



สภาองค์การนายจ้างแห่งประเทศไทย (ECOT) ด้วยความร่วมมือกับ The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) ประเทศญี่ปุ่น

ขอเชิญผู้ที่มีคุณสมบัติดังต่อไปนี้

1. **Middle managers** who supervise and instruct subordinates or specialists who are instructors/trainers (including future instructors/trainers) in the field of IR and/or HRM/or HRD in Employers' Organizations' member companies or Employers' Organizations.
2. **Specialists** who are instructors/trainers (including future instructors/trainers) in the field of IR and/or HRM /or HRD in Employers' Organizations' member companies or Employers' Organizations.
3. **Persons** who are not over the age of 45 and not younger than 25 on the first day of the seminar.
4. **Persons** who have a good command of both written and spoken English. If a candidate was not educated in English, a document which proves his/her English proficiency, e.g., official TOEFL or TOEIC score, should be attached.
5. **Persons** who can fully complete the seminar and to carry out two tasks.

สมัครเพื่อขอรับทุน (ฟรี)หลักสูตร

The Program on "Management Training Program (MTP)" [ERMI]

(ทาง Online และที่ประเทศญี่ปุ่น)

1. Duration: Hybrid

- **First Half (Online):** Tuesday, June 4 to Wednesday, June 12, 2024

- **Second Half (In-person):** Wednesday, July 3 to Thursday, July 11, 2024

- In the first half of the program, fourteen lectures will be conducted online during the period, excluding Saturday Sunday.

- In the second half of the seminar, fourteen lectures will be scheduled on consecutive weekday, excluding Saturday and Sunday. (The date of arrival in Japan will be July 2 and the date of departure from Japan will be July 12.)

2. Venue:

Kansai Kenshu Center (KKC) The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)

Address: 7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan

3. **Number of Participants:** 12 in total

4. **Selection of participants:** AOTS will consider the balance of countries among the selected participants.

5. **Seminar Language:** English or Japanese with English interpretation

6. Objectives:

The "Management Training Program (MTP)" is a training program conducted by the Japan Industrial Training Association (JITA). It is a systematic program to learn "the basics of the management" required by "Managers" of any level who have a subordinate. In this program, participants will learn the whole "MTP" and will also acquire the skills to perform as an MTP instructor. After completion of the program, participants will be officially accredited as an MTP instructor and be eligible to instruct in their company/organization for public interest purposes

7. Seminar Elements:

The seminar is consisting of the following elements:

- (1) Lectures by specialists and experts.
- (2) Company visits to observe Industrial Relations (IR) and Human Resource Management (HRM) practices in Japan.
- (3) Presentations by participants
- (4) Creating an action plan to improve IR and HRM in participants' respective company/organization.

8. Terms and Conditions:

Since this program is 100% subsidized by the Japanese government, participants must confirm their agreement to the "AOTS Program Conditions of Participation," which include the following conditions, and participants must abide by the rules of this program.

- (1) Participants shall obtain a "Temporary Visitor Visa" by submitting the invitation documents supplied by AOTS to the Japanese Embassy or consulate in their country. AOTS may cancel the invitation of participants who enter Japan with the wrong kind of visa.
- (2) Reservation of tickets for air travel to and from Japan will be made by AOTS and the tickets will be sent to each participant in the form of an e-ticket through a travel agency. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the seminar will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the seminar begins and their flights for departure one day after the seminar ends.
- (3) Participants are not allowed to change the route, flight class or date without the endorsement of AOTS. Participants are not allowed to overstay at a city/cities in a third country between participants' home countries and Japan for any reasons other than flight convenience. If participants change the flight route by themselves, AOTS may charge them the cost of their air ticket.
- (4) Participants shall not be accompanied by their family members to Japan during the seminar.

(5) Participants must stay at the designated accommodations during the seminar, staying overnight out of the center, extension of stay in Japan, doing business in Japan are not permitted.

(6) Participants shall not request AOTS to arrange nor arrange by themselves any additional program for themselves during or before/after the seminar.

(7) Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.

(8) Participants shall leave Japan and return home upon completion of the seminar in Japan according to the original schedule proposed by AOTS.

(9) Although the second half of this program is scheduled to be conducted in person, it may be switched to online depending on the infectious disease situation and other inevitable matters. Participants shall comply with any changes that occur as a result of the switch from in-person to online implementation of the seminar.

(10) Participants shall prepare for the second half of the program according to the notification from AOTS, which will be provided around the time when the first half will be completed.

(11) Regarding intellectual property rights, the streamed lectures may not be downloaded or recorded in any way and they may also not be used for any other purpose than participation in the seminar. Data distributed to participants through the lectures may be used only for designated and approved purposes. The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.

(12) In Japan, wearing a mask, disinfecting fingers are advisable in public places to prevent infectious disease.

9. . Selection of Participants:

Selection of participants will be based on the application documents. AOTS will notify the result of selection to Employers' Organizations as well as the selected participants by **Friday, May 24, 2024 at the latest.**

10. Certificate:

When a participant completes the scheduled lectures and discussions satisfactorily, a certificate shall be awarded to him/her by AOTS. However, if he/she fails to follow the conditions listed below, in general, the certificate will not be issued to them:

(1) Attend all online lectures and discussions. If a participant lives in a country where there are difficulties taking live interactive lectures because of the time difference, he/she will be required to view a video stream of those lectures excluding sessions of presentation by participants.

(2) Attend at least two-thirds of the scheduled activities in Japan.

(3) Submit all documents which are required for the seminar.

(4) Obtain sufficient learning results which are expected for each seminar by lecturers and AOTS.

11. Financial Arrangements:

This program is financed by Japanese Ministry of Health, Labour and Welfare. Expenses directly related to the seminar will be met by AOTS as per the AOTS rules and regulations.

However, AOTS will not cover any expenses incurred in participating in the online seminar and in traveling between the participant's country and Japan except for those shown in the table.

Examples of expenses borne by participants are as follows, Expenses for internet access and equipment (such as a personal computer, a microphone, and a webcam), postage, fees for passport issuance, visa application fees, vaccination fees, infectious disease inspection fee and other fees related to entry and exit, health checks, travel expenses in their countries, etc. In addition, if you become infected with infectious disease while in Japan, you may be liable for expenses that are not covered by the overseas travel insurance arranged by AOTS.

12. เอกสารประกอบการสมัคร:

(1) Application Form (Part 2 to 7) (Attached files) with handwritten signatures (both Excel format and PDF) (Part 1 **ไม่ต้องทำ**)

(2) A copy of certificate to prove applicant's English proficiency such as **TOEFL, TOEIC or IELTS** if the applicant has not been educated in English.

(3) Applicant's face photo (3 cm x 4 cm) = 1

(4) A copy of applicant's passport **and** Thai National ID card

(5) Applicant's company brochure

(6) บันทึกข้อตกลงระหว่าง ECOT กับ ผู้สมัคร (ตามเอกสารแนบ)

❖ **ส่งเอกสารทั้งหมด โดยทาง e-mail : ecot@ecot.or.th, kornchai@ecot.or.th**

❖ **กำหนดส่งเอกสารการสมัครให้ ECOT ภายใน : **Thursday, April 30, 2024****

❖ **สัมภาษณ์โดยคณะกรรมการสัมภาษณ์ของ ECOT**

วันที่ : **Friday, May 3, 2024 at 1 PM. by Zoom meeting**

❖ **ค่าสมัคร 1,000 บาท ชำระพร้อมยื่นใบสมัคร (สมัครได้ 2 ครั้ง) ชำระที่ บัญชีออมทรัพย์ ธนาคารกสิกรไทย เลขที่ 739-2-15039-5 ชื่อ สภากงศ์การนายจ้างแห่งประเทศไทย (ชำระแล้วกรุณาส่งสำเนาสลิปพร้อมใบสมัคร ทาง e-mail : ecot@ecot.or.th, kornchai@ecot.or.th**

❖ **ผู้ประสานงาน คุณกรชัย : 081-647-5787**

บันทึกข้อตกลงของผู้สมัครกับ ECOT

วันที่.....

ข้าพเจ้าขอทำบันทึกข้อตกลงกับสภาองค์การนายจ้างแห่งประเทศไทย (ECOT) ฉบับนี้ไว้ว่า ถ้าข้าพเจ้าได้รับการคัดเลือกจาก AOTS ให้เป็นผู้รับทุน The Program on “Management Training Program (MTP)” [24- ERMI] แล้ว ข้าพเจ้ายินดีที่จะปฏิบัติตามเงื่อนไขของ ECOT ดังต่อไปนี้

1. ข้าพเจ้าจะสมัครเป็นสมาชิก (แบบบริษัทหรือแบบรายบุคคลก็ได้) ตามกฎระเบียบของสภาองค์การนายจ้างแห่งประเทศไทย (ECOT) โดยมีค่าใช้จ่าย **6,000 บาท** (รวมค่าธรรมเนียมแรกเข้า 1,000 และ ค่าบำรุงประจำปี 5,000 บาท) ยกเว้นเป็นสมาชิกของสภาฯ และชำระค่าสมาชิกปีที่ผ่านมาแล้ว
2. ข้าพเจ้าจะทำรายงานย่อๆ(ภาษาไทยหรือ English) ประมาณ 2-3 หน้าภายใน 3 สัปดาห์ นับแต่วันสิ้นสุดการสัมมนา ให้ ECOT ถึงสิ่งที่ได้เรียนรู้มา พร้อมภาพถ่ายระหว่างการสัมมนา โดยยินยอมให้ ECOT เผยแพร่ลงใน Web และสื่อต่างๆของสภา ECOTต่อไป

จึงลายมือชื่อไว้เป็นหลักฐาน

ลงชื่อ.....ผู้สมัคร

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ผู้ประสานงาน คุณกรชัย : 081-647-5787