

Osaka Gakuin University 2016-17 Fall Semester

Japanese Business Culture and Practices

Instructor :

Jo Kiriara

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Lesson: Wednesday & Friday 12:50-14:20
Office Hours : N/A
Subject code : 1034

Course Description:

This is a practical business course for those who are interested in the structure of the Japanese *Kaisha* and want to acquire effective strategies for cross-cultural communication in the Japanese business organizations. The class consists of lectures, videos, group discussions and presentations, a field trip and a final exam. In addition, through case studies of cultural facts and encounters of foreign workers, students will discover why Japanese think and behave the way they do in business settings. This class not only explains how Japanese people work, negotiate, make decisions and entertain clients, but also offer appropriate advice on how to work with the Japanese. The class provides an opportunity to learn the common social behaviour and manners and basic business knowledge that enable students to conduct business smoothly and successfully with the Japanese in the future.

Resources

Handouts will be provided in each class.

Evaluation

Assignments and active discussions in class (20%)
Field trip opinion paper (10%)
One minute presentation (5%)
Team Presentation (15%)
Final exam (50%)

Notes:

No previous knowledge about Japanese business culture is required. Students with great interest in working in a Japanese company in the future get the most benefits from this class. Details of a field trip and presentations will be given in class.

Course Schedule:

- Week 1: Course Introduction
Introduction to the Japanese business world
- Week 2: Job Hunting Process in Japan
How new recruits are hired: ES, interviews & trainings
- Week 3: *Kata* in Business-1
Greetings, business cards & gift-giving culture
- Week 4: *Kata* in Business-2
Etiquette at ceremonial occasions & socializing
- Week 5: *Kata* in Business-3
Telephoning, making arrangements & 1-minute presentation
- Week 6: Japanese Organization-1—Hierarchical Society
How Japanese company work: structure of a Japanese office
- Week 7: Japanese Organization-2—Departments & Sections
Personnel administration: salary, fringe benefits & appraisal
- Week 8: Japanese organization-3—Human Relationships
Roles & Rules: How to report, communicate, consult & confirm in business
- Week 9: Japanese Organization-4—Negotiations
Decision-making process: Ringisho & Nemawashi
- Week 10: Field trip
- Week 11: Japanese Management-1
Unique management policy (Strength & Weakness)
- Week 12: Japanese Management-2
Changing working environment
- Week 13: Living and Working in Japan
How to work with Japanese colleagues
- Week 14: Project Team Presentations
- Week 15: Final Exam

