

2022 AOTS online program [KROP03] Online Program on Amoeba Management

Organized by The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)
Collaborated by AOTS Alumni Societies

BACKGROUND

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs. Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations among those countries.

The Online Program on Amoeba Management (KROP05) is an online program designed for company owners, executives, senior and middle managers in developing countries. The program is suitable for participants who wish to learn about amoeba management (a method where all employees work together to improve management).

OUTLINE

With the effects of the COVID19 still continuing, the business environment remains difficult to predict. Amoeba Management is one management method that can help companies overcome and transform in such a crisis.

Amoeba Management is a business management method developed by Kazuo Inamori, Chairman Emeritus of KYOCERA Corporation, based on his own experience in company management, and is characterized by the sharing of a management philosophy between management and employees, and the participation of all employees, rather than company management being carried out by only some senior management.

In this program, company owners, executives, senior and middle managers in developing countries will deepen their understanding of the concepts that form the basis of Amoeba Management, such as the penetration of a management philosophy that elicits commitment from employees and a field-oriented approach from management. Participants will also learn specific examples of management methods that enable all employees to share the philosophy and work towards cost reduction and sales expansion with a managerial awareness, with the aim of enabling them to apply the concepts and methods of Amoeba Management in their own companies, sustain management in times of crisis and utilize them for management improvement.

OBJECTIVES

This online course aims to company owners, executives, senior and middle managers in developing countries to achieve the following goals:

- 1) To deepen understanding of each of the characteristic elements that make up the concept of Amoeba Management and the management philosophy that underpins the foundations of Amoeba Management through lectures and discussions.
- 2) To deepen understanding of the structural features of amoeba management by considering whether each department of the enterprise is a Profit Center or Cost Center, and if a Profit Center, how income is defined.

- 3) To deepen understanding of the mechanism of Hourly Efficiency Report and the PDCA cycle through lectures and exercises.
- 4) To share what they have learned from this program, what they thought they could implement in their own country/company and what they thought would be difficult to implement, to improve their own management after program through group discussions and presentations by group representatives.

DATE AND TIME

Day1: Tuesday, 6 September 2022, 2:00PM-5:00PM (Japan Standard Time -JST)

Day2: Tuesday, 13 September 2022, 2:00PM-5:00PM (JST)

Day3: Friday, 16 September 2022, 2:00PM-5:00PM (JST)

Day4: Tuesday, 20 September 2022, 2:00PM-5:00PM (JST)

* Participation in all four days of the program is required.

*Please check the webinar start time in your country with **[Table 1] TIME DIFFERENCE WITH JAPAN IN THE TARGET ZONE** or ask it to the AOTS Alumni Society in the leaflet.

TARGET COUNTRIES

Developing Countries

*Please refer to **[Table 2] LIST OF TARGET COUNTRIES** for details.

NUMBER OF PARTICIPANTS

40 participants

TARGET PARTICIPANTS

Company owners, executives, senior and middle managers in target countries.

[Basic Requirements for Participants]

In order to participate in this program, the following conditions must be satisfied, in addition to the work experience and position requirements specified for each program.

- a) Participants should live and work in target countries. Japanese is NOT applicable.
- b) Participants should belong to either a corporation or an organization.
- c) Participants should be 20 years old and over.
- d) Participants should have an advanced English language ability sufficient to be able to actively discuss with the lecturer and fellow participants.
- e) Participants should not be armed forces personnel.
- f) Participants should not be students.

Notes:

- 1) In the case of applications from consultancy service, the priority for selection becomes lower. However, participation may be possible with conditions. Please contact the address in the inquiry if you wish to participate.
- 2) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection becomes lower.
- 3) This training is mainly aimed at the people working in the companies/organizations in the private sector, so those who belong to national or local government agencies are not eligible to participate.

THEME OF THE PROGRAM

Day 1: Lecture & discussion

"What is Amoeba Management? An overview"

- (1) Background to the birth of Amoeba Management
- (2) Structural features
- (3) Operational features
- (4) Relationship with management philosophy
- (5) Relationship with remuneration/evaluation system
- (6) Discussion

Day 2: Lecture & exercise

"Mechanisms of Amoeba Management"

- (1) Organization - functions, organization and roles
- (2) Deciding on Profit Center/ Cost Center
- (3) Determination of the form of In-house Trading
- (4) Determination of Pricing
- (5) Exercise

Day 3: Lecture & exercise

"Management tools used in Amoeba Management"

- (1) Creating business management tools
- (2) Hourly Efficiency Report - numerical values
- (3) Action Plan Sheet - action measures

"Operating Amoeba Management (first half)"

- (1) Business System Department
- (2) Meetings
- (3) PDCA cycles (explanation with exercises)

Day 4: Lecture & group discussion & presentation

"Operating Amoeba Management (second half)"

- (1) Viewing & explanation of the VTR material 'Great Victory'.
- (2) Management Philosophy
- (3) Relationship with remuneration/evaluation system

"Review"

*AOTS course completion certificate will be awarded for those who have completed this program with satisfaction of AOTS criteria.

LECTURER

Mr. Norifumi YAMADA



**Consultant,
Amoeba Management Consulting Division,
KYOCERA Communication Systems Co., Ltd.**

Mr. Yamada joined Kyocera Communication Systems Co., Ltd. in 2002. Since then, he has been consistently engaged in supporting the implementation and operation of Amoeba Management for client companies. He has experience in introducing Amoeba Management to more than 50 domestic and overseas (China, Thailand, and the Philippines) corporations, as well as corporations in the medical and nursing care fields. He has been in his current position since 2018. Currently, he is supporting the implementation of Amoeba Management from Japan to overseas corporations.

LANGUAGE

This program will be conducted in English (Japanese to English interpretation provided.)
The lecture materials will also be prepared in English.

PARTICIPATION FEE

70USD

This program will be implemented with the subsidy from the Japanese Government.

HOW TO APPLY

We accept applications from the AOTS Alumni Societies exclusively. Please contact the AOTS Alumni Societies in your area to apply for this program. Application form is available at the AOTS Alumni Societies.

For the list of AOTS Alumni Societies, please visit <https://www.aots.jp/en/alumni/about/>.

E-mail the application form to the person in charge of the AOTS Alumni Society in your area by the application deadline. After the deadline of AOTS Japan, AOTS will screen the applicants and select the participants, who will be notified from the AOTS Alumni Society by email.

Please make sure to pay the participation fee to the AOTS Alumni Society by the designated deadline. If the participation fee will not be paid by the program starting day, the eligibility for participation will be cancelled.

The screening is conducted based on a comprehensive evaluation as well as described eligible requirements. Please note that you may not be able to participate in this program depending on the number of applications received.

APPLICATION DEADLINE

Tuesday, 16 August 2022 (JST)

*After the deadline, the applicants will be notified as to whether you are accepted or not by e-mail from the Alumni Society in your area.

ONLINE TOOL

Zoom Meeting

*When selected as a participant, you will receive an invitation email. Please register for the Meeting by clicking on the link in the email.

*After registration, a registrant will receive another email including the button to participate in the Meeting. On the day of the Meeting, just click this button.

*Invitation emails will be sent to all the approved participants. If you do not receive an email, please contact AOTS Alumni Society/Association you applied for.

*We are planning discussions and presentations from participants in the program. We recommend that you join from a PC instead of a smartphone. Also, please prepare a device equipped with a microphone and a webcam.

NOTES

Please read the following notes before applying for this program. By applying for the program, you agree to the following terms and conditions.

- ◇ Attending the program in a group is not admitted.
- ◇ Do not transfer the seminar connection information (meeting link/number/password) given to the participants, to others without permission.
- ◇ This program will be conducted using the external service "Zoom". Participants are required to prepare the necessary equipment for attending the seminar, such as a computer, webcam, and microphone, and to confirm that the communication environment does not interfere with participating this program before the program started. The participant shall prepare and maintain the equipment and communication environment necessary to receive training at their own expense and responsibility.
- ◇ The personal information provided by the participant may be provided to the persons involved in the implementation of the program, such as lecturers and interpreters, based on the participant's consent. In addition, the registration information and other information and data provided may be used at the discretion of AOTS for the purpose of providing and operating training, improving and enhancing training content, publicizing other training programs and conducting surveys, or may be made public as statistical information in a form that does not identify individuals.
- ◇ The participants are requested to cooperate for a survey conducted by AOTS.
- ◇ Unauthorized reproduction, editing, modification, distribution or reprinting of handouts, or filming or recording of lecture content is strictly prohibited. Participants are asked to make a pledge not to commit any violation.
- ◇ In the event of an unavoidable accident (war, riot, labor dispute, earthquake, storm, fire, flood, epidemic, etc.) or network / equipment trouble, AOTS may cancel the implementation of the program. AOTS will not be held responsible if it becomes difficult for participants to participate in or continue to participate in the program due to an unavoidable accident or network/equipment trouble.

INQUIRY

The Association for Overseas Technical Cooperation and Sustainable Partnership
Overseas Cooperation Group

30-1, Senju Azuma 1-chome, Adachi-ku, Tokyo 120-8534, JAPAN

Tel : +81-3-3888-8256

Fax : +81-3-3888-8242

E-mail: webinar-kaikyo@aots.jp

[Table 1] TIME DIFFERENCE WITH JAPAN IN THE TARGET ZONE
(Only countries with AOTS Alumni Societies are listed.)

Country (Region)	Time difference with JST () indicates the time difference during daylight savings time.
Mongolia (Ulaanbaatar)	JST - 01:00
Malaysia	JST - 01:00
Philippines	JST - 01:00
Cambodia	JST - 02:00
Indonesia (Jakarta)	JST - 02:00
Thailand	JST - 02:00
Viet Nam	JST - 02:00
Myanmar	JST - 02:30
Bangladesh	JST - 03:00
Nepal	JST - 03:15
India	JST - 03:30
Sri Lanka	JST - 03:30
Pakistan	JST - 04:00
Iran	JST - 05:30 (JST- 4:30)
Georgia	JST - 05:00
Tanzania	JST - 06:00
Ethiopia	JST - 06:00
Kenya	JST - 06:00
Sudan	JST - 06:00
Turkey	JST - 06:00
Egypt	JST - 07:00
Zambia	JST - 07:00
South Africa	JST - 07:00
North Macedonia	JST - 08:00 (JST - 07:00)
Cameroon	JST - 08:00
Nigeria	JST - 08:00
Ghana	JST - 09:00
Argentina	JST - 12:00
Brazil (Sao Paulo, Rio de Janeiro)	JST - 12:00 (JST - 11:00)
Bolivia	JST - 13:00
Paraguay	JST - 13:00 (JST - 12:00)
Venezuela	JST - 13:00
Peru	JST - 14:00
Mexico (Mexico City, Monterrey)	JST - 15:00 (JST - 14:00)

[Table 2] LIST OF TARGET COUNTRIES

Applicants should be residing in the following countries.

Asia (24)	Oceania (14)	Middle East (9)	Europe (10)
Afghanistan	Fiji	Armenia	Albania
Bangladesh	Kiribati	Azerbaijan	Belarus
Bhutan	Marshall Islands	Georgia	Bosnia and Herzegovina
Cambodia	Micronesia	Iraq	Kosovo
India	Nauru	Jordan	Moldova
Indonesia	Niue	Lebanon	Montenegro
Iran*	Papua New Guinea	Palestine	North Macedonia
Kazakhstan	Samoa	Syria	Serbia
Kyrgyzstan	Solomon Islands	Yemen	Turkey
Laos	Tokelau		Ukraine
Malaysia	Tonga		
Maldives	Tuvalu		
Mongolia	Vanuatu		
Myanmar	Wallis and Futuna		
Nepal			
Pakistan			
Philippines			
Sri Lanka			
Tajikistan			
Thailand			
Timor-Leste			
Turkmenistan			
Uzbekistan			
Viet Nam			

Africa (54)		Latin America (27)	
Algeria	Liberia	Argentina	Haiti
Angola	Libya	Belize	Honduras
Benin	Madagascar	Bolivia	Jamaica
Botswana	Malawi	Brazil	Mexico
Burkina Faso	Mali	Colombia	Montserrat
Burundi	Mauritania	Costa Rica	Nicaragua
Cabo Verde	Mauritius	Cuba	Panama
Cameroon	Morocco	Dominica	Paraguay
Central African Rep.	Mozambique	Dominican Republic	Peru
Chad	Namibia	Ecuador	St. Lucia
Comoros	Niger	El Salvador	St. Vincent and Grenadines
Congo	Nigeria	Grenada	Suriname
Congo, Dem. Rep.	Rwanda	Guatemala	Venezuela
Côte d'Ivoire	Sao Tome and Principe	Guyana	
Djibouti	Senegal		
Egypt	Sierra Leone		
Equatorial Guinea	Somalia		
Eritrea	South Africa		
Eswatini	South Sudan		
Ethiopia	St. Helena		
Gabon	Sudan		
Gambia	Tanzania		
Ghana	Togo		
Guinea	Tunisia		
Guinea-Bissau	Uganda		
Kenya	Zambia		
Lesotho	Zimbabwe		

*Iran is a member of South Asia Federation of AOTS Alumni Societies (SAFAAS) and is classified as Asia not Middle East.

If no AOTS Alumni Society exists in your country (region), please apply through the AOTS Alumni Society in your nearest area.

For the list of AOTS Alumni Societies, please visit <https://www.aots.jp/en/alumni/about/>.