

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)
Jun. 2 (Wed.)	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
Jun. 3 (Thu.)	Lecture: MTP Orientation	<u>Presentation of MTP by Instructor [1]</u> #1 The Basic Principles of Management
Jun. 4 (Fri.)	<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
Jun. 5 (Sat.)	Day Off	
Jun. 6 (Sun.)	Day Off	
Jun. 7 (Mon.)	<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
Jun. 8 (Tue.)	Lecture*1: Current Development and Future Challenges of Trade Unions in Japan	Lecture*1: Characteristics of Japanese IR and HRM
Jun. 9 (Wed.)	<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
Jun. 10 (Thu.)	<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
Jun. 11 (Fri.)	Lecture: What Required for MTP Instructors? Announcement of Exercise Assignment Plan	Lecture: Preparation for Exercise

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*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)

Date	Morning Session (11:30-14:30 in Japan Standard Time)	Afternoon Session (15:30-18:30 in Japan Standard Time)
Jun. 29 (Tue.)	<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?
Jun. 30 (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
Jul. 1 (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
Jul. 2 (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
Jul. 3 (Sat.)	Day Off	
Jul. 4 (Sun.)	Day Off	
Jul. 5 (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
Jul. 6 (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

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