

Osaka Gakuin University 2022-23 Fall Semester

## Japanese Business Culture and Practices

### Instructor :

Jo Kiriwara

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Lesson: Wednesday & Friday 13:30-15:15

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 (10%)  
Mid-term Team Presentation (20%)  
Final exam (40%)

### 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:

Course starts from the week of 9/12

Week 1: Course Introduction

Introduction to the Japanese business world

Week 2: Job Hunting Process in Japan

How new recruits are hired: ES, job interviews & trainings

Week 3: Draw up ES/CV, interviews & one-minute presentation

Basic business manners

Week 4: *Kata* in Business 1

Greetings, business cards & gift-giving culture

Week 5: *Kata* in Business 2

Business manners at ceremonial occasions & socializing

Week 6: *Kata* in Business 3

Mid-term: Team Presentation

Week 7: Company Organization-1—Hierarchical Society

How Japanese company work: structure of a Japanese office

Week 8: Company Organization-2—Departments & Sections

Personnel administration: salary, fringe benefits & appraisal

Week 9: Company Organization 3—Human Relationships

personnel system, rotation, assessment, & career path

Week 10: Field Trip

Week 11: Japanese Management 1

Unique management policy (Strength & Weakness)

Week 12: Japanese Management 2

Changing working environment

Week 13: Final Exam