

Employer's Group's Human Resources Professional series provides a solid foundation of all critical areas faced by Japanese human resources professionals on a daily basis. This two-day certificate program focuses on compliance with current employment law, starting and severing employment relationships, structuring innovative compensation & benefits packages, and establishing effective lines of dialogue and communication with your supervisory and management team. As Japanese employment law continues to evolve and mature, this certification course incorporates best practices from California, the United States and other jurisdictions where employment law and the role of the human resources professional has dynamically evolved and changed in response to decades of change and new developments in the employer-employee relationship.

The coursework for the two-day series will cover material in the following topic areas:

***Day One***

**Introduction to  
Human  
Resources**

- Understanding the pivotal role of Human Resources management
- Identify and define HR's major activities
- Understand the roles HR plays in every organization
- Discuss ethical considerations related to human resources
- Identify the main laws affecting human resources

**Employment  
Laws for HR**

- Identify and discuss the legal considerations in establishing and terminating the employment relationship
  - Work Rules
  - Employment Contracts
  - Collective Bargaining Agreements
- Establish legal standards in HR processes-Why more is better in Japan, as opposed to less is more in California?
- Discuss current issues in employment law
- Discuss Japanese Employment Case Law including the following:
  - Termination of Employment
  - Hours of Work
  - Sex Discrimination
  - Sexual Harassment
- Create policies and practices that support and justify the discharge
- Develop and evaluate discipline, documentation, termination and performance appraisal systems
- Discuss defamation issues, layoff issues, and progressive discipline issues

<i><b>Day Two</b></i>	
<b>HR's Role in Selecting and Regaining Quality Talent</b>	<ul style="list-style-type: none"> <li>• Identify recruiting/retention sources and strategies</li> <li>• Utilize various interviewing techniques and identify the pros and cons of each</li> <li>• Evaluate current hiring process to ensure organizational fit</li> <li>• Identify, select and interview quality candidates</li> <li>• Develop initiatives that improve employee retention</li> </ul>
<b>Compensation &amp; Benefit Trends</b>	<ul style="list-style-type: none"> <li>• Gain insight on competitive compensation and benefit programs</li> <li>• Consider competitive challenges in plan design</li> <li>• Discuss creative options for supplementing your current compensation package without breaking the bank</li> </ul>
<b>HR and Supervisory Communications</b>	<ul style="list-style-type: none"> <li>• Communicate more effectively to all levels within your organization</li> <li>• Learn the art of persuasion with supervisors and managers</li> <li>• Overcome negative reactions or perceptions</li> <li>• Build credibility, trust and management support</li> <li>• Contribute to get noticed by senior management</li> </ul>
<p>This Certificate Program is delivered in Japan in cooperation with Global Daigaku.com  <a href="http://Global Daigaku.com">Global Daigaku.com</a>            1F Place Canada            7-3-37 Akasaka            Minato-ku            Tokyo 107-0052            Tel: 81-80-4738-0978            Fax: 81-3-6893-2538  <a href="http://www.globaldaigaku.com">www.globaldaigaku.com</a>            E-mail: <a href="mailto:info@globaldaigaku.com">info@globaldaigaku.com</a></p>	