



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

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**June 2009**

## **Program Outline**

**&**

## **Participation Requirements**

**of**

## **The Program on Corporate Management for Sri Lanka [LKCM]**

**25 November – 8 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 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 Program on Corporate Management for Sri Lanka (LKCM) is one of such management training programs, which is mainly designed for executives and senior managers in Sri Lanka to upgrade their corporate management capabilities.

## 2. COUNTRY AND NUMBER OF PARTICIPANTS:

30 participants from Sri Lanka.

## 3. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, senior managers, executives or owners of a company.
- (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 Sri Lanka.
- (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) 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 country 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 24 August 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
- (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 8 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 24 August 2009, 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](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 the skills and techniques of management adopted by Japanese companies in key functions, such as marketing, financial management, production management, human resource management, etc. and
- (2) To further develop participants' capabilities in materializing a corporate philosophy and strategy to attain their management goals.

### -DURATION

25 November – 8 December 2009 (2 weeks)

### -CONTENTS

#### *First Step*

Participants will overview management philosophy and strategy employed by Japanese companies.

#### *Second Step*

Participants will study various aspects of management activities of Japanese companies such as marketing strategy, financial management, production management, human resource development.

Through case studies, discussions, company visits, and a three-day study tour, participants will have exposure to practical cases

#### *Third Step*

Based on what they learn from the lectures, discussions, and observations, participants will attempt to draw up an action plan to address current problems and improve their management skill. Participants will present an action plan on the final day.

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.

**-TRAINING LOCATION AND ACCOMMODATION**

**AOTS Chubu Kanshu Center (CKC) <To Be Determined>**

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

37-12, Mukaihata, Kaizu-cho, Toyota, Aichi 470-0348, Japan

Tel: 81-565-43-2111 (Reception), Fax: 81-565-43-2101

**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](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>

**8. CONTACT POINTS:**

Japan Sri Lanka Technical & Cultural Association (JASTECA)/ [SRL]	
Mr. Tilak de Zoysa, President	Sasakawa Memorial Sri Lanka Japan Cultural Centre, No.4, 22nd Lane, Colombo 3
Mr. Gamini Marambe, General Secretary	
Mr. Ananda Fernando, General Secretary	Tel: 94-11-2337007
	Fax: 94-11-2449057
	E-mail: <a href="mailto:jaspres@itmin.net">jaspres@itmin.net</a>

## 9. FURTHER INFORMATION:

AOTS HEAD OFFICE

Mr. Kazuhiko Ichiura, Manager Scholarship Administration 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

## Tentative Schedule of

### The Program on Corporate Management for Sri Lanka [LKCM]

25 November – 8 December 2009 AOTS Chubu Kenshu Center <To Be Determined>

Date	Morning Session	Afternoon Session
24 Nov. (Tue.)	(Arrival in Japan)	
25 (Wed.)	Orientation / Opening Ceremony	LECTURE: Management Philosophy and Strategy - 1
26 (Thu.)	LECTURE: Management Philosophy and Strategy - 2	COMPANY VISIT: Management Philosophy and Strategy
27 (Fri.)	LECTURE / EXERCISE: Marketing Strategy	
28 (Sat.)	Day off	
29 (Sun.)	Day off	
30 (Mon.)	LECTURE / EXERCISE: Financial Management	
1 Dec. (Tue.)	LECTURE: Production Management -Typical Production Management Techniques adopted by Japanese Companies such as Standardization, Elimination of <i>Muda</i> (Waste), <i>Kaizen</i> (Improvement) Activities, etc.	
2 (Wed.)	STUDY TOUR	COMPANY VISIT: Marketing Strategy
3 (Thu.)		COMPANY VISIT: Production Management
4 (Fri.)		COMPANY VISIT: Human Resource Management
5 (Sat.)	Day off	
6 (Sun.)	Day off	
7 (Mon.)	LECTURE: Human Resource Development	
8 (Tue.)	Final Report Presentation	Evaluation of the Program Closing Ceremony
9 (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 Saturdays and Sundays are days off in general, lectures may be scheduled if deemed necessary.

## PRE-TRAINING REPORT

- The Program on Corporate Management for Sri Lanka -  
[LKCM]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in English. AOTS would duplicate and distribute it to lecturers and other participants as a reference material for the group discussions and presentations held during the program. This report may be used for modification of the curriculum.

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

<p>7. Most critical managerial problems you are now facing, indicating their causes from your viewpoint</p>	
<p>8. Management Philosophy</p> <p>*The following questionnaire is not used as a criterion for the selection of participants but to better adjust the program to the participants' needs.</p>	<p>1) Does your company have a management philosophy?          1. Yes                      2. No                      3. Other (Please describe.)</p> <p>2) If "Yes", please describe this management philosophy.</p> <p>3) How is the management philosophy put into practice in your own work?</p> <p>4) Have you been educating your subordinates in this management philosophy?          If yes, please describe in detail how you do this.</p>
<p>9. Management Strategy</p> <p>*The following questionnaire is not used as a criterion for the selection of participants but to better adjust the program to the participants' needs.</p>	<p>1) Does your company have a management strategy?          1. Yes                      2. No                      3. Other (Please describe.)</p> <p>2) If "Yes", please describe the management strategy.</p>
<p>10. Your expectations of the program</p>	