

The Training Course on Solving Human and Organizational Problems (SHOP)

- Teamwork and leadership skill improvement -

3 June - 23 June 2009 (Three weeks) at the AOTS Chubu Kenshu Center (CKC) [Aichi] <To Be Determined>

Course Objectives

The course is designed to enable participants to acquire the following capabilities so that they can solve human- or organization-related problems in their organizations.

This program aims to improve the following abilities of the participants:

- (1) To activate communication within an organization so that it becomes prepared for innovation,
- (2) To lead other people while understanding the role of each member to produce the result expected of a team,
- (3) To understand their roles in attaining the team's objectives,
- (4) To resolve conflicts among team members, and
- (5) To uplift subordinates' motivation by changing their own behavior

Target Participants

Managers and supervisors of an organization

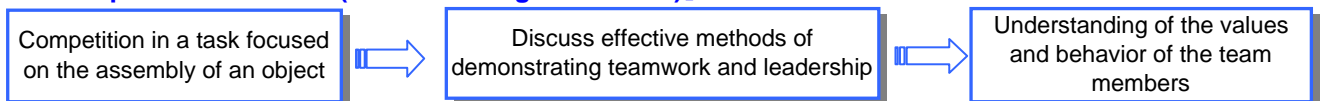
Language

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

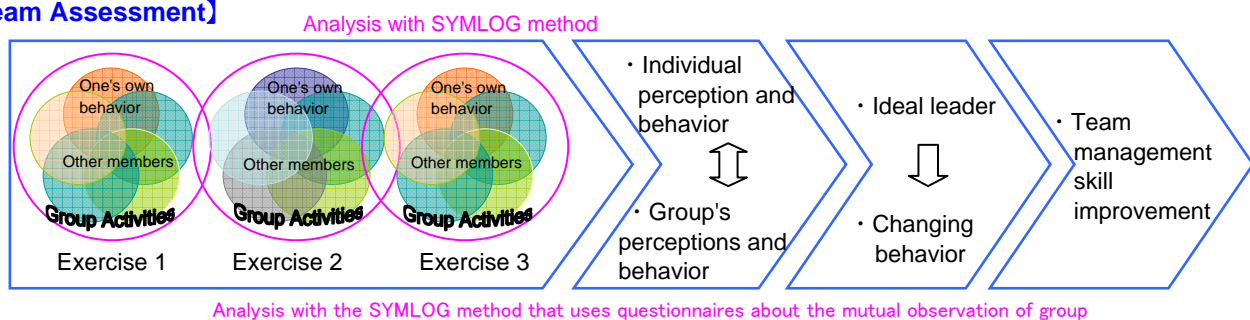
Course Features: A curriculum focusing on participative exercises (group work)

The course will offer a variety of exercises for participants to change their behavioral patterns and perceptions and to enhance their abilities as managers. The course bases these exercise programs on a learning process called "Action-Learning," which induces changes in personal behavior and organizational response based on the result of each exercise. The following are the three major components of the exercise.

[Standard Operation Exercise (Manufacturing Simulation)]



[Team Assessment]



[Program for Changing Behaviors]

Participants will learn about the motivation of subordinates, leadership and communication skill improvement by repeatedly watching videotaped role-plays.



— Part of the participation expenses will be covered by subsidy from the Japanese government —

Visit to <http://www.aots.or.jp/eng/management/fy/2008/management.html> for the Program Outline and Participation Requirement
Acceptance of applications: from **December 25, 2008** Closing date for application: **February 16, 2009**

(Applications may be accepted even after this date if there are fewer applicants than we can accept.)

Tentative Schedule

The Training Course on Solving Human and Organizational Problems [SHOP]

- Teamwork and leadership skill improvement -

Date		Morning Session	Afternoon Session
Jun 3	(Wed)	Orientation Opening Ceremony/Program Guidance	Lecture/Exercise: Introduction to Action Learning
4	(Thu)	Lecture/Exercise: Group Exercise - Working with Operation Standard-1	
5	(Fri)	Lecture/Exercise: Group Exercise - Working with Operation Standard -2	Lecture/Exercise: Team Assessment -1 / Rating Session
6	(Sat)	Day off	
7	(Sun)		
8	(Mon)	Company Visit: Examples of management techniques in Japanese companies (1) (The 5S's, Sengen Shugi, Safety, etc.)	Company Visit: Examples of management techniques in Japanese companies (2) (JIT, kaizen, etc.)
9	(Tue)	Lecture/Exercise: Problem-Solving Technique	
10	(Wed)	Lecture/Exercise: Team Assessment - 2	
11	(Thu)	Lecture/Exercise: Program for Changing Behaviors - 1	
12	(Fri)	Company Visit: Roles and Responsibilities of Managers in Japanese Companies	Preparation for Midterm Presentation
13	(Sat)	Day off	
14	(Sun)		
15	(Mon)	Midterm Group Presentation	
16	(Tue)	Study Tour	Company Visit: Standardization of a Japanese Company (Roles of Managers)
17	(Wed)		Company Visit: Small Group Activities at a Japanese Company (Enhancement of Teamwork)
18	(Thu)		Company Visit: In-House Educational Program at a Japanese Company
19	(Fri)	Lecture/Exercise: Team Assessment - 3	
20	(Sat)	Day off	
21	(Sun)		
22	(Mon)	Lecture/Exercise: Program for Changing Behaviors -2	
23	(Tue)	Final Report Presentation	Evaluation of the Program/Closing Ceremony