

## AOTS Employers' Organizations Cooperation Program

### PROGRAM NOTIFICATION

November 8, 2017

1. **Title:** The Program on Industrial Relations and Human Resource Management [ERHR2]
2. **Duration:** From March 5 to March 16, 2018 (12 days)  
(Date of arrival in Japan on March 4 and date of departure from Japan on March 17)
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, Adachi-ku, 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), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI), 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:** **Friday, January 5, 2018\***  
\*The application documents should be received by the 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 main themes will include;
  - (1) The background and recent trends in IR and 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 (no higher position than senior managers) or specialists of IR, HRM and/or 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 and 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 Candidates (Candidates must meet all the requirement as shown below)

- (1) Persons who are currently engaged in the fields of IR, HRM and/or HRD from Employers' Organizations or their member companies.
- (2) Persons who are junior to middle managers or potential future managers or specialists with more than two years of working experiences in the fields of IR, HRM and/or HRD.
- (3) Persons who are recommended by both the employer's organization and their employer.
- (4) Persons who can most benefit from the program and apply the lessons of the 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(\*).**
- (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 TOEFL 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 candidates' age 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 from their participation in the program. If the candidates are under 25 or over 45, we will not be able to accept them 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 March 5 to March 16, 2018, Tokyo, Japan**

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Mar. 5 (Mon.)	Orientation Opening Ceremony Presentation of Pre-Training Report by the Participants	Presentation of Pre-Training Report by the Participants
Mar. 6 (Tue.)	Lecture: Basic Aspects of Industrial Relations and Human Resource Management in Japan	Lecture: Overview of Labor Economy Circumstances of Japan
Mar. 7 (Wed.)	Organization Visit: A Workers' Union	Company Visit: Labor-Management Relations
Mar. 8 (Thu.)	Lecture: Improvement of Organization Motivation and Engagement	Lecture: Pay and Appraisal System in Japan
Mar. 9 (Fri.)	Lecture: typical Industrial Relations of Japanese Companies	Lecture: Labor-Management Consultation System in Japanese Companies
Mar. 10 (Sat.)	Day-off	
Mar. 11 (Sun.)		
Mar. 12 (Mon.)	<i>Move to Nagoya</i>	Company Visit: TBA
Mar. 13 (Tue.)	Company Visit: TBA	<i>Return to Tokyo</i>
Mar. 14 (Wed.)	Lecture: Basics of 5S and Kaizen	Lecture: Response to Labor-Management Relations, Human Resource Management in Enterprises
Mar. 15 (Thu.)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Personnel and Labor and Human Resource Development of Japanese Companies
Mar. 16 (Fri.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants Closing Ceremony

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