TUESDAY, 27 JANUARY 2009

0830 – 0900  Registration

0900 – 0940  Opening Addresses
Mr Masahiko Hayashi, Deputy Director, ILO Japan
Mr Masaharu Tanaka, Director, Overseas Cooperation Division, Human Resources Development Bureau, Ministry of Health, Labour and Welfare, Japan
Mr Isao Aoki, President, OVTA

0940-1000  Introduction of participants
Programme and arrangements for the meeting
Group photograph

1000 – 1030  Tea/coffee break

1030 – 1100  Selection of Workshop Session Chairs and Panel Members
Individual meetings of Government, Employer and Worker participants
Coordinated by: Ray Grannall, Manager, SKILLS-AP

1100 – 1210  Technical session 1: Skills Development in the workplace - the international experience
Panel Chairperson: Government participant
Presentations:    David Lancaster, ILO Consultant
                 Nobuo Matsubara, Deputy Director
                 Overseas Cooperation Division, MHLW, Japan

1210 – 1230  Comments from Panel members:
Workers’ and employers’ perspectives (5 minutes each)

1230 – 1400  Welcome lunch hosted by OVTA

1400 – 1515  Technical session 2A: Skills Development in the Workplace: How it operates and how it is supported - experience of countries in the region
- ways that skills development in the workplace operates in your country
- the extent to which workplace learning is supported by government and the various employer and worker and organizations
- the status and issues of the returned trainee/workers, who have acquired skills through the international scheme, such as the Technical Internship Training Programme
Panel Chairperson: Employer participant
Country presentations: Government representative from Bangladesh, China and Indonesia (10 minutes each) workers’ and employers’ views (5 minutes each)

1515 – 1545 Tea/coffee break

1545 – 1700 Technical session 2B: Skills Development in the Workplace: How it operates and how it is supported experience of countries in the region (continued)
  • ways that skills development in the workplace operates in your country
  • the extent to which workplace learning is supported by government and the various employer and worker and organizations
  • the status and issues of the returned trainee/workers, who have acquired skills through the international scheme, such as the Technical Internship Training Programme
Panel Chairperson: Worker participant
Country presentations: Government representatives from Philippines, Thailand and Vietnam (10 minutes each) workers’ and employers’ views (5 minutes each).

WEDNESDAY, 28 JANUARY 2009

0900 – 1000 1st Working Group Session: Identification of Key Issues
Panel Chairperson: Government participant
Introduced by: Ray Grannall, Manager, ILO/SKILLS-AP
Three working groups (mixed according to country and background)

1000 – 1030 Presentations from the 1st Working Group discussions
Panel Chairperson: from previous session
Presentations from: Chairs of the Working Groups (10 minutes each)

1030 – 1100 Tea/coffee break

1100 – 1210 Technical Session 3: Workplace learning and Designing Training Programmes to meet specific Workplace Needs
Panel Chairperson: Employer participant
Presentations by: David Lancaster, ILO Consultant Kazuo Takebuchi, AGP Co. Japan

1210 – 1230 Comments from Panel members:
Government and workers’ perspectives

1230 – 1400 Lunch

1400 – 1500 2nd Working Group Session: Designing Training Programmes to meet specific Workplace Needs
Panel Chairperson: Worker participant
Introduced by: David Lancaster, ILO Consultant
Three working groups (mixed according to country and background)

1500 – 1530 Tea/Coffee break

1530 – 1600 Presentations of the 2nd Working Groups and discussion
Panel Chairperson: from previous session (worker participant)
Presentation from: Chairs of the Working Groups

1600 – 1700  
**Technical Session 4: Partnerships between Industry and Training Organizations**
Panel Chairperson: Government participant  
Presentations by: David Lancaster, ILO Consultant

1700 – 1715  
**Comments from Panel members:**  
Workers’ and employers’ perspectives (5 minutes each)

THURSDAY, 29 JANUARY 2009

0900 – 1000  
**Technical Session 5 - Workplace Learning – International examples**
Panel Chairperson: Employer participant  
Presentation by: Yoshiyuki Fukuzawa, Director, Foreigner’s Training Office, MHLW  
Margaret Willis (Director VETAB Australia)

**Comments from Panel members:**  
Government and workers’ perspectives

1000 – 1030  
Tea/coffee break

1030 -- 1045  
**Technical Session 5a – Workplace Learning – Draft Guide**
Panel Chairperson: Government participant  
Introduced by: Ray Grannall Manager SKILLS-AP  

1045 -- 1115  
**3rd Working Group Session: Guide to Workplace Learning**
Panel Chairperson: from previous session (Government participant)  
Three working groups (mixed according to country and background)

1115 -- 1130  
**Presentations of the 3rd Working Groups and discussion**
Panel Chairperson: from previous session (Government participant)  
Presentation from Chairs of the Working Groups

1130 – 1230  
**Technical session 6a: Skills Development in the Workplace: Labour market and skills assessment - experience of countries in the region**
- labour market structure and labour market information;
- skills training and job assessment systems;
- workplace learning within private sector organizations;
Panel Chairperson: Worker participant  
Country presentations: Government representative from Bangladesh, China and Indonesia (10 minutes each) workers’ and employers’ views (5 minutes each).

1230 – 1400  
Lunch

1400 – 1500  
**Technical session 6b: Skills Development in the Workplace: Labour market and skills assessment - experience of countries in the region (continued)**
- labour market structure and labour market information;,
• skills training and job assessment systems;
• workplace learning within private sector organizations;
Panel Chairperson: Employer participant
Country presentations: Government representatives from Philippines, Thailand and Vietnam (10 minutes each) workers’ and employers’ views (5 minutes each).

1500 – 1530  

**Tea/coffee break**

1530 – 1630  

**Technical Session 7: Recognition of Prior Learning (RPL) – RPL following skills development in another country**
Panel Chairperson: Worker participant
Introduced by: Ray Grannall, ILO SKILLS-AP; and
Presentation by David Lancaster, ILO Consultant
Nobuo Matsubara, Deputy Director Overseas Cooperation Division, MHLW Japan

**Comments from Panel members:**
Government and Employers’ perspectives

1630 – 1700  

**General Discussion**

FRIDAY, 30 JANUARY 2009

0900 - 1030  

**4th Working Group session: Supporting Trainees when they return Effective Approaches to Skills Development in the Workplace (three mixed working groups)**
• measuring workplace learning
• skills training and job assessment systems;
• recording information
Panel Chairperson: Government participant
Introduced by: Ray Grannall and David Lancaster
Three mixed working groups

1030 – 1100  

**Tea/Coffee Break**

1100 – 1130  

**4th Working Group Reporting Back**
Panel Chairperson: Government participant
Presentation from: Chairs/rapporteurs of the Working Groups

1130 – 1230  

**TBA**

1230 – 1400  

**Lunch**

1400 – 1530  

**Technical Session 8 – Workplace learning for technical, operational and management roles (Role of managers, project design, job shadowing, job sharing, mentoring programmes etc)**
Panel Chairperson: Employer participant
Introduced by: David Lancaster, ILO Consultant

**Comments from Panel members:**
Government and workers’ perspectives
1530 – 1600 Tea/Coffee Break

1600 – 1700 Introduction to the Field Visit Programme and Reporting
- Japanese approach to learning and training in the workplace
- Overview of the visit programme – OVTA representative
- Data Collection – David Lancaster, ILO consultant

SATURDAY, 31 JANUARY 2009

Own Arrangements

SUNDAY, 1 FEBRUARY 2009

P.M. Travel to Hiroshima
Overnight in Hiroshima

MONDAY, 2 FEBRUARY 2009

A.M. Visit to Japanese enterprises
(Details to be arranged)

P.M. Travel to Kyoto
Overnight in Kyoto

TUESDAY, 3 FEBRUARY 2009

Visit to Japanese enterprises
(Details to be arranged)

Overnight in Kyoto

WEDNESDAY, 4 FEBRUARY 2009

Visit (to be arranged)

Return to Chiba ETA 16:00

THURSDAY 5, FEBRUARY 2009

0900 – 1030 De-briefing from the Field Visits
- Key features observed
- Lessons learnt
Panel Chairperson: Worker participant
Introduced by: David Lancaster

1030 - 1100 Tea/coffee break

- Using various methods to identify workplace training needs;
- Strategies to identify demand for training.
- International cooperation:
- Cooperation in sharing information and experiences on skill
- Career development focusing on ‘Workplace Learning’.
• Changes to Government regulation required
• Government support required

Panel Chairperson: Government participant
Introduced by: Ray Grannall

1230 – 1400  Lunch

1400 – 1700  Development of National Action Plans (Country Working Groups)
Continuation of discussion

FRIDAY, 6 FEBRUARY 2009

0900 – 1030  Presentations of the National Reports and Action Plans
Panel Chairperson: from previous session (Government)
Panel: Representatives of the Country Working Groups: Bangladesh, China and Indonesia

Open discussion

1030 - 1100  Tea/coffee break

1100 – 1230  Presentations of the National Reports and Action Plans
Panel Chairperson: from previous session (Government)
Panel: Representatives of the Country Working Groups: Philippines, Thailand and Vietnam

Open discussion

1230 – 1400  Lunch

1400 – 1500  Synthesis of major issues
• Issues identified in the meeting
• discussion of follow up action
Panel Chairperson: Ray Grannall, ILO SKILLS–AP
Synthesis and Review by: David Lancaster, ILO consultant

1500 – 1530  Tea/coffee break

1530 - 1600  Closing session
Chairperson: ILO and OVTA
Statements by: Representatives of Governments, Employers’ and Workers’ organizations

17:30  Farewell Party hosted by OVTA