement -5S and KAIZEN-	Lecture: Wage and Performance Appraisal System in Japanese Companies
Jan. 24 (Thu.)	Move	Company Visit: Examples of Human Resource Development
Jan. 25 (Fri.)	Company Visit: Examples of Productivity Improvement	Move
Jan. 26 (Sat.)	Day-off	
Jan. 27 (Sun.)	Day-off	
Jan. 28 (Mon.)	Lecture: Human Resource Development in Japanese Companies	Lecture: Career Development in Japanese Companies
Jan. 29 (Tue.)	Lecture: Leadership	Lecture: Improvement of Organization Motivation and Engagement
Jan. 30 (Wed.)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Team Management
Jan. 31 (Thu.)	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.