

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

March 27, 2019

1. **Title:** **The Program on Industrial Relations and Human Resource Management [ERHR1]**
2. **Duration:** From August 20 to September 3, 2019 (15 days)
(Date of arrival in Japan on August 19 and date of departure from Japan on September 4, 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:** 17 in total
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), Fiji Islands (FCEF), India (EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mongolia (MONEF), Myanmar (UMFCCI), Nepal(FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECOT), Turkey(TISK), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** **Thursday, June 27, 2019***
*The application documents should be received by AOTS by this deadline.
8. **Objectives:**
The program aims at the participants deepening their understanding of the Japanese labor situation as well as Japanese industrial relations (IR) and human resource management (HRM) practices through lectures and company visits which explain the basic concepts of human resource management that are based on fostering a trusting relationship between labor and management.
9. **Program Elements:**
The program is consist of the following three elements:
 - (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) 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.*

3) 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.
- (2) Reservation of tickets for air travel to and from Japan will be made by AOTS and the tickets will be sent to each participant in the form of an e-ticket through the travel agency. 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 the city(ies) in a third country between participants’ home countries and Japan for any reasons other than flight convenience. If participants change the flight route by themselves, AOTS may charge them the cost of their air ticket.
- (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 before/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 program in Japan according to the original schedule proposed by AOTS.

4) Selection of Participants:

Selection of participants will be based on the application documents, and AOTS will notify the result of selection to the employers’ organizations as well as the selected participants **by July 19, 2019, at the latest** in order to facilitate the process of obtaining the entry visa for Japan smoothly.

5) Certificate of Attendance:

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

Appendix

[Tentative Schedule]
The Program on Industrial Relations and Human Resource Management [ERHR1]
From August 20 to September 3, 2019, Tokyo Kenshu Center (TKC), Tokyo, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Aug. 20 (Tue.)	Orientation/Opening Ceremony Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
Aug. 21 (Wed.)	Lecture: Labor Economic Situation in Japan	Lecture: Current Developments and Future Challenges of the Trade Unions in Japan
Aug. 22 (Thu.)	Lecture: Introduction to Human Resource Management	Lecture: Strengths of Japanese Employment Practices and Labor-Management Relations
Aug. 23 (Fri.)	Organization Visit: A Workers' Unions	Company Visit: Examples of Labor-Management Relations
Aug. 24 (Sat.)	Day-off	
Aug. 25 (Sun.)	Day-off	
Aug. 26 (Mon.)	Lecture: Productivity Improvement -5S and KAIZEN-	Lecture: Wage and Performance Appraisal System in Japanese Companies
Aug. 27 (Tue.)	Move	Company Visit: Examples of Human Resource Development
Aug. 28 (Wed.)	Company Visit: Examples of Productivity Improvement	Move
Aug. 29 (Thu.)	Lecture: Human Resource Development in Japanese Companies	Lecture: Career Development in Japanese Companies
Aug. 30 (Fri.)	Lecture: Leadership	Lecture: Improvement of Organization Motivation and Engagement
Aug. 31 (Sat.)	Day-off	
Sep. 1 (Sun.)	Day-off	
Sep. 2 (Mon.)	Lecture: Fundamental of Workplace Environment Improvement Methods	Lecture: Team Management –Instruction on Action Plan by the Lecturer-
Sep. 3 (Tue.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants Wrap-up and Evaluation Closing Ceremony

NOTE: the schedule may change without notice.