



**THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]**

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

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**September 2009**

## **Program Outline**

**&**

## **Participation Requirements**

**of**

## **The Leadership Program for Executives**

*- Leadership in Japan-*

**[EPLD]**

**10 – 23 March 2010**

## 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 and other regions. 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 Leadership Program for Executives (EPLD) is designed as one of AOTS's flagship courses for all the developing countries to learn business management/administration techniques and their underlying ways of thinking, which are characteristics of Japanese companies. It also aims to show various leadership styles employed in Japan to widen the perspectives of participants as leaders in the period of ongoing globalization. By broadening their horizons, this course also aims at enabling participants to establish their own leadership styles to realize sustainable development of their companies/organizations.

## 2. TARGET COUNTRY

Please refer to [the List of Target countries and Regions](#).

## 3. NUMBER OF PARTICIPANTS:

25 participants

## 4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, senior managers, executives or owners of a company or organization.
- (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 above mentioned countries.
- (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) after they have returned home from Japan.

Notes:

- (1) In the case of Japanese companies and/or companies that have Japanese capital, persons who are engaged in the duties described in the participation requirements are able to participate in this program without regard to their positions.
- (2) Family members are not allowed to accompany the participants to Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home country soon after the completion of the program.
- (4) 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.
- (5) The number of participants for the same host company or from the same sending company may be limited if there are more applicants than AOTS can accept.

## 5. APPLICATION PROCEDURE:

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office **by no later than 30 November 2009**.

- (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 and "AOTS EPLD Preparation"
- (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) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

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

[http://www.aots.or.jp/eng/t\\_prg\\_j/management/application/procedure.html](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>

The application documents will be forwarded to the AOTS Screening Committee, which will meet on 28 January 2010, 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 13 as of 30 November 2009, AOTS may postpone or cancel this program.

## 6. OUTLINE OF THE PROGRAM:

### -OBJECTIVES

This course aims at enabling participants to understand the basis of leadership and the features of leadership employed in Japan.\* With this knowledge, participants will compile action plans which clearly explain the images of leaders that they wish to be at their own companies/ organizations in order to realize their sustainable development.

\* In this program, the features of leadership employed in Japan are assumed to be the following:

Creating harmony, respect for others, team work, etc.

In addition to the above elements, this course also includes what we call leadership in general (mostly discussed in an MBA context) and how Japanese leaders have acquired leadership skills through a trial and error process.

### -DURATION

10 – 23 March 2010 (2 weeks)

### -CONTENTS

#### *First Step*

Before the course starts, participants will be given an assignment on their leadership style and the characteristics of leadership in their countries, and be ready for discussions upon their arrival in Japan. At the beginning of the course, participants will analyze their leadership style and identify its strengths and

weaknesses.

#### *Second Step*

Participants will learn about the trend in global leadership such as flexibility and cross-cultural understanding, and the philosophy of prominent Japanese leaders. Through lectures and exercises, they will learn how to develop vision and strategy, necessary to lead a company. They will also learn how to motivate the others including subordinates.

#### *Third Step*

Company visits will give them tangible ideas and the essence of leadership in Japan by observing actual cases and exchanging opinions with some Japanese leaders. Before they return to their countries, they will analyze the leadership style of each other. Through the final analysis and learning from the course, each participant will compile his/her own action report in terms of what they need to reinforce and how to take 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. In principle, the program documents and training materials will be prepared in English.

#### -PROGRAM DIRECTOR

Mr. Tetsuya ABE  
Chief Executive Officer, EQ Partners, Inc.  
Lecturer, Rikkyo University MBA (Leadership)  
MBA (BOND University)

In Matsushita Electric Industrial Co., Ltd, Mr. Abe successively worked in various important divisions such as Sales and Marketing, and served as the overseas representative of Panasonic Hong Kong office.

After acquiring his MBA at Bond University, he established EQ Partners, Inc. and became CEO of the company. Since then, he has been providing consultancy services to many prominent companies with his expertise, global leadership and coaching skills.

#### -TRAINING LOCATION AND ACCOMMODATION

The program will be held at the following AOTS Training Center.

**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.

#### 7. 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](#)

## 8. 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](mailto: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>

## 9. FURTHER INFORMATION

### AOTS HEAD OFFICE

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| Mr. Kazuhiro Ichiura, Manager<br>Scholarship Processing Group<br>(Scholarship Processing)<br>Scholarship Administration Division | 30-1, Senju-azuma 1-chome, Adachi-ku,<br>Tokyo 120-8534, Japan<br>Tel: 81-3-3888-8214<br>Fax: 81-3-3888-8242<br>e-mail: <a href="mailto:shouhei@aots.or.jp">shouhei@aots.or.jp</a> |
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### AOTS OVERSEAS OFFICES /

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| 1. AOTS Bangkok Office /<br>(General Manager) Mr. Toshiki Sadatani<br>14th Fl. SSP Tower 3, 88 Silom Rd.,<br>Suriyawong, Bangruk, Bangkok 10500<br>Tel: 66-2-238-5233~4, 268-0784<br>Fax:66-2-634-1200<br>E-mail: <a href="mailto:aots@loxinfo.co.th">aots@loxinfo.co.th</a> |
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| 2. AOTS Beijing Office /<br>(General Manager) Mr. Hiroyuki Tanaka<br>Beijing Fortune Bldg. Rm.703, 5-hao,<br>Dong-Sanhuan Bei-lu, Chaoyang-qu, Beijing 100004<br>Tel: 86-10-6590-8265, 8266 Fax:86-10-6590-8267<br>E-mail: <a href="mailto:info@aotsbj.org.cn">info@aotsbj.org.cn</a> |
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| 3. AOTS Jakarta Office /<br>(General Manager) Mr. Hironori Suzuki<br>6th Floor, Summitas I,<br>Jalan Jend.Sudirman, Kav.61-62, Jakarta 12190<br>Tel: 62-21-522-6776~7 Fax:62-21-522-6661<br>E-mail: <a href="mailto:aotsjkt@aots.or.id">aotsjkt@aots.or.id</a> |
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| 4. AOTS Kuala Lumpur Office /<br>(Deputy General Manager) Ms. Anne Chong Gaik Lin<br>52A, Jalan SS22/25, Damansara Jaya<br>47400 Petaling Jaya, Selangor Darul Ehsan<br>Tel: 60-3-77267273, 77267276 Fax:60-3-77267269<br>E-mail: <a href="mailto:info@aotskl.com">info@aotskl.com</a> |
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| 5. AOTS Manila Office /<br>(General Manager) Mr. Osamu Yoshioka<br>18F Pacific Star Building,<br>Sen.G.Puyat Ave.cor.Makati Ave.,<br>Makati City 1200<br>Tel: 63-2-856-1690~1 Fax:63-2-856-1692<br>E-mail: <a href="mailto:aots@pltdsl.net">aots@pltdsl.net</a> |
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| 6. AOTS New Delhi Office /<br>(General Manager) Mr. Yasumi Suzuki<br>Flat No.1307, 13th Flr., Gopaldas Bhawan,<br>28 Barakhamba Road, New Delhi 110001<br>Tel: 91-11-23704122 Fax:91-11-23704123<br>E-mail: <a href="mailto:contact@aotsindia.com">contact@aotsindia.com</a> |
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| 7. AOTS Hanoi Office /<br>(General Manager) Mr. Hitoshi Kondo<br>6F-04, Prime Center, 53 Quang Trung Street,<br>Hai Ba Trung District, Hanoi<br>Tel: 84-4-3945-4995 Fax: 84-4-3945-4996<br>E-mail: <a href="mailto:info@aots.com.vn">info@aots.com.vn</a><br><a href="mailto:h-kondo@aots.com.vn">h-kondo@aots.com.vn</a> |
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**Tentative Schedule  
of  
The Leadership Program for Executives [EPLD]**

10 – 23 March 2010 AOTS Tokyo Kenshu Center <To Be Determined>

| Date             | Morning Session  | Afternoon Session  |
|------------------|--|--|
| 9 Mar.<br>(Tue.) | (Arrival in Japan)   |  |
| 10<br>(Wed.)     | Opening Ceremony<br>Orientation  | LECTURE & EXERCISE:<br>Overview of Japanese Society<br>Leadership in Japan       |
| 11<br>(Thu.)     | LECTURE & EXERCISE:<br>Visioning and Developing Strategies   | LECTURE & EXERCISE:<br>Presentation and Opinion Exchange regarding<br>Leadership |
| 12<br>(Fri.)     | LECTURE & EXERCISE:<br>Philosophy of Prominent Japanese Leaders  | LECTURE & EXERCISE:<br>Global Leader   |
| 13<br>(Sat.)     | Day off  |  |
| 14<br>(Sun.)     | Day off  |  |
| 15<br>(Mon.)     | LECTURE & EXERCISE:<br>Motivation Management<br>-Coaching   - Cultivation of human resources   -Vitalizing the workplace   -Teamwork |  |
| 16<br>(Tue.)     | STUDY TOUR   | COMPANY VISIT: Philosophy of Prominent Japanese Leaders 1                        |
| 17<br>(Wed.)     |  | COMPANY VISIT: Cultivation of Human Resources in Japan                           |
| 18<br>(Thu.)     |  | COMPANY VISIT: Philosophy of Prominent Japanese Leaders 2                        |
| 19<br>(Fri.)     | LECTURE:<br>Company Visit Follow-Up  | LECTURE & EXERCISE:<br>Free Discussion   |
| 20<br>(Sat.)     | Day off  |  |
| 21<br>(Sun.)     | Day off  |  |
| 22<br>(Mon.)     | LECTURE & EXERCISE:<br>Self Leadership Analysis 2  | Preparation of Final Report Presentation   |
| 23<br>(Tue.)     | Final Report Presentation  | Evaluation of the Program<br>Closing Ceremony                                    |
| 24<br>(Wed.)     | (Departure from 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) Although Saturday and Sunday are days off in general, lectures may be scheduled if deemed necessary.

**PRE-TRAINING REPORT**  
 - The Leadership Program for Executives -  
 [EPLD]

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. | Your country/city   |  |
| 3. | Name of your company  |  |
| 4. | Outline of your company/<br>organization<br><br>(preferably by attaching a<br>brochure of the company/<br>organization) |  |
| 5. | Your position<br><br>(preferably by attaching an<br>organizational chart<br>indicating your position)                   |  |
| 6. | Your duties in detail   |  |

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| 7. | Your strengths, weaknesses, and future vision as a leader   | Strengths:<br><br>Weaknesses:<br><br>Future Vision: |
| 8. | Most critical problems related to your own leadership style |   |
| 9. | Your expectations of the program                            |   |