



เปิดรับสมัคร ทุนอบรมประจำปี 2563

เรื่อง

Instructors' Training Course on the "Management Training Program (MTP)" [ERMI]

คุณสมบัติผู้สมัครสอบ

Applicants must meet all the following requirements:

- (1) Middle managers who supervise and instruct subordinates or specialists who are instructors/trainers (including future - instructors/trainers) in the field of IR and/or HRM in Employers' Organizations' 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 who have at least five years' managing experience or specialists who have at least five years' training experience in the field of IR and/or HRM in Employers' Organizations' member companies or Employers' Organizations.
**Five to fifteen years' experience are preferable.*
- (3) Persons who are not over the age of 45 and not younger than 25 on the first day of the seminar.
**It is strongly advised that applicants' ages fall within the range of 25 and 45 in order to maximize the outcome (i.e. dissemination of the result of the seminar) and benefit at most from their participation in the seminar. The applicants who are under 25 or over 45 may not be eligible even if other requirements are satisfied.*
- (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 TOEFL or TOEIC score, should be attached.*
- (6) Persons who are recommended by both Employers' Organization and their employer.
- (7) Persons who are able to fully complete the seminar and to carry out two tasks.
(a) To make a presentation on their 'Action Plan' on the final day of the seminar and to send an 'Action Plan Implementation Report' to AOTS by March 12, 2021.
(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 seminar in their daily working environment and to disseminate the learning experiences and knowledge acquired from the seminar after returning to their organization with the cooperation of Employers' Organization.
- (9) Persons who are physically and mentally able to attend the seminar.
- (10) Persons should not be full-time students or military personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years. However, the participants of EREO seminar which was held in FY2018 are eligible to apply for seminars from FY2020.
- (12) Persons who can attend all lectures during the seminar period. Equipment such as a personal computer, a microphone, a webcam and internet connection to attend the online lectures should be prepared by themselves. Basically, the online lectures are supposed to be held from 11:30 to 14:30 and 15:30 to 18:30 in Japan Standard Time. For those in countries where there are difficulties taking live lectures because of the time difference, they are required to view a video stream of those lectures excluding sessions of presentations by participants and submit assignment after each session.

เปิดรับสมัครสอบ : ตั้งแต่บัดนี้ - วันที่ 30 กันยายน 2563 (ค่าลงทะเบียนสอบ 1,000 บาท)

สอบสัมภาษณ์และข้อเขียน : วันที่ 2 ตุลาคม 2563 ณ สภาองค์การนายจ้างผู้ประกอบการค้าและอุตสาหกรรมไทย

สนใจสอบถามรายละเอียดเพิ่มเติม ได้ที่ คุณวรารัตน์

ฝ่ายสัมมนาวิชาการ สภาองค์การนายจ้าง 4 (อีคอนไทย) โทร. 0-2651-9182-3

Appendix**Tentative Schedule of ERMI****1. First Half (Online)**

Date	Morning Session (11:30-14:30 in Japan Standard Time)	Afternoon Session (15:30-18:30 in Japan Standard Time)
Nov. 30 (Mon.)	12:30-13:00 Brief Guidance of Seminar and Opening Ceremony 13:00-14:30 Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
Dec. 1 (Tue.)	Lecture: MTP Orientation	<u>Presentation of MTP by Instructor [1]</u> #1 The Basic Principles of Management
Dec. 2 (Wed.)	Lecture*1: Characteristics of Japanese IR and HRM	Lecture*1: Current Development and Future Challenges of Trade Unions in Japan
Dec. 3 (Thu.)	<u>Presentation of MTP by Instructor [2]</u> #2 Management, Human Behavior and Organization #3 Planning	<u>Presentation of MTP by Instructor [3]</u> #4 Directing
Dec. 4 (Fri.)	<u>Presentation of MTP by Instructor [4]</u> #5 Controlling #6 Coordinating	<u>Presentation of MTP by Instructor [5]</u> #7 Basic of Problem Solving #8 Work Improvement
Dec. 5 (Sat.)	Day Off	
Dec. 6 (Sun.)	Day Off	
Dec. 7 (Mon.)	<u>Presentation of MTP by Instructor [6]</u> #9 The Frustration of Needs and Attitudes	<u>Presentation of MTP by Instructor [7]</u> #10 Taking Care of Problems Concerning People #11 The Meaning of Developing Members
Dec. 8 (Tue.)	<u>Presentation of MTP by Instructor [8]</u> #12 The Cultivation of Individual Skills and Abilities	<u>Presentation of MTP by Instructor [9]</u> #13 Leadership #14 The Development of Good Management
Dec. 9 (Wed.)	Lecture: What Required for MTP Instructors? Announcement of Exercise Assignment Plan	Lecture: Preparation for Exercise

*1) The specific date and time is still unfixed. The lecture may be conducted in a different day during the above-described seminar period. We will let you know as early as possible.

*2) All lectures will live stream.

*3) A participant who lives in a country where there are difficulties taking live lectures because of the time difference, he/she is allowed to view a video stream of those lectures. However, as for sessions where participants are requested to give a presentation, he/she needs to attend live lectures.

2. Second Half (Online or Face-to-Face in Japan)

Date	Morning Session (11:30-14:30 in Japan Standard Time)	Afternoon Session (15:30-18:30 in Japan Standard Time)
Feb. 1 (Mon.)	<u>Participant Presentation Exercise on MTP [1]</u> 1. #1-1 What is Management? 2. #1-2 Position and Roles of a Manager 3. #1-3 Basic Stances as a Manager 4. #2-1 Understanding Human Behavior	<u>Participant Presentation Exercise on MTP [2]</u> 5. #2-2 The Needs and Desires of People 6. #2-3 Human Behavior in the Organization 7. #3-1 What are Planning and Standards?
Feb. 2 (Tue.)	Lecture*1: Impact of COVID-19 and Workstyle	Lecture*1: Impact of COVID-19 and Workstyle
Feb. 3 (Wed.)	<u>Participant Presentation Exercise on MTP [3]</u> 8. #3-2 The Process and Essentials of Formulating Plans 9. #3-3 Management by Objectives and Self-Planning 10. #4-1 How to Assign Work 11. #4-2 How to Give Directions	<u>Participant Presentation Exercise on MTP [4]</u> 12. #4-3 Integration of Role Awareness 13. #4-4 Delegation of Authority 14. #4-5 Sharing of the Situation and Self-Direction
Feb. 4 (Thu.)	<u>Participant Presentation Exercise on MTP [5]</u> 15. #5-1 What is Controlling? 16. #5-2 Effective Use of Reports 17. #5-3 Self-Control 18. #6-1 What is Coordinating? 19. #6-2 Coordination thorough Discussions	<u>Participant Presentation Exercise on MTP [6]</u> 20. #6-3 Coordination through Meetings 21. #6-4 Coordination through Integration 22. #6-5 Management Process and Communication 23. #7-1 Problems, Problem Awareness and Procedure to Solve Problems
Feb. 5 (Fri.)	<u>Participant Presentation Exercise on MTP [7]</u> 24. #7-2 Effective Use of Information Necessary to Solve Problems 25. #7-3 Enhancement of Creative Thinking 26. #8-1 Improving Job Allocations 27. #8-2 Job Enrichment	<u>Participant Presentation Exercise on MTP [8]</u> 28. #8-3 Improving Work Method 29. #9-1 The Frustration of Needs 30. #9-2 Coping with the Frustration of Needs
Feb. 6 (Sat.)	Day Off	
Feb. 7 (Sun.)	Day Off	
Feb. 8 (Mon.)	<u>Participant Presentation Exercise on MTP [9]</u> 31. #9-3 The Attitude of Members 32. #9-4 How to Develop Positive Attitudes among Young Members 33. #9-5 Mutual Communication to Develop Attitudes	<u>Participant Presentation Exercise on MTP [10]</u> 34. #10-1 How to Handle Problems Concerning People 35. #10-2 How to Apply a Solution to the Problems Concerning People 36. #11-1 The Responsibility to Develop Members
Feb. 9 (Tue.)	13:30-14:30 Presentation of Action Plan by Participants	15:30-18:00 Presentation of Action Plan by Participants 18:00-18:15 Closing Ceremony

*1) The specific date and time is still unfixed. The lecture may be conducted in a different day during the above-described seminar period. We will let you know as early as possible.

*2) All lectures will live stream.

*3) A participant who lives in a country where there are difficulties taking live lectures because of the time difference, he/she is allowed to view a video stream of those lectures. However, as for sessions where participants are requested to give a presentation, he/she needs to attend live lectures.