

Japanese Business Briefing (Working Successfully with the Japanese)	
Duration	3 hours
Objective	To provide delegates with an understanding of key values which influence Japanese culture in order that the delegates are better prepared to work or conduct business with the Japanese
Content	<p>Introductions</p> <p>Japan: Core Values</p> <ul style="list-style-type: none"> • A brief introduction to Japanese belief systems and cultural norms from a historical and religious perspective <p>Japanese Values: Their impact on commerce and industry</p> <ul style="list-style-type: none"> • Exploration of how Japanese values influence business. This section will also discuss briefly the role of family and women within the workplace. <p>Japan & the West</p> <ul style="list-style-type: none"> • A discussion on how the Japanese view the West including Western business and Europeans working in Japan. <p>Japanese Business Practice</p> <ul style="list-style-type: none"> • Japanese corporate culture including hierarchy, and the Japanese 'salaryman'. • The Japanese work ethic <p>Working in Japan: Practical advice on establishing good working relations with the Japanese.</p> <ul style="list-style-type: none"> • First impressions (meeting & greeting): handshake vs. bowing • Presenting one's business card • Forms of address • Concepts of time • Dress codes • The business meeting: should Japanese be used? • Seating arrangements • Recognising the head of the meeting • Body language • How/when to contribute • Building a relationship: concept of reciprocity; keeping 'face'; understanding when 'yes' means 'no' /vice versa; socialising • Taboos: unsuitable topics; sneezing <p>Conclusion & Interactive Q & A session</p>
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