

## AOTS Employers' Organizations Cooperation Program

### PROGRAM NOTIFICATION

March 11, 2019

1. **Title:** Instructors' Training Course on the "Management Training Program (MTP)" [ERMI]
2. **Duration:** From May 27 to June 14, 2019 (15 days)  
(Date of arrival in Japan on May 26 and date of departure from Japan on June 15)
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:** 14 in total
5. **Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECOT), Vietnam (VCCI)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Wednesday, April 10, 2019\*  
\*The application documents should be reached to AOTS by this deadline.
8. **Objectives:**  
The "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 by "Managers" of any level who have a subordinate. 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. 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 who are not over the age of 45 and not younger than 26(\*\*).
- (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 an applicant 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 the following 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 September 30, 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 organizations with the cooperation of their Employers' Organization.
- (9) Persons who are physically and mentally able to attend the program. In ensuring good health, pregnant applicants 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 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:

- (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.

### **13. 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 16 April, 2019 at the latest** in order to facilitate the process of obtaining the entry visa for Japan smoothly.

### **14. Certificate of Attendance:**

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

## 15. Application Documents:

The applicants should prepare and submit the following documents from No. 2 to 10 to the Employers' Organization (EO) in your country. Then, the EO will select the candidates and send the application documents (document No. 1 to 10) to AOTS with its priority list (document No.11).

- (1) Application Form Part 1: Nomination by Employers' Organization
- (2) Application Form Part 2: Recommendation by Company/Organization
- (3) Application Form Part 3: Applicant's Personal History and Record
- (4) Application Form Part 4: Pre-Training Report
- (5) Application Form Part 5: Medical Check Sheet
- (6) Application Form Part 6: Overseas Travel Insurance Procedure and Consent Form
- (7) One copy of applicant's face photo (3 cm x 4 cm)
- (8) One copy of applicant's company/organization brochure
- (9) One copy of applicant's passport
- (10) Any certificates that prove the applicant's English proficiency, if the applicant has not been educated in English
- (11) Priority List of the Nominated Candidates prepared by the Employers' Organization

\* Besides the original application form (hard copy), it would be appreciated if you could kindly send the participants' application forms in Microsoft Excel data format to "employers-bb@aots.jp".

## Appendix

### [Tentative Schedule]

#### The Instructors' Training Course on the "Management Training Program (MTP)" [ERMI] From May 27 to June 14, 2019, Kansai Kenshu Center (KKC), Osaka, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
May 27 (Mon.)	Orientation Opening Ceremony	Lecture: "Japanese Labor Economy Situation" Presentation of pre-departure assignment by participants and discussion
May 28 (Thu.)	Presentation by participants on pre-training report	MTP Course Orientation -Assignment
May 29 (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 30 (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 31 (Fri.)	Lecture: "Current Developments and Future Challenges of the Trade Unions in Japan"	Company visit:
Jun. 1 (Sat.)	Day-off	
Jun. 2 (Sun.)	Day-off	
Jun. 3 (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
Jun. 4 (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
Jun. 5 (Wed.)	Exercise: "What Required for MTP Instructors"	Lecture: Explanation and Preparation for Participants' MTP Presentation Exercise
Jun. 6 (Thu.)	Company visit	Company visit
Jun. 7 (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. 8 (Sat.)	Day-off	
Jun. 9 (Sun.)	Day-off	

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
Jun. 10 (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. 11 (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. 12 (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. 13 (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. 14 (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.