



TRAINING CATALOGUE 2022

Training Calendar 2022

1-day Training

Date	Topic	Company	Language
Jul 05	Leader and Team Motivation in New Normal	Okada Expert and Coach	JP
Jul 08	Improve your Presentation Skills	Dale Carnegie	EN
Sep 07	Working and Communicating More Effectively with non-Japanese Colleagues	Japan Consulting Office	JP
Sep 20	Fundamentals of Finance	Iguchi Finance Accounting	JP
Oct 18	Improve your Business English Communication and Writing Skills	Lifecrack	EN/JP
Oct 25	Leadership at all Levels	Okada Expert and Coach	JP
Nov 10	How to Build an Effective Meeting	Lifecrack	JP
Postponed in 2023	Problem Solving Tools : How to Solve Problems Within an Organisation	Fumi Consulting	EN

POSTPONED!

Executive Programs

Global Manager Program 2022 (EN)

This program is delivered by ESSEC Business School and covers the essentials of an MBA, targetting high potential executives with current or future management role. Registration for individual modules are available.

Module 5 : Design Thinking

July 11, 12

Women in Business 2022 (JP)

This program, delivered by GLOBIS, covers the fundamentals of leadership and management for targeted business women at different staged in their career, with a special focus on inclusivity and gender equality.

Module 1 :	Leadership	September 16
Module 2 :	Strategic Thinking	September 29
Module 3 :	Organizational Leadership	October 14
Module 4 :	Power and Influence	October 28
Module 5 :	Negotiation and CCIFJ Intracultural Session	November 8
Module 6 :	Personal Mission and Reflection	November 21
Module 7 :	CCIFJ Roundtable Session, Guest Speaker, Certificate Ceremony	November 25

Leader and Team Motivation in New Normal

**OKADA EXPERT
AND COACH**

Date: July 05, 2022

Language: Japanese



Target Participant

Those who, in the face of multiple challenges post-Covid-19, must continue to sustain professional excellence and deliver teamwork. Young recruits, first-time managers, professionals with extensive experience, or with several reporting lines, HR professionals at any level, business developers.

Facilitator

Okada Expert and Coach



July 05, 2022 (Tue)



14:30 - 17:30



Onsite (CCIFJ)



Japanese



CCIFJ Members : 20,000 JPY
Non-members: 40,000 JPY
(tax excluded)

Objectives

- Understand and apply concepts and techniques of motivational drivers in the hybrid mode.
- Raise your own self-awareness and that of your team to reduce stress levels and to increase motivation in the hybrid mode.
- Practice techniques to leverage Resilience as a professional in order to better motivate teams.
- Exercise Empathy to facilitate team communication and also Self-Compassion to motivate self in the post-Covid environment.

Methodology

- Interactive, participative face-to-face training of 3 hours and 1/2 based on group work and live exercises.
- No artificial role plays: only authentic, real live situations and concerns.
- Coaching approach = finding own solutions to leadership issues by internal resources.
- Theories, structures, tools and techniques empowering participants with immediate effect.

Program Details

- Motivation Drivers: Team and Leader in the hybrid mode.
- Team and Leader: Resilience in Covid-fatigue environment.
- Positive psychology and Gestalt theory in practice.
- Inclusive working style as powerful Motivator post-Covid.

Strong Points

- Group coaching approach and live questions and answers during session, with direct DEMO by Coach.
- Multi-cultural insights (and not just French and JPN cultures only: also UK, other European and Asian countries including China, North America, etc.)
- Flexibility of training language on the spot (ENG, JPN, also FR)

Profile of the Facilitator

Kaoru Okada is a former executive of Renault Nissan (latest 17 years of corporate career out of 30+), and worked at the UN, World Bank and OECD international organisations (first 13 years of career). Certified executive coach (ILM7 Post-Graduate Degree in the UK, qualified in 2019).

Improve your Presentation Skills

Date: July 08, 2022

Language: English



Target Participant

Professionals who want to improve their presentation skills to make a strong impact in front of a group

Facilitator

Dale Carnegie



July 08, 2022 (Fri)



14:00 - 17:30



Onsite (CCIFJ)



English



CCIFJ Members : 22,000 JPY
Non-members: 40,000 JPY
(tax excluded)

Objectives

- Become respected as persuasive and professional
- Organize your thoughts and materials logically and effectively
- Develop a strong personal connection with your audience

Methodology

- Participants will receive “In the Moment Coaching” during the session Workshop in a small group with trainer's support

Program Details

- Module 1 – Increasing Credibility
- Module 2 – Communicating with Greater Impact
- Module 3 – Motivating Others

Strong Points

- Learn in a fully supportive environment
- Unlock your full potential

Profile of the Facilitator

Prior to joining Dale Carnegie Japan, **Dr. Greg Story** had substantial international training experience. He established the Regional Training Program for Austrade in North East Asia. While a General Manager at Shinsei Bank, he created the Shinsei Business School (Corporate University for the Shinsei Retail Bank in Japan). At Shinsei bank, he developed the Train-the-Trainer programs and curriculum for the Retail Bank. Eventually becoming the joint CEO of the Retail Bank at Shinsei, he later became the Country Head for the National Australia Bank in Japan.

Working and Communicating More Effectively with Non-Japanese Colleagues



Date: September 7, 2022

Language: Japanese



Target Participant

Designed for Japanese employees working abroad or working in a foreign company.

Facilitator

Japan Consulting Office



September 07, 2022 (Wed)



14:00 - 17:30



Online (Zoom)



Japanese



CCIFJ Members : 22,000 JPY
Non-members: 40,000 JPY
(tax excluded)

Objectives

- You will learn to better understand your non-Japanese colleagues and adapt in order to work and communicate more efficiently. You will gain a deeper understanding of key concepts and work practices and how they differ from yours. You will also become more familiar with the business protocol.

Methodology

- Active discussion and roleplay.
- The trainer will illustrate the points discussed with examples from his/her own experience working with non-Japanese and share insightful anecdotes.

Program Details

- Facts about the host country which help explain its cultural foundation and key cultural concepts in the West
- The 5 challenges faced by Japanese in multi-national teams (e.g. meetings, decision-making, information sharing, negotiation, socializing)
- How to become more effective in communicating with non-Japanese colleagues
- Working in a global environment
- Protocol and business etiquette

Strong Points

- Delivered in Japanese by a European business man. This enables participants to ask any questions and receive tips and advice on how to best collaborate with and manage non-Japanese colleagues.

Profile of the Facilitator

Olivier van Beneden is a cross-cultural and communication training specialist, who spent most of his career helping Japanese and non-Japanese colleagues work more efficiently together. Olivier has lived and worked in Japan (Pricewaterhouse Coopers) for many years and speaks fluent Japanese. In 2002, he returned back to Europe where he worked for the Japanese company Bridgestone before starting Japan Consulting Office (JCO). JCO focuses exclusively on helping Japanese and non-Japanese work more efficiently together and has several offices in Europe, Japan and USA. JCO's work has been recognized by many clients, and its practical and interactive training approach has earned them supplier awards, including the "highest appreciated training institute" from a Japanese company.

Fundamentals of Finance



Date: September 20, 2022

Language: Japanese



Target Participant

Any professional who wishes to understand the fundamentals of finance and accounting. Anyone who would like to overcome difficulties in understanding financial and accounting documents.

Facilitator

Iguchi Accounting Tax Office



September 20, 2022 (Tue)



09:00 - 13:00



Online (Zoom)



Japanese



CCIFJ Members : 22,000 JPY
Non-members: 35,000 JPY
(tax excluded)

Objectives

- Understand what "Financial statements" are and why they are necessary for a company.
- Learn the basics of 3 principal documents in finance: "Profit and Loss Statement (P/L)", "Balance Sheet (B/S)" and "Cash Flow Statement (C/S)".
- Lead a strong strategy in your department by understanding finance and accounting statements.

Methodology

- Lecture
- Practical exercises using case studies

Program Details

- What are financial statements?
- How to read "Profit and Loss Statement (P/L)", "Balance Sheet (B/S)" and "Cash Flow Statement (C/S)"
- How to analyse those documents Case Studies

Strong Points

- Lecture by a certified public accountant who has many international/French companies as clients.
- A seminar designed for people from other departments than Accounting/Finance, easy to understand even with no prior knowledge.
- Learn the basics of finance efficiently through a good mixture of lectures and practical exercises.

Profile of the Facilitator

Kazushige Iguchi is a certified public accountant, a tax consultant and co-founder of IAL. He used to teach accounting at TAC (Accounting school) before joining the French desk at KPMG Japan. Kazushige Iguchi specializes in auditing public companies and their world branches, (accounting / internal control) auditing • reporting, IPO support, IFRS conversion... Founded Iguchi Accounting / Tax Office in July 2011.

Improve your Business English Communication and Writing Skills

Date: October 18, 2022

Language: English / Japanese



Target Participant

Anyone who wishes to acquire the basics and key points of email writing in English, and learn business expressions. Level : Intermediate (TOEIC 600 or less)

Facilitator

Lifecrack



October 18, 2022 (Tue)



9:0 - 12:30



Online (Zoom)



English / Japanese



CCIFJ Members : 18,000 JPY
Non-members: 22,000 JPY
(tax excluded)

Objectives

- Understand the basics of effective writing communication
- Acquire a simple framework to create convincing emails in English

Methodology

- Online training mixing both short lectures and practice exercise, in groups.

Program Details

- Introduction
- Lecture: Elements of an Email
- Practice: Label Elements of an Example Email
- Lecture: Calls to Action
- Practice: Revise email using bullet points
- Lecture: SCRAP Method
- Practice: Create your own SCRAP Email
- Lecture: Email Formalities
- Practice: Direct vs. Indirect Questions
- Lecture: Intention vs. Perception
- Practice: Reading out loud
- Reflection, wrap up, closing

Strong Points

- Delivered by an English native specialist in communication in marketing, in both English and Japanese

Profile of the Facilitator

Hana Niki has over 14 years of professional experience and has worked for internationally recognized brands. Her contributions include launching the company's first luxury organic bedding brand, expanding the brand into a new market, and scaling the marketing strategy from a small, family-run business through its multi-million dollar acquisition. Hana is fluent in business-level Japanese (JLPT N2) and has studied French. She received her Bachelor of Science degree in Marketing from The Ohio State University where she was awarded the Fisher Pace Setter Award, only awarded to the college's top 5% of students for leadership and academic performance. Hana obtained her MBA from The George Washington University in Washington, DC.

Leadership at All Levels

Date: October 25, 2022

Language: Japanese



Target Participant

Women and men in Japan with ambition at, or curious about, leadership, whatever their current roles or levels of responsibility. More especially young recruits, first-time managers, professionals with extensive experience, or with several reporting lines, HR professionals at any level, business developers...

Facilitator

Okada Expert and Coach



October 25, 2022 (Tue)



14:30 - 17:30



Online (Zoom)



Japanese



CCIFJ Members : 20,000 JPY
Non-members: 35,000 JPY
(tax excluded)

Objectives

- Understand the many concepts of leadership through impacts and behaviours at the individual level.
- Raise self-awareness of your potential for, and limitations against, achieving leadership.
- Develop your own inspiration and style of Leadership.
- Focus on specific challenges a) in the Japan context; and b) in the hybrid environment post-Covid-19.
- Learn tools and techniques to develop your potential and improve on your limitations.

Methodology

- Interactive, participative virtual training of 3 hours based on group work and live exercises.
- No artificial role plays: only authentic, real live situations and concerns.
- Coaching approach = finding own solutions to leadership issues by internal resources.
- Theories, structures, tools and techniques empowering participants with immediate effect.

Program Details

Grow your Leadership and Inspire Others!

- Leadership and Communication
 - Speaking up: Why is this not so easy in public? At work? Outside your comfort zone?
- Leadership and Confrontation
 - Controlling the process of a difficult conversation
- Leadership and Inclusion
 - Leadership is conscious inclusion

Strong Points

- Group coaching approach and live questions and answers during session, with direct DEMO by Coach.
- Multi-cultural insights (and not just French and JPN cultures only: also UK, other European and Asian countries including China, North America, etc.)
- Flexibility of training language on the spot (ENG, JPN, also FR)

Profile of the Facilitator

Kaoru Okada is a former executive of Renault Nissan (latest 17 years of corporate career out of 30+), and at the UN, World Bank and OECD international organisations (first 13 years of career). Certified executive coach (ILM7 Post-Graduate Degree in the UK, qualified in 2019).

How to Build an Effective Meeting

Date: November 10, 2022

Language: Japanese



Target Participant

Anyone in a company who is in charged of organizing and or facilitating meetings, or more complex projects, if you feel that you are repeating meetings with disengaged participants, vague outcomes or a lack of ownership. Also useful for HR professionals who want to design in-house programs about meeting design.

Facilitator

Lifecrack



November 10, 2022 (Thur)



09:00 - 12:00



Online (Zoom)



Japanese



CCIFJ Members : 20,000 JPY
Non-members: 35,000 JPY
(tax excluded)

Objectives

- Understanding the principal elements of an effective meeting.
- Gain a model to enhance group dynamics
- Practice the model and feel ready to take it back to your company.

Methodology

- Short lecture to present the model.
- Group discussions to deepen the learning.
- Meeting design exercise to practice the model.

Program Details

Each part except of the learning modules are a blend of a short lecture and a conversation:

- Leadership vs Design
- Hosting vs Facilitation
- Chaos vs Order
- The 3 stages of creation
- Chaordic framework

Strong Points

- The importance of "design" to organize engaging interactions is often overlooked. This is an invitation to rethink how we organize collaborative processes.
- You will acquire a simple yet powerful model to organize a group setting, regardless its complexity.

Profile of the Facilitator

Patrick Laudon is the Managing Director of LifeCrack, a coaching and organizational development consultancy firm in Tokyo. Trilingual, Patrick coaches in Japanese, English and French in both western and Japanese companies, in Tokyo and South-East Asia.

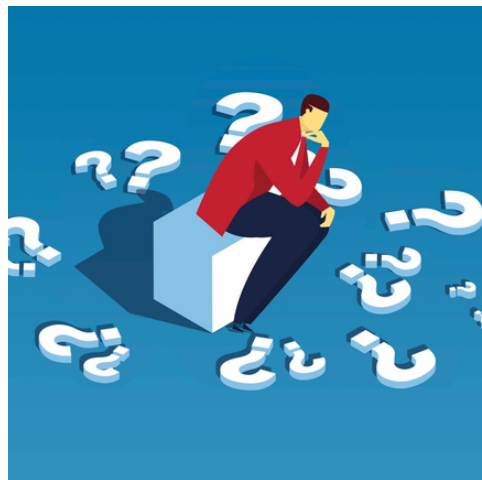
Problem Solving Tools : How to Solve Problems Within an Organisation

Date: Postponed in 2023

Language: English



POSTPONED!



Target Participant

Any business people who seek to improve their problem solving skills in a professional setting.

Facilitator

Fumi Consulting



Postponed in 2023



10:00 - 17:00



Onsite (at the CCIFJ)



English



CCIFJ Members : 35,000 JPY
Non-members: 45,000 JPY
(tax excluded)

Objectives

- To nurture constructive attitudes and communication techniques to enable your team to be one-voiced, leading them toward shared goals and the objectives.
- It will introduce you to the "OODA approach," which will effectively guide you through the steps to solve a problem or reform an organization as well as various methods to analyze problems, determine action plan, and follow up

Methodology

- Understand the concept of problem solving and learn the tools for a systemic problem solving solution, followed by a practice session.

Program Details

- Problem solving
 - - What is the problem?
 - - What is problem solving?
- Perspective, awareness, and think big mindset for effective problem solving etc.
- Systemic approach
- Tools to identify and analyze problems
- OODA Cycle
- Practice

Strong Points

The training does not take an one-way approach and involves active role-play (where possible) and discussion to enhance inter-learning.

Profile of the Facilitator

Makiko Aubin-Kuramoto , Ph.D has more than 10 years of Management experience in the automotive industry with proven results and has expertise in organizational psychology, developmental psychology, family psychology, intercultural communication, and various research methods, including statistics and qualitative analysis.

In Partnership with...



OKADA EXPERT AND COACH



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