

## ILO/SKILLS-AP/Japan Regional technical workshop and study programme on skills training in the workplace

Overseas Vocational Training Associations, Chiba, Japan  
1 - 5 February 2010

### PROGRAMME

#### MONDAY, 1 FEBRUARY 2010

- 0830 – 0900** Registration
- 0900 – 0930** ***Opening addresses***  
 - Mr Shinichi Hasegawa, Director, ILO Japan  
 - Mr Shinichi Ozawa, Director, Overseas Cooperation Division, Human Resources Development Bureau, Ministry of Health, Labour and Welfare, Japan  
 - Mr Isao Aoki, President, OVTA
- 0930 – 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, Regional Senior Adviser on Skills Development, ILO ROAP
- 1100 – 1230** ***Technical session 1: Skills development in the workplace – ILO perspective and the international experience***  
**Panel chairperson:** Government participant  
**Presentations:** Ray Grannall, Regional Senior Adviser on Skills Development, ILO ROAP  
 Japan experience
- Comments from panel members:***  
 Workers' and employers' perspectives (5 minutes each)
- 1230 – 1400** **Welcome lunch hosted by OVTA**
- 1400 – 1430** ***Introduction to training and skills assessment in the workplace***  
**Presentation:** ILO consultant
- 1430 – 1530** ***Technical session 2A: Skills development in the workplace : How it is operated and how the skills need is assessed - experience of countries in the skills assessment (3 countries)***  
  - 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 organizations
  - labour market structure and labour market information;
  - skills training and job assessment systems**Panel chairperson:** Worker participant

**Country presentations:** Government representative from India, Indonesia, and Malaysia (10 minutes each) workers' and employers' views (5 minutes each)

1530 – 1600 **Tea/coffee break**

1600 – 1700 ***Technical session 2B: Skills development in the workplace : How it is operated and how the skills need is assessed - experience of countries in the skills assessment (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 organizations
- labour market structure and labour market information;
- skills training and job assessment systems

**Panel chairperson:** Government participant

**Country presentations:** Government representative from Philippines, Sri Lanka, and Thailand (10 minutes each) workers' and employers' views (5 minutes each)

## TUESDAY 2, FEBRUARY 2010

0900 – 1000 ***Technical session 3: Workplace learning and designing training programmes to meet specific workplace needs***

**Panel chairperson:** Employer participant

**Presentations by:** ILO consultant  
Japan expert

***Comments from panel members:***

Government's and workers' perspectives

1000 – 1030 **Tea/coffee break**

1030 – 1145 ***Technical session 4: Competency based training programmes to meet specific workplace needs***

**Panel chairperson:** Worker participant

**Presentations by:** Ray Grannall, Regional Senior Adviser on Skills Development, ILO ROAP

***Comments from panel members:***

Government's and employers' perspectives

1145 – 1230 ***1<sup>st</sup> Working group discussion: Designing training programmes to meet specific workplace needs***

**Panel chairperson:** Government participant

**Introduced by:** ILO consultant  
Three working groups (mixed according to country and background)

1230 – 1400 **Lunch**

1400 – 1445 ***Presentations from the 1<sup>st</sup> working group discussions***

**Panel chairperson:** from previous session (Government)

**Presentations from:** Chairs of the working groups (10 minutes each)

1445 – 1530 ***Technical session 5: Partnerships between industry and training organizations***

**Panel chairperson:** Employer participant  
**Presentations by:** ILO consultant  
Japan Expert

**Comments from panel members:**  
Governments' and workers' perspectives (5 minutes each)

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 – ILO consultant
- Introduction of development of national action plans

### WEDNESDAY 3, FEBRUARY 2010

0900 – 0945 **Technical session 6: Introduction to professional development for trainers and instructors**

**Panel chairperson:** Worker participant  
**Presentations by:** ILO consultant  
Japan Expert

0945 – 1015 **2<sup>nd</sup> Working group discussion - Upgrading and supporting trainers and instructors**

**Panel chairperson:** from previous session (worker participant)

1015 – 1045 Tea/coffee break

1045 – 1115 **Presentations from the 2<sup>nd</sup> working group discussions**

**Panel chairperson:** from previous session (worker participant)  
**Presentations from:** Chairs of the working groups (10 minutes each)

1115 – 1200 **Development of national action plans (preparation for country working groups on Friday 5 February)**

- Using various methods to identify workplace training needs;
- Strategies to identify demand for training.
- International cooperation:
- Cooperation in sharing information and experiences on skill
- Changes to Government regulation required
- Government support required

**Introduced by:** Ray Grannall

1200 – 1330 Lunch

1330 **Site Visit: A company which accepts technical interns from overseas**

**Stay overnight at Yokohama, Kanagawa prefecture**

## THURSDAY 4, FEBRUARY 2010

- Morning:** Kanto Polytechnic Center of Employment Human Resource Development Organization
- Afternoon:** Polytechnic University  
- Further discussion on partnerships between industry and training organization by Japan Expert
- Return to OVTA, Chiba

## FRIDAY, 5 FEBRUARY 2009

- 0830 – 0900** *De-briefing from the field visits*
- Key features observed
  - Lessons learnt
- Panel chairperson:** Government participant
- 0900 – 1000** *Development of national action plans (Country working groups)*
- Panel chairperson:**
- Introduced by:** Ray Grannall
- 1000 – 1030** Tea/coffee break
- 1030 – 1100** *Development of national action plans (continues)*
- 1100 – 1200** *Presentations of the national reports and action plans*
- Panel chairperson:** from previous session
- Panel:** Representatives of the country working groups: India, Indonesia, Malaysia, Philippines (15 minutes each)
- 1200 – 1330** Lunch
- 1330 – 1430** *Presentations of the national reports and action plans (continues)*
- Panel chairperson:** from previous session
- Panel:** Representatives of the country working groups: Sri Lanka and Thailand (15 minutes each)
- Open discussion**
- 1430 – 1530** *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:** ILO consultant
- 1530 – 1600** Tea/coffee break
- 1600 – 1630** *Closing session*
- Chairperson:** ILO and OVTA
- Statements by:** Representatives of Governments, Employers' and Workers' organizations
- 1800** *Farewell party hosted by OVTA*