



THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8214 Fax: 81-3-3888-8242, 8264 E-mail: information@aots.or.jp URL: <http://www.aots.or.jp>

July 2009

Program Outline

&

Participation Requirements

of

The Top Management Program for Bangladesh and Nepal

[BNTP]

9 - 18 December 2009

1. BACKGROUND OF THE PROGRAM:

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries. The total number of participants in past AOTS training programs amounts to almost 149,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, AOTS has been organizing various training programs.

The Top Management Program for Bangladesh and Nepal (BNTP) is one of such management training programs, which is being organized in collaboration with Bangladesh AOTS Alumni Society (BAAS), mainly designed for CEOs and senior executives in order to improve the managerial capabilities of corporate executives in Bangladesh and Nepal.

2. COUNTRY AND NUMBER OF PARTICIPANTS:

30 participants from Bangladesh and Nepal

3. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, CEOs, senior executives who are responsible for overall management of their companies.
- (2) Participants should be between 25 and 60 years of age.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a sufficient working knowledge of English.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in Bangladesh or Nepal.
- (7) Participants should not be students or armed forces personnel.
- (8) AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training program in Japan are not entitled to apply for any program which starts within six months (183 days) has elapsed since they returned home from Japan.

Notes:

- (1) Family members are not allowed to accompany the participants to Japan.
- (2) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home countries soon after the completion of the program.
- (3) The Guarantee Letter, which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.

4. APPLICATION PROCEDURE:

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office **by no later than 7 September 2009 VIA an AOTS Alumni Society located in your neighborhood**, a list of which can be found in item 9 and 10 (AOTS Head Office cannot accept any application documents directly from individual applicants). Please contact the AOTS Alumni Society in your neighborhood regarding the deadline for the AOTS Alumni Society.

- (1) AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form)
- (2) 2 copies of a photo (4 cm x 3 cm) (Please write down the applicant's name on the back)
- (3) Brochure of the applicant's company/organization
- (4) Photocopy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her date of birth.
- (5) Pre-Training Report
- (6) Overseas Travel Insurance Consent Form

(7) About the handling of Personal Information Concerning Trainees (AOTS official form)

The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.

(8) Inquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

The application documents will be forwarded to the AOTS Screening Committee, which will meet on 22 October 2009, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 16 as of 7 September, AOTS may postpone or cancel this program.

AOTS official form is available. **Please click here.**

http://www.aots.or.jp/eng/t_prg_j/management/application/procedure.html

[Application from host companies in Japan]

Please refer to the following page.

[Making a reservation for the Management Training Course](#)

AOTS official form is available. **Please click here.**

<http://www.aots.or.jp/jp/documents/kokunai/index.html>

5. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objectives of the program are:

- (1) To deepen participants' understanding of corporate philosophy and strategy as well as strategies in each management function, i.e., quality management, production management, marketing management, human resource development, etc., and roles of executives as the decision-makers with respect to corporate management, and
- (2) To enhance participants' capabilities to attain their management goals.

- DURATION

9–18 December 2009 (10 days)

- CONTENTS

First Step

Participants will have an overview of corporate management from the perspective of corporate philosophy and strategy and observe actual examples of Japanese companies.

Second Step

Participants will deepen their understanding of corporate management via examining various strategies in key managerial functions, such as quality management, production management, marketing management, human resource development, etc., through lectures, exercises and company visits, and will confirm the roles of executives as decision-makers in improving their management practices.

On the last day of the program, participants will make a presentation on their findings during the program and future action plans to improve their management and leadership.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner.

Please refer to the Tentative Schedule.

- LANGUAGE

All lectures, discussions and company visits will be conducted in English or Japanese with translation into English.

The program documents and training materials will be prepared in English.

- TRAINING LOCATION AND ACCOMMODATION

AOTS Tokyo Kenshu Center (TKC) <To be determined>

<http://www.aots.or.jp/eng/about/center/tkc.html>

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

Please refer to item 6 for further information on accommodation.

6. APPLICATION PROCEDURES & FINANCIAL ARRANGEMENTS:

Please click here

Application from host companies in Japan: [Application Procedures](#) [Financial Arrangements](#)

Application from overseas countries: [Application Procedures](#) [Financial Arrangements](#)

7. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION

AOTS handles personally identifiable information we have obtained from the applicant as follows:

- (1) Administrator of Personally Identifiable Information: General Manager, General Affairs Division,
The Association for Overseas Technical Scholarship (AOTS)
Department in charge: General Affairs Group, General Affairs Div., AOTS
Tel: 81-3-3888-8211 E-mail: kojinjoho@aots.or.jp

- (2) Use of Personally Identifiable Information

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit <http://www.aots.or.jp/eng/privacypolicy.html>

8. CONTACT POINTS:

Bangladesh AOTS Alumni Society (BAAS)

Mr. Mokarram Uddin Ahmed, President Mr. Syed Ahsanul Apon, General Secretary	Rooms 31-32, 7th Floor, Eastern Plaza, Sonargaon Rd., Hatirpool, Dhaka-1205	
	Tel:	880-2-861-3856, 967-3413
	Fax:	880-2-861-6379
	E-mail:	baasaots@bangla.net

Nepal AOTS Alumni Society (NAAS)

Mr. Prakash Raj Singh Suwal, President Mr. Binod Man Rajbhandari, General Secretary	P.O.Box 20994, Koteshwor, Kathmandu Kotdevi, Marga, House No. 1202/39, Koteshwor, Kathmandu	
	Tel:	977-1-4600561, 4601467 (Yamamoto Talim Ghar)
	Fax:	977-1-5525417 (Attn. Ms. Amira Dali)
	Tel/Fax:	977-1-5525417 (Attn.Ms.Amira Dali, Sanpo Int'l Corporation)
E-mail:	naasytg@mail.com.np	

9. FURTHER INFORMATION:

AOTS HEAD OFFICE

Kazuhiro Ichiura, Manager Scholarship Processing Group (Scholarship Processing) Scholarship Administration Division	30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan	
	Tel:	81-3-3888-8214
	Fax:	81-3-3888-8242
	E-mail:	shouhei@aots.or.jp

AOTS NEW DELHI OFFICE

Mr. Yasumi Suzuki, General Manager	Flat No.1307, 13th Flr., Gopaldas Bhawan, 28 Barakhamba Road, New Delhi 110001	
	Tel:	91-11-23704122
	Fax:	91-11-23704123
	E-mail:	contact@aotsindia.com

Chattagram AOTS Alumni Society (CAAS)

Mr. Mahbubal Feroz Shah , President Mr. Saifuddin Ahmed, General Secretary	Room No.03, Kader Tower (4th Floor), Tinpool, 128, Jubilee Road, Chittagong 4000	
	Tel:	880-31-2854379
	Fax:	880-31-2854379
	E-mail:	caas@spnetctg.com

**Tentative Schedule
of
Top Management Program for Bangladesh and Nepal [BNTNP]**

9 – 18 December 2009 AOTS Tokyo Kenshu Center <To be determined>

Date	Morning Session	Afternoon Session
8 Dec. (Tue.)	(Arrival in Japan)	
9 Dec. (Wed.)	Orientation / Opening Ceremony	LECTURE: Corporate Philosophy and Strategy – 1
10 Dec. (Thu.)	LECTURE: Corporate Philosophy and Strategy – 2	COMPANY VISIT: Corporate Philosophy and Strategy
11 Dec. (Fri.)	LECTURE: Corporate Management from the Perspective of Quality Management – 1 - Strategic Management by Policy	LECTURE: Corporate Management from the Perspective of Quality Management – 2 - Quality Assurance and Customer Satisfaction
12 Dec. (Sat.)	Day off	
13 Dec. (Sun.)	Day off	
14 Dec. (Mon.)	LECTURE/EXERCISE: Production Management -Typical Production Management Techniques adopted by Japanese Companies such as 5S, Visual Management, Elimination of <i>Muda</i> (Waste), <i>Kaizen</i> (Improvement) Activities, etc.	
15 Dec. (Tue.)	COMPANY VISIT: Example of Production Management at a Japanese Company	COMPANY VISIT: Example of Quality Improvement at a Japanese Company
16 Dec. (Wed.)	LECTURE/EXERCISE: Marketing Management - Development from Corporate Strategy to Marketing Strategy - Optimal Marketing Mix	
17 Dec. (Thu.)	COMPANY VISIT: Example of Human Resource Development at a Japanese Company	LECTURE: Roles of Executives as Decision-makers with respect to Corporate Management
18 Dec. (Fri.)	Final Report Presentation	Evaluation of the Program Closing Ceremony
19 Dec. (Sat.)	(Departure form Japan)	

Remarks:

- (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Though Saturday and Sunday are days off in general, lectures may be scheduled if deemed necessary.

PRE-TRAINING REPORT

- Top Management Program for Bangladesh and Nepal -
[BNTP]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and presentation held during the program.

1. Your name	
2. Name of your country	
3. Name of your company/ organization	
4. Outline of your company/ organization (preferably by attaching a brochure of the company/ organization)	
5. Your position (preferably by attaching an organizational chart indicating your position)	
6. Your duties in detail	

