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Living and conduct norms

Soft Skill Text for
Japan-India Institute for Manufacturing

July 31 2017



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As entrusted by the Ministry of Economy, Trade and Industry of Japan [METI], this material was planned and produced by the Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS], formerly known as the Overseas Human Resources and Industry Development Association [HIDA].

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Illustrations by Harumi Onchi, Akihito Izumi, and AC works

Regular lifestyle

Text No. 1-1-1

Soft Skill Text for
Japan-India Institute for Manufacturing

Regular lifestyle

Learning contents



- ✓ Task/Time
- ✓ Regular lifestyle



A healthy state can be maintained by having a regular lifestyle. Therefore, It's important to have a good rhythm in your daily life by keeping regular hours, such as the time of waking up, meals, study, going to bed, etc. Make a good daily schedule, and try to maintain it. Establish a regular lifestyle as a trainee.

Routine/Time-1



Let's look at trainee Rajit's daily routine on weekdays.



Waking up



Exercise



Breakfast



**Attendance
at training**



Lunch





Routine/Time-2

Let's look at trainee Rajit's daily routine on weekdays.



**Leaving
workplace**

Shower

Dinner

Self-study

Cleaning-up

Bedtime



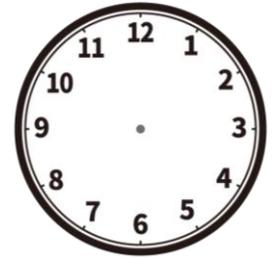
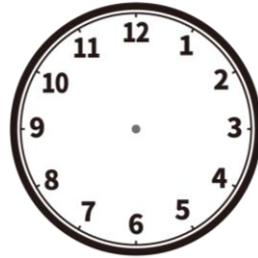
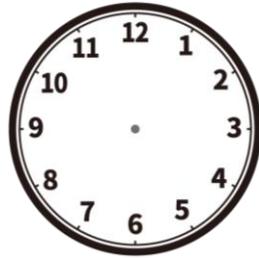
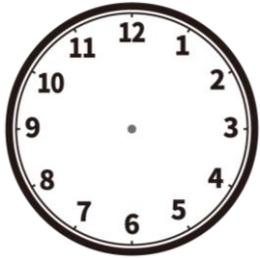
Routine/Time-3



Write your daily routine.



Draw the hour and minute hands in the clocks below :



Waking up

Exercise

Breakfast

**Attendance
at training**

Lunch



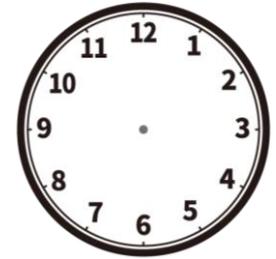
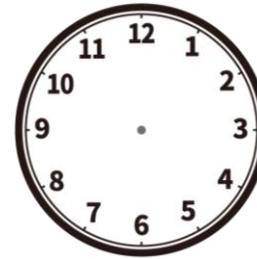
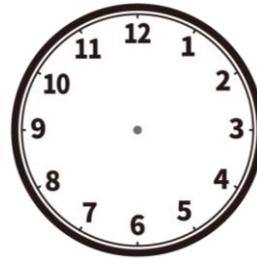
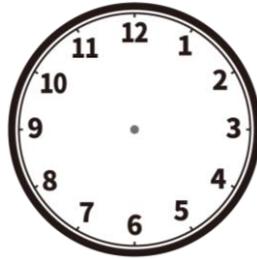
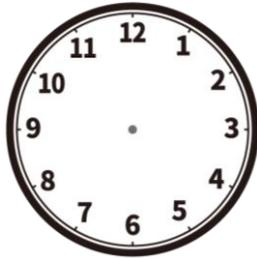
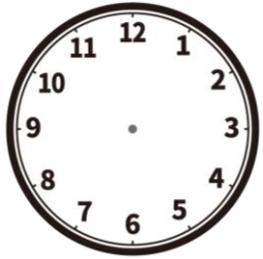


Routine/Time-4

Write your daily routine.



Draw the hour and minute hands in the clocks below :



Leaving workplace

Shower

Dinner

Self-study

Cleaning-up

Bedtime



Regular life-1

- ☞ Get up at a regular time every morning by yourself.
- ☞ Leave early enough for work so as not to be late.
- ☞ Eat proper breakfast, lunch and dinner regularly.
- ☞ Keep your body clean.
- ☞ Go to bed at a regular time.
Don't stay up late at night.
- ☞ Introduce a proper level of exercise into your daily life.



Regular life-2

Review your lifestyle and check if you keep regular hours every day. If not, summarise what you are going to change.



Dietary life

Text No. 1-1-2

Soft Skill Text for
Japan-India Institute for Manufacturing

Dietary life

Learning contents



- ✓ Role of diet
- ✓ Nutrients
- ✓ Dietary habits



We eat various kinds of foods every day. Diet plays a crucial role in allowing us to grow and enjoy good health. Why is diet so essential? Let's understand the role of diet and think about what sort of dietary plan is required.

Role of diet-1



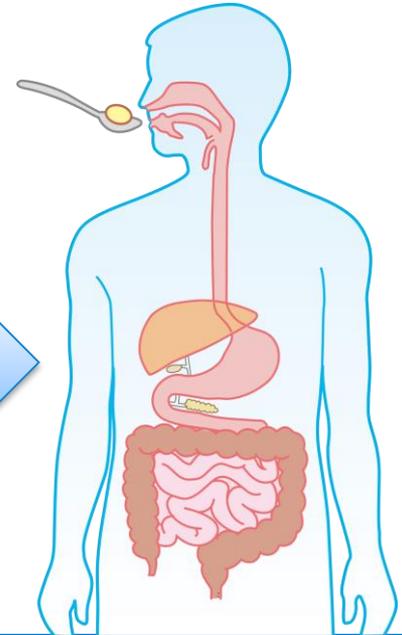
We consume energy in everyday life for various activities such as walking, running, speaking, working, etc. We get energy to support our life from food.



Role of diet-2



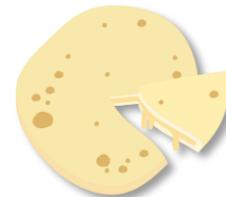
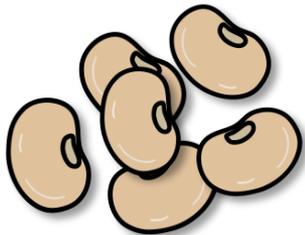
What we eat is made up of various kinds of foods. Foods contain a lot of nutrients that are vital for our activities and growth. Foods eaten are digested in the stomach and intestine. Essential nutrients for living are absorbed in our body.



Nutrients-1



Among the nutrients we consume, there are proteins, inorganic matter, vitamins, carbohydrates and fats, which are called the five major nutrients. Those nutrients have functions mainly to create body tissue, maintain the health of the body and activate the body. Be aware of the effect of nutrients and take nutrition from various foods in a well-balanced way.



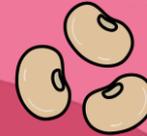
Nutrients-2

Cited from new technology
and home, home branch 2012,
Tokyo Shoseki



Fats and oils:
Major ingredient
is a lipid

Beans, eggs, (fish, meat):
Major ingredient is protein



Cereals, potatoes, sugar:
Major ingredient is
carbohydrate

Mainly generating
energy

Mainly creating
body tissue

Milk and dairy products
contain much calcium

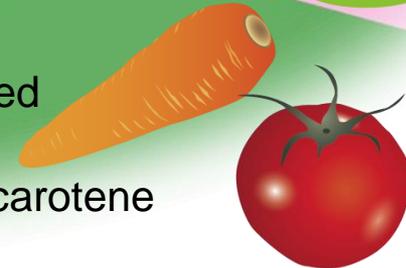


Mainly coordinating
body conditions



Other fruit and
vegetables

Brightly coloured
vegetables
contain much carotene



Bad dietary habits

Do you follow bad dietary habits in your everyday life like the following examples?



Eating breakfast raises the body temperature, which is low during sleep, and supplements the energy required for the morning's activities. Skipping breakfast will take away the energy and may cause some health problems.



The occasion of eating meals is a good chance for associating with others. Let's enjoy having a meal together.

Good dietary habits



Having a good dietary habit for health leads to a healthy and rich life. Review your diet, find problems if any, and set up objectives to solve them.

- Eating breakfast every day at a regular time.
- Not eating snacks between meals or late at night.
- Trying to have well-balanced nutrients.
- Not taking too much salt and lipid.
- Always drinking sufficient amount of water.
- Trying not to leave foods at meals.

My dietary objectives



Sleep and rest

Text No. 1-1-3

Soft Skill Text for
Japan-India Institute for Manufacturing

Sleep and rest

Learning contents



- ✓ Fatigue
- ✓ Sleep
- ✓ Rest



When you continue your studies exercise, work, etc., for long hours, you'll get tired and cause more errors, resulting in lowered work efficiency. This condition is called fatigue. When the fatigue is accumulated, you may fall ill because of weakened bodily resistance. This may cause a serious accident due to poor judgment. Let's consider how to recover from fatigue.

Fatigue



Are you tired?



Sluggish feeling in body, stiff shoulders, backache



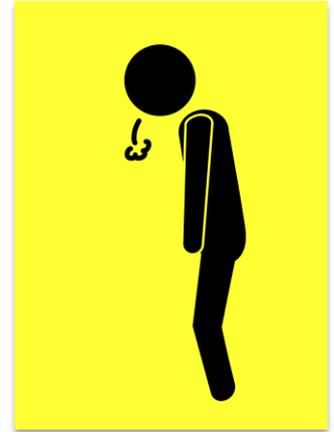
Eye pain, eye dryness



Sleepiness, yawning, losing enthusiasm



Dullness, headache



Irritation, depression, uneasiness, losing concentration

Sleep-1



The best way to recover from fatigue is to have good sleep. Sleeping has a number of effects such as giving rest to the brain, curing injured body parts, and enhancing the immune system.



You can recover from fatigue by giving rest to your brain, which governs your intellectual activity.



While sleeping, a growth hormone is secreted. The growth hormone promotes the metabolism of cells, grows bones and muscles, and cures injured body parts.



The immune system is enhanced by sleeping.

Sleep-2



Lack of sleep causes various bad health conditions, such as a decline in the ability to think and memorise things, headaches and dizziness, and stress and uneasiness, all of which badly affect your life. Don't stay up late at night, but keep hours necessary for sleeping and adopt the following habits to have a good night's sleep.

Habits for a good night's sleep

- 1 Don't eat too much before you go to bed.
- 2 Try to do some exercise during the daytime.
- 3 Sleep in a dark room.
- 4 Keep about eight hours a day for sleeping.

Rest



It's important to have good rest to recover from mental and physical fatigue. Find some good way to rest that suits and refreshes you.



Take rest



Exercise lightly



Take a day-off



Do meditation,
and yoga

Let's have a
break now.



Change the mood



Listen to music



Chat



Walk



Clothes

Text No. 1-1-4

Soft Skill Text for
Japan-India Institute for Manufacturing

Clothes

Learning contents



- ✓ Function of clothes
- ✓ Manner of wearing clothes?



What sorts of clothes do you usually wear? Your clothes not only keep you safe and protect you from the environment, but also play an important role in leading a smooth social life. Understand the purpose of different clothes. Choose appropriate clothes for different activities.

Functions of clothes

1 **Body protection and life**

Clothes have various functions, such as adjusting circumferential changes like hotness and coldness, protecting you from injury and dirt, keeping body clean, etc.

2 **Leading a social life**

Also, clothes have functions so you can lead a smooth social life, such as implying your occupation or the group you belong to, displaying personality, observing cultural or traditional practices, etc. Wear appropriate clothes according to changes in the weather, environment and the occasions of the activity in everyday life.

Manner of wearing clothes-1

 Body protection and life



Manner of wearing clothes-2

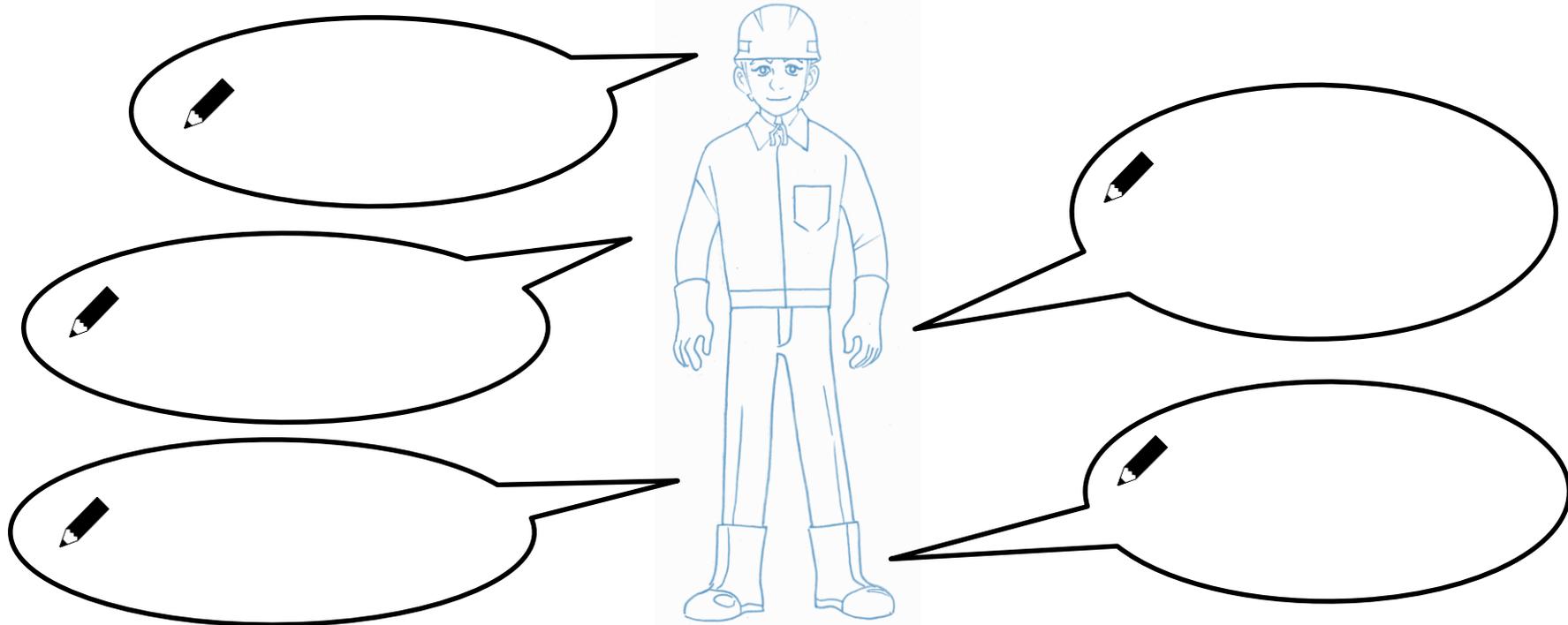
Leading a social life



Manner of wearing clothes-3

Q

What kind of work clothes do you usually wear? Draw a picture of your work clothes and summarise each item's function below.



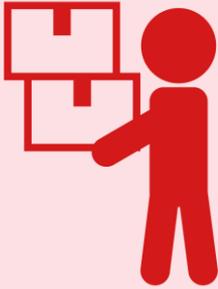
Sorting and setting in order

Text No. 1-1-5

Soft Skill Text for
Japan-India Institute for Manufacturing

Sorting and setting in order

Learning contents

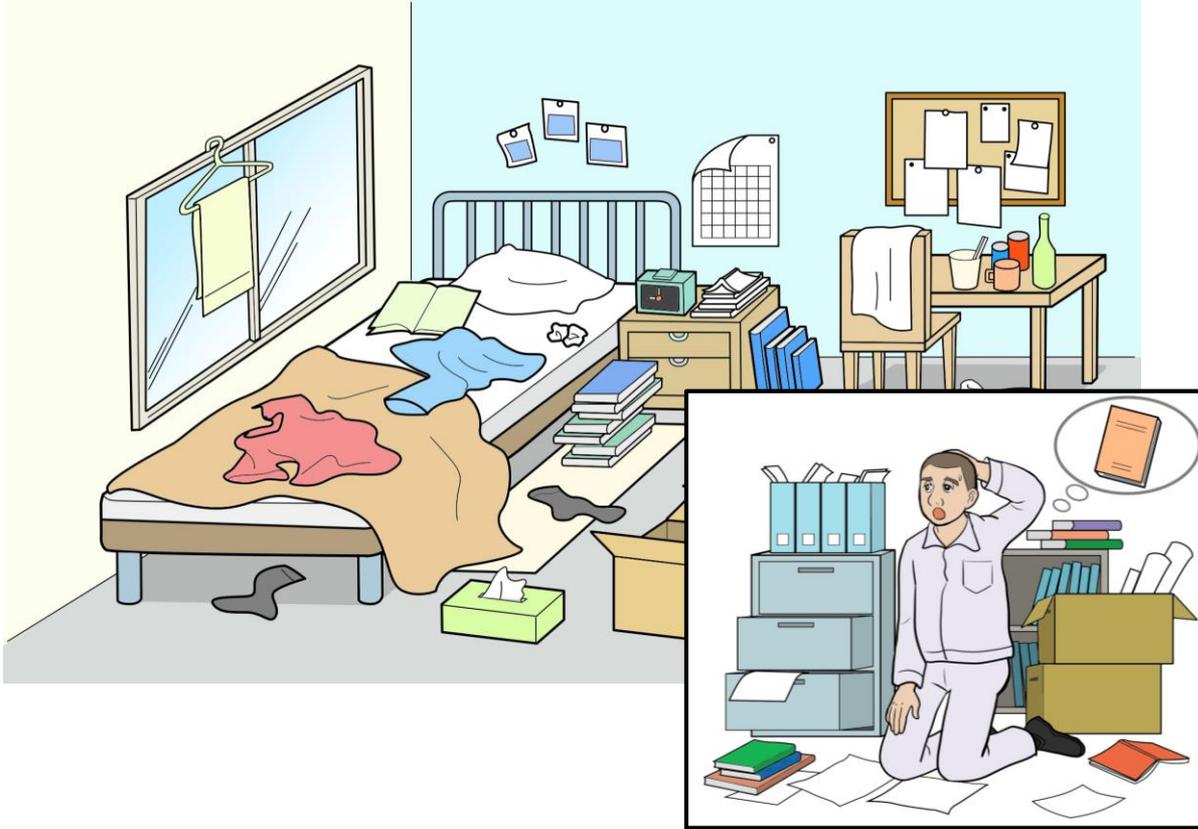


- ✓ Necessity of sorting and setting in order
- ✓ Procedure of sorting and setting in order



If you live in a messy environment, you may stumble and get injured, waste time searching for something, and become stressed. Now let's examine how messy your environment is and understand how to sort things out and set them in order to improve the situation.

Necessity of sorting and setting in order-1



Don't you have any experience of irritatedly searching for something in your room in vain. Sort out things around you. And set them in order so that you can pick the necessary item immediately when you want to use it next time. This facilitates your studies and work greatly.

Necessity of sorting and setting in order-2



The original Japanese of “Sorting” is “Seiri”, and “Setting in order” is “Seiton”. Those are important words often used at the actual site of Japanese style manufacturing.

So remember the meaning and pronunciation of those key words, “Seiri” and “Seiton”.



Seiri is to think if an item is necessary or not, and then to discard unnecessary items and keep necessary ones.



Seiton is to put necessary items in order so that anyone can recognise the location of the item and pick it up quickly.

Procedure of sorting and setting in order-1



Learn how to actually do Seiri and Seiton around you.

Step 1: To find

Find the places where you need Seiri and Seiton.



Step 2: To plan

Make a plan of Seiri and Seiton.



Step 3: To confirm

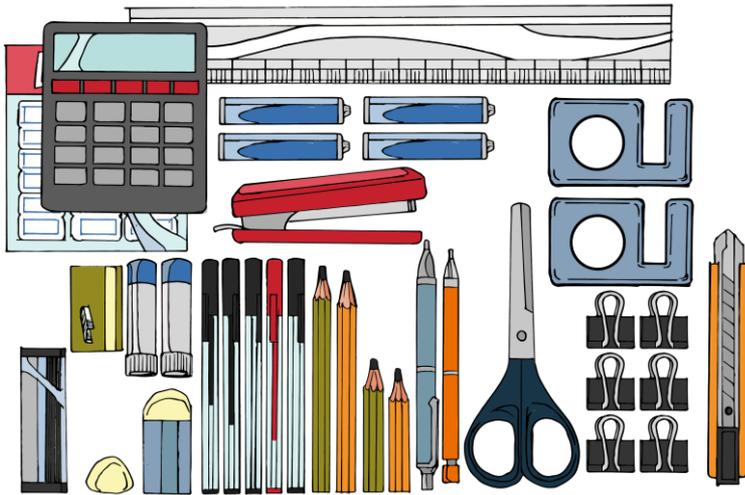
Confirm the things inside.

	1		1
	6		2
	1		2
	4		1

Procedure of sorting and setting in order-2

Step 4: To separate

Separate things into necessary and unnecessary ones.

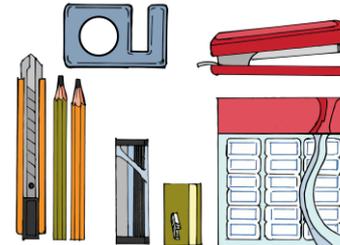


Separate them clearly

Necessary

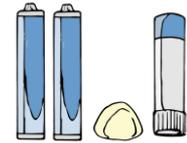


To be used often

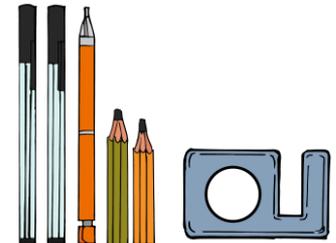


To be used not so often

Unnecessary



Disposal



Re-use

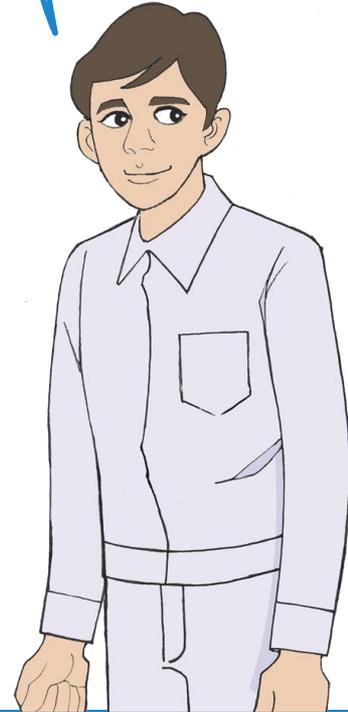
Procedure of sorting and setting in order-3

Make it a habit to do Seiri and Seiton.

Step 5: To do Seiton

Think about how to manage setting things in order.

To make an easy-to-use environment, gather the same kind of things in one place, and place things that are frequently used in an easily accessible place.



Way to use money and goods

Text No. 1-1-6

Soft Skill Text for
Japan-India Institute for Manufacturing

Way to use money and goods

Learning contents



- ✓ About shopping
- ✓ Care about things



When you start working, you will get paid and can buy things that you need or want. Various goods and products that we use in our daily life are made by valuable labour and from limited resources on the earth. Therefore don't waste them and make a conscious effort to use them always in a careful manner.

About shopping-1

Q

Do you now have something that you would like to buy? Write the name of the item and the reason why you would like to buy it.

Item you would like to buy ①.



Reason:



Item you would like to buy ②.



Reason:



About shopping-2

 Let's think about the process of shopping.

Step 1

To decide

Regarding the item that you want to buy, think carefully if you really need to buy it.

Step 2

To make a plan

Make a plan, such as what is your budget for the item, when you'll buy it, which shop you'll buy it at, and gather information on the item.

Step 3

To select and buy

After you carefully make sure of the purpose and the way you will use it, check the price, quality, and then select the item and buy it.

Step 4

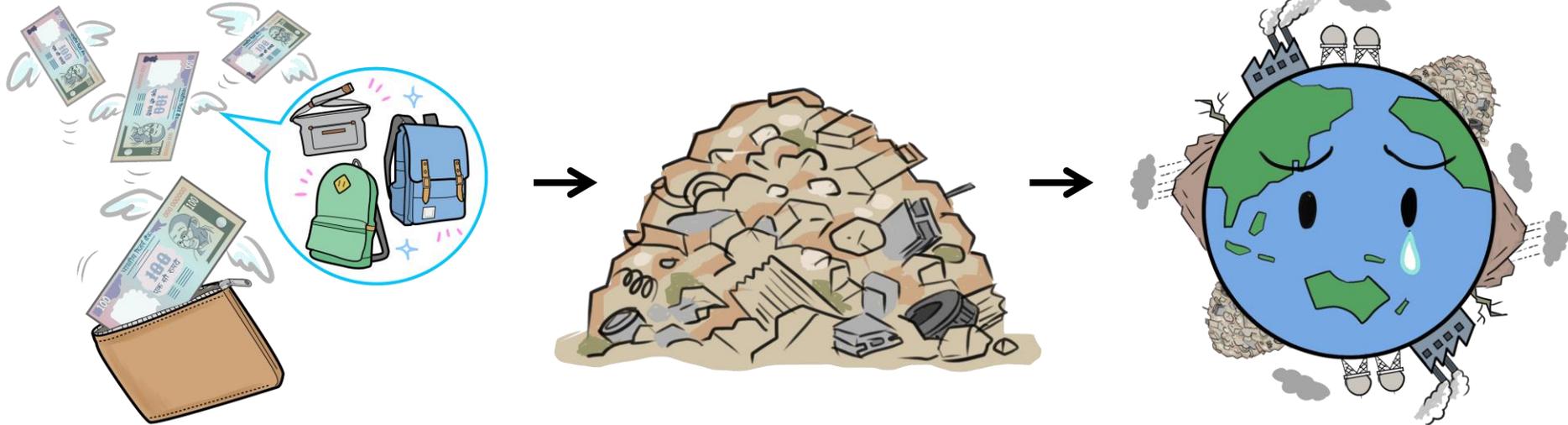
To use

You have to use the item you bought carefully. Make sure you use it completely without wasting any of it.

Care about things-1



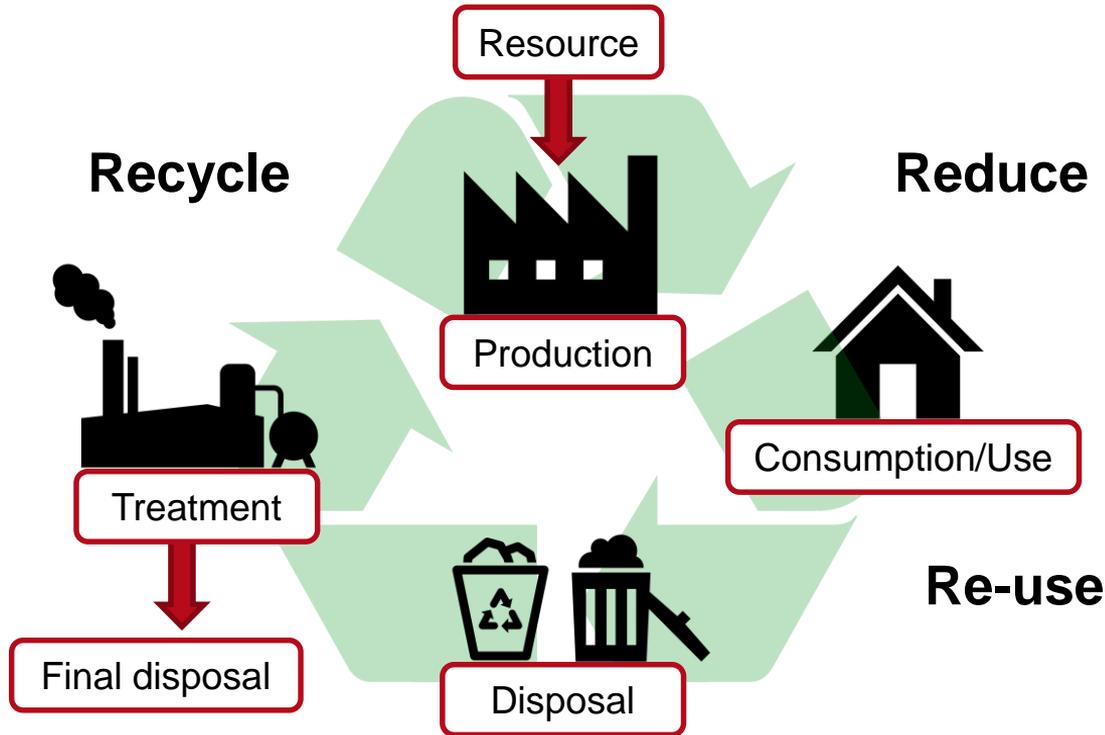
Things that we use in our everyday life are made from the limited resources on the earth. The continued wasting of resources by every individual will lead to the total destruction of the earth's environment. The environmental problems currently occurring on the earth are deeply related to our heavily consuming lifestyle.



Care about things-2



Try to use our resources effectively and efficiently so that the next generation can also lead an affluent and happy life.



Think up your own idea and present it, aiming at effective use of resources.

Lifestyle check

Text No. 1-1-7

Soft Skill Text for
Japan-India Institute for Manufacturing

Lifestyle check

Learning contents



- ✓ Lifestyle self-check
- ✓ Lifestyle third person assessment



Practice every day what you learnt regarding the basic knowledge necessary for a daily social life, and carry out the self-check periodically.

Use the Lifestyle Habit Check Sheet and write the achievement rate by percentage from 1 to 100. Follow the instructor's advice and aim at improving your lifestyle habits.

Lifestyle Habit Check Sheet-1

Period: From _____ to _____

Check item	Self-check	Instructor's comment
Getting up at a regular time every morning.	%	
Not being late. Attending early enough for work.	%	
Keeping regular hours determined by a daily routine.	%	
Eating breakfast every day.	%	
Eating breakfast, lunch and dinner regularly.	%	
Eating foods combining various nutrients.	%	
Trying not to take too much salt or lipids.	%	
Keeping your body clean.	%	

Lifestyle Habit Check Sheet-2

Period: From _____ to _____

Check item	Self-check	Instructor's comment
Introducing a proper level of exercise in your daily life.	%	
Trying not to eat snacks between meals or late at night.	%	
Sleeping eight hours every day.	%	
Going to bed at a regular time without staying up late.	%	
Trying to take rest during study and work hours.	%	
Trying to change your mood to avoid stress accumulation.	%	
Wearing clothes such as work uniform, sportswear, etc., suitable for different activities.	%	
Understanding the relationship between your work uniform and safety.	%	

Lifestyle Habit Check Sheet-3

Period: From _____ to _____

Check item	Self-check	Instructor's comment
Leaving without anything left behind.	%	
Using things carefully so as not to waste them.	%	
Doing Seiri and Seiton around successfully.	%	
Managing important things and documents.	%	
Not wasting money.	%	
Being able to make a plan before shopping.	%	
Assessment summary by instructor:		

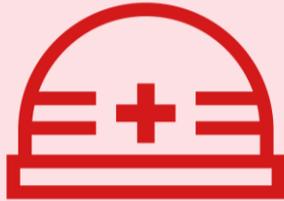
Safety measures

Text No. 1-2-1

Soft Skill Text for
Japan-India Institute for Manufacturing

Safety measures

Learning contents



- ✓ Risk of disasters & securing safety
- ✓ Prevention of accidents
- ✓ Evacuation drills



We have various kinds of disasters occurring around us every day. There are two types of disasters. One is the natural disaster caused by natural phenomena. The other is an accident or a work-related disaster caused by human errors. We should raise awareness to prevent a disaster on a daily basis and be ready for emergency situations so that we can take appropriate action without panicking.

Risk of disasters and securing safety-1



India has a relatively higher risk of natural disasters occurring due to geographical and climatic reasons and has had damage caused by cyclones, storms, floods, earthquakes, droughts, tsunami, landslides, lightning strikes, etc. Natural disasters may suddenly hit our daily life and cause serious damage.



Risk of disasters and securing safety-2



Be aware of potential dangers of natural disasters around you and examine the evacuation measures.

Earthquake, tsunami

Measures for emergency evacuation



Cyclone, torrential rain, strong wind, flood

Measures for emergency evacuation



Lightning strike

Measures for emergency evacuation



Prevention of accidents-1



There are many potential dangers in our daily life other than natural disasters, such as traffic accidents, work-related accidents, etc. Be vigilant about safety on a day-to-day basis.



In order to prevent a traffic accident, it's important to know the vehicle characteristics, observe traffic rules, and notice the hazard as early as possible.



Whenever you take any action, the first thing that you need to do is the safety check. Especially be careful when you use machinery.

Prevention of accidents-2



- 👉 Fire prevention is very important. Also, it's important to know in advance where fire-extinguishers are kept and how to use them, just in case.



- 👉 You have to learn and remember how to use the gear and equipment to protect yourself from any damage at a worksite.



- 👉 Remember the meaning of safety signs which prohibit and/or warn about dangerous actions and behaviours.

Evacuation drills-1

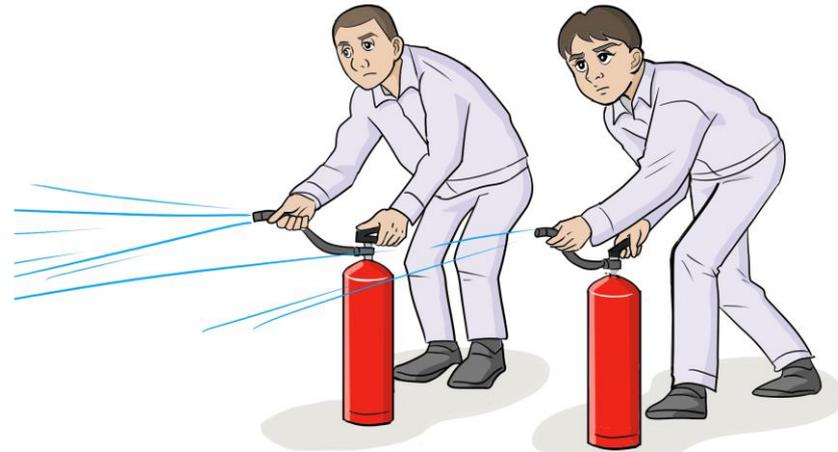


Let's practice periodically an evacuation drill so that you can act properly and swiftly in a calm manner just in case a disaster or an accident actually happens.

Earthquake drill



Fire drill



Evacuation drills-2



Make an evacuation plan using a layout drawing of your work place. Write the necessary information in it to secure your safety in an emergency situation, such as hazardous places, evacuation routes, locations of fire-extinguishers, etc.



Remember emergency contact numbers such as:

Fire station: **101**

Police station: **100**

Ambulance: **102**

Emergency disaster management: **108**



(Note: All the numbers above will be changed to 112 from Jan. 1st in 2018.)

Personal hygiene and cleanliness

Text No. 1-2-2

Soft Skill Text for
Japan-India Institute for Manufacturing

Personal hygiene and cleanliness

Learning contents



- ✓ Hand-washing
- ✓ Grooming
- ✓ Clothes hygiene
- ✓ Cleaning

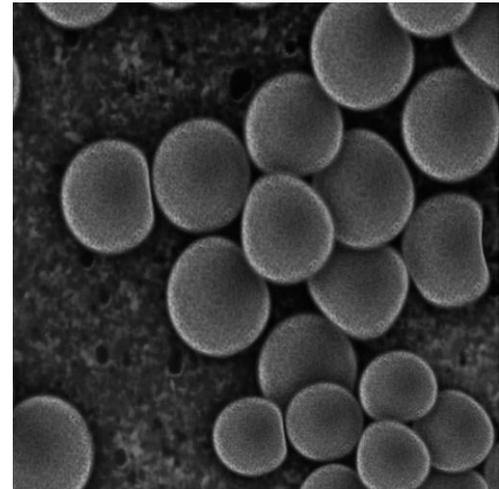
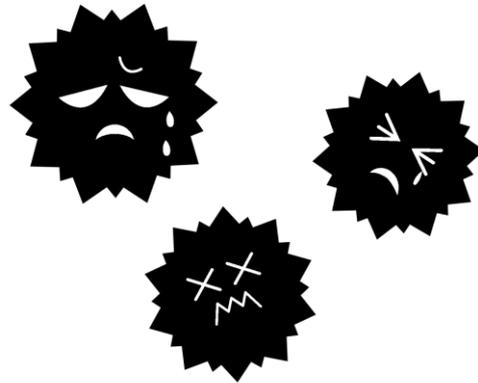


In order to prevent diseases and have a healthy life, it's important to maintain personal hygiene and cleanliness, such as washing your hands, keeping your body and clothes clean, arranging a good living environment, etc. Try to keep yourself and the place around you clean and hygienic at all times.

Hand-washing -1



Hand-washing is the basics for disease prevention. Wash your hands when they are dirty after working, before you eat a meal, and after you go to the lavatory. You can't remove germs and viruses from your hands by just washing them with water. Wash your hands thoroughly with soap.



Hand-washing -2



Wash away dirt with running water. Rub hands with soap on the palms.



Wash the back of the hand with the palm of the other.



Rub thoroughly the finger tips and the nail gaps.



Wash carefully the area between fingers.



Wash while twisting the palm around the thumb.

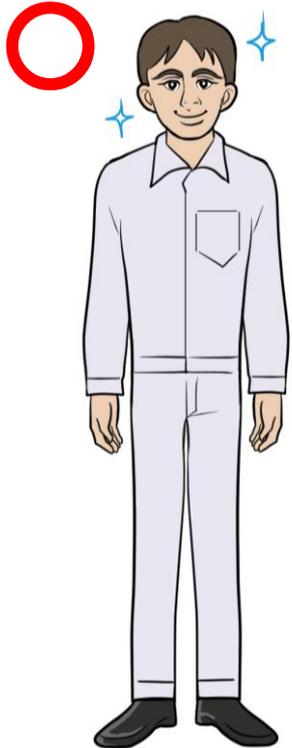


Don't forget to wash wrists as well.

After cleaning your hands with soap, rinse them thoroughly with running water. Wipe your hands with a clean towel or a handkerchief and dry them.

Grooming

 Watch your grooming.



Comb your hair. Cut it short.

Shave facial hair. Wash your face, hair and body.

Inappropriately long nails become obstacle to the work. They may also cause scratches on the products. So cut them short.

Wear any work uniform appropriately so that you won't get injured.



Clothes hygiene-1



Clothes once worn come into contact with different kinds of dirt during daily activities, such as sweat, grime, dust, stains, etc. When you leave them as they are, they will have hygienically negative effects. For example, the clothes will lose the ability to absorb sweat and dirt. They might be eaten by insects. Mold may grow on them. Look after them on a daily basis.



Clothes hygiene-2

Washing procedure

Prepare tools



Wash



Wring



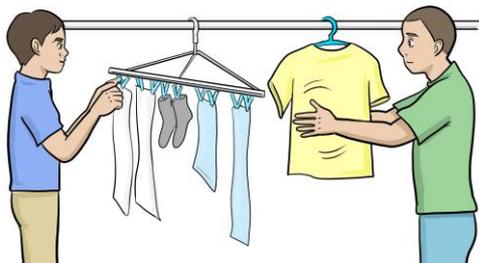
Rinse and wring



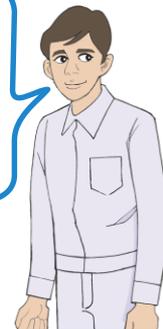
Dry

Put away

Iron



Let's try to wash clothes by hand.



Cleaning-1

Do you know of the cleaning campaign called “Clean India” which is an initiative of the Indian Prime Minister Narendra Modi? Each and every one of us, who lives on the earth, is responsible for keeping our planet clean and beautiful. Keeping the environment around you clean is a very good practice to lead a healthy life. Understand the importance and necessity of cleaning, and make it a habit in your daily life.



Cleaning-2

Examine



Think how to clean



Let's find the places that need cleaning.



There are many different ways of cleaning such as absorbing, sweeping, wiping, etc.

Cleaning-3

Prepare



Clean



Put away



Dress properly and prepare equipment for cleaning.



Select a proper cleaning method according to the level of dirt.



Separate unnecessary things according to the rules.

Health maintenance

Text No. 1-2-3

Soft Skill Text for
Japan-India Institute for Manufacturing

Health maintenance

Learning contents



- ✓ Disease
- ✓ Prevention
- ✓ First aid
- ✓ Checkup and treatment



Nobody wants to suffer from any disease or injury. But we still can't deny the fact that we fall ill even if we try not to. Why do we get sick? Can we prevent it? What should we do, when we get injured or fall ill? Here, you'll learn about healthcare and ways in which you can maintain good health.

Disease

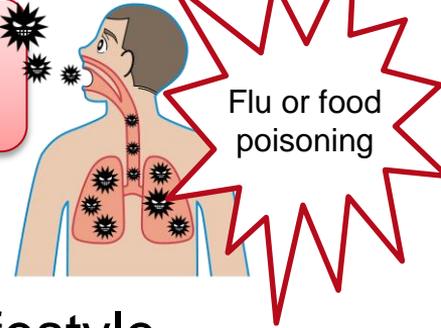


The causes of disease have something to do with a pathogen, the environment, a person's lifestyle, and power of resistance.

1 Pathogen

A microorganism, which causes a disease, that is, a pathogen such as a virus or a germ, gets into your body via air or food, and multiplies making you sick.

A virus gets into your body via your nose or mouth and increases in number.



2 Environment



3 Power of resistance



4 Lifestyle



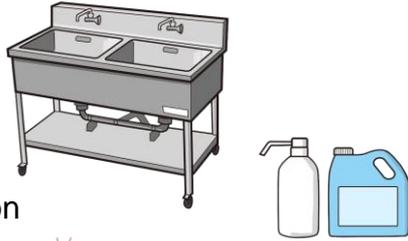
Disease prevention-1



We can prevent diseases by sterilisation and lifestyle change.

Eliminate pathogen source

Chemical
sterilisation



Sunlight
sterilisation



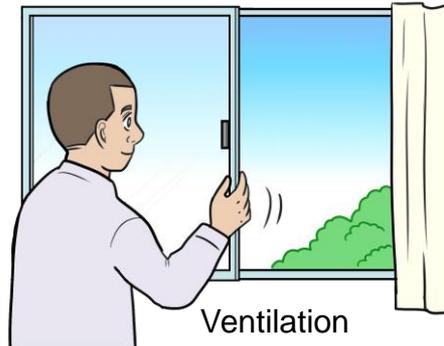
Heat
sterilisation



Prevent

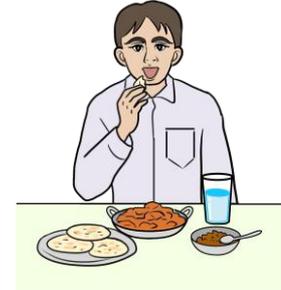


Hand-washing



Ventilation

Increase resistance power



Food



Proper exercise



Sufficient sleep

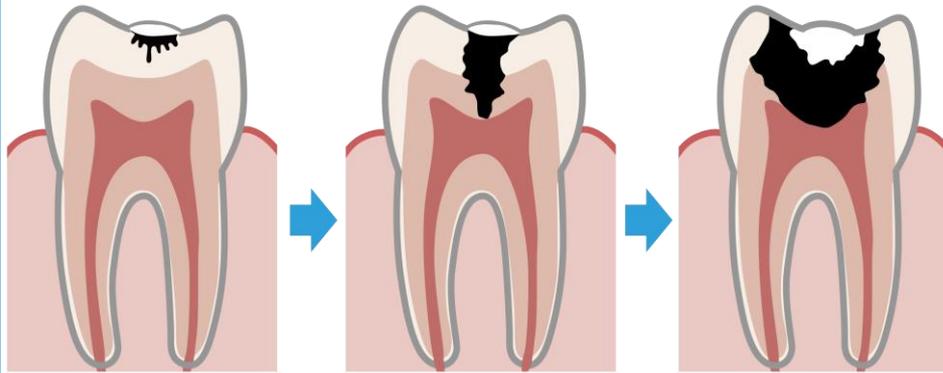


Vaccination

Disease prevention-2



We can prevent diseases by improving our lifestyle. For example, you can prevent tooth decay by brushing your teeth.

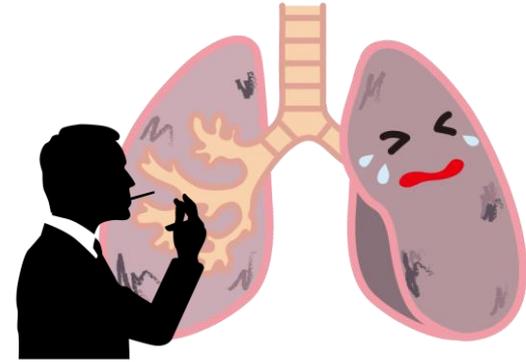


Tooth decay is caused by an acid which is changed from a sugar substance by germs in dental plaque and melts the tooth. Brush your teeth carefully every day and keep the oral cavity clean. Then you can prevent tooth decay.

Disease prevention-3



There are a lot of harmful substances in tobacco smoke. When you smoke, it has a negative influence on your brain, heart, lungs, etc. The tobacco smoke also has negative effects on those around a smoker as well.



The alcohol in liquor paralyses the brain. Therefore when you drink, you lose the power of attention and judgment and can't physically move as you want, which might be a cause of an accident or an injury.



Injury and first aid-1

💡 When you get injured, what should you do?

Scratch: Rinse with water. And disinfect it.

Cut: Rinse a cut with clean water. Stop the bleeding by pressing a cut with a piece of gauze. Disinfect it and cover it with an adhesive bandage.

Burn: Cool it immediately with cold water.

Sprain, blow,

Jammed finger: Ice the injury, elevate and rest it.



Injury and first aid-2



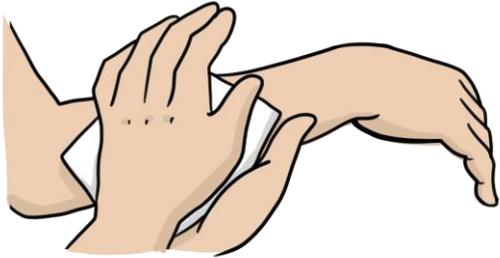
If somebody around you gets severely injured, what should you do?



- ☞ Keep calm. Check the situation. Confirm and judge the type and level of injury. Ask for help and call an ambulance.
- ☞ A lot of bleeding may jeopardise a person's life. You have to stop it immediately. You can stop bleeding by pressing strongly on the affected area, which is called the direct pressure hemostatic method.

Injury and first aid-3

Direct pressure hemostatic method



Put pieces of clean handkerchiefs on the wound and press them with a hand.



Use vinyl gloves or a bag as a barrier to prevent infection via blood.



Keep the affected part higher than the heart.

Check-up and treatment



When you feel sick, don't try to solve it by yourself but consult your superior. When you fall ill, you have to go see a doctor at a medical institution and cure it as soon as you can.



There is some medical institution in a local area or in a company where you can take a medical check-up and a treatment. You are advised to receive a yearly medical check-up to lead an early finding of a sign of disease.

Nearby medical institution



Mental and physical function

Text No. 1-3-1

Soft Skill Text for
Japan-India Institute for Manufacturing

Mental and physical function

Learning contents



- ✓ Mental function
- ✓ Physical function

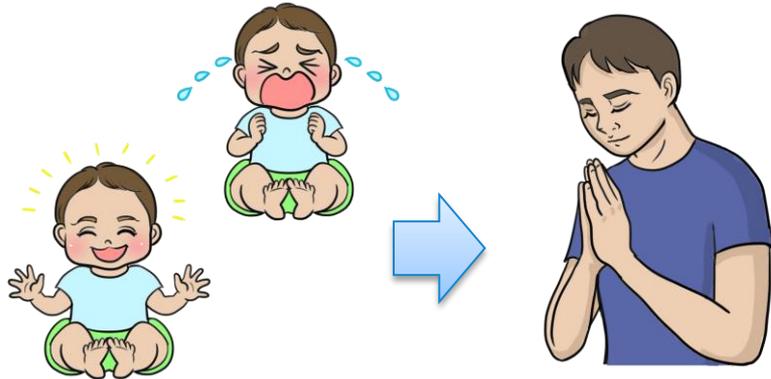


In our growing process, over time we develop not only physically but also mentally through various experiences and learning. When you look back over your past growth, what sorts of changes do you see in your body and mind in the process? Let's think about our mental and physical function to support our growth.

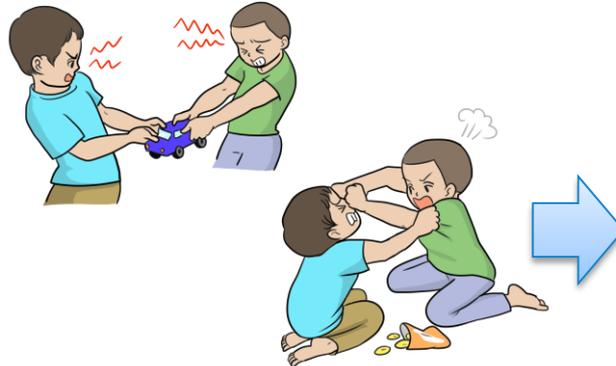
Mental function-1



The functions of the mind can be generally divided into two. One is the function of intelligence, such as speaking, thinking, judging, memorising, etc. The other is the function of emotion and will, such as a happy or sad feeling, and a resolute mind to accomplish an objective. Our mind develops over time and grows as we accumulate knowledge and experiences.



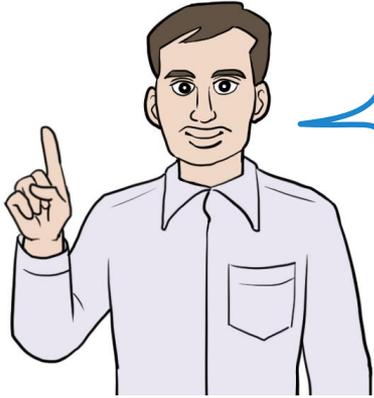
Being able to express various feelings.



Changing from an egocentric mentality to a cooperative one.



Mental function-2

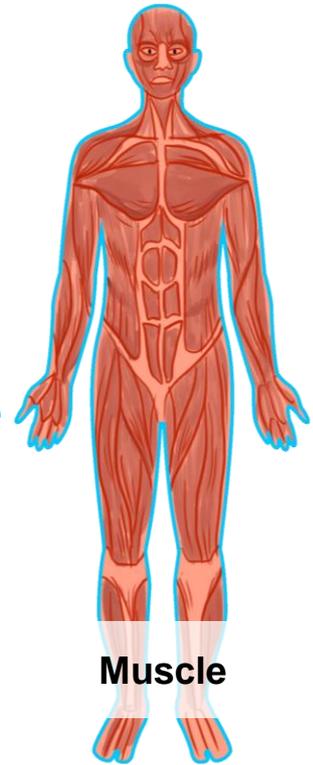
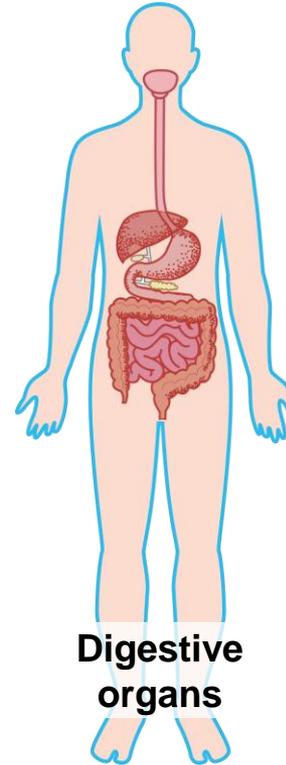
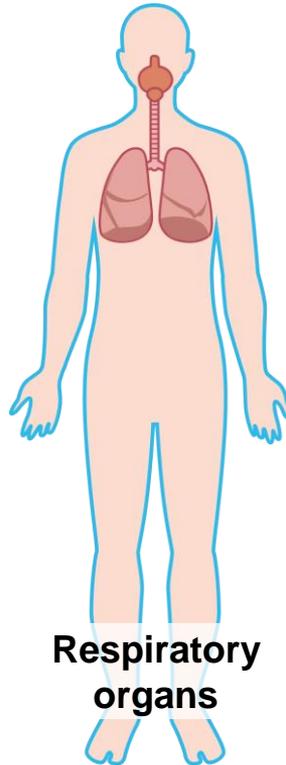
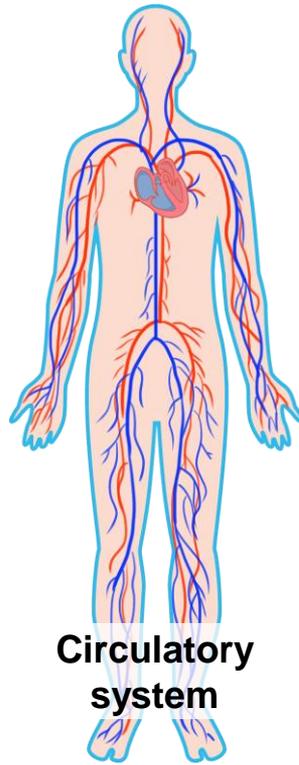
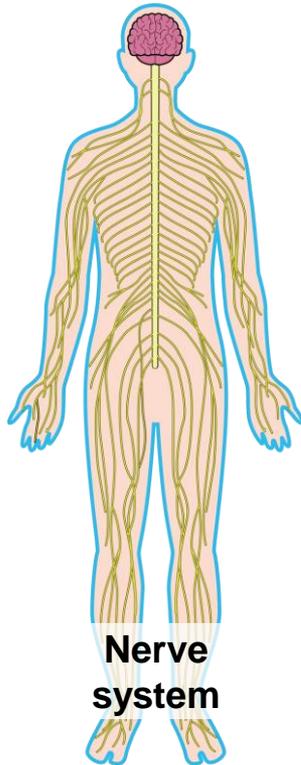
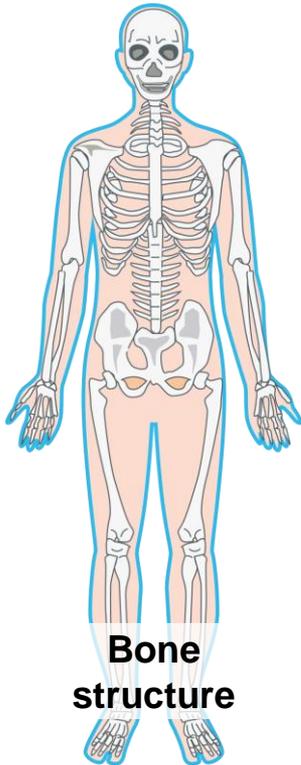


What sort of things helped your mind develop and grow? Talk about your experiences with each other.



Physical function-1

Let's learn our body structure and the function of each organ.



Physical function-2



Various organs in our body grow and develop over time. However the growing period differs depending upon each organ. In general, they grow rapidly and largely from the birth to around the age of twenty. Therefore during this period, it's important to get sufficient nutrition, do proper exercise, and have the required level of rest and sleep.



What would you like to do to help your mind and body grow and develop properly?

Treatment for stress

Text No. 1-3-2

Soft Skill Text for
Japan-India Institute for Manufacturing

Treatment for stress

Learning contents



- ✓ Psychosomatic correlation
- ✓ Stress
- ✓ Stress treatment measures



Have you ever felt like your heart is racing when you feel uneasy or get nervous?

Have you ever lost enthusiasm when you feel down or low?

Be aware of the mutually influential relationship between the mind and the body (psychosomatic correlation), and learn about stress, which has negative effects on our mind and body.

Psychosomatic correlation



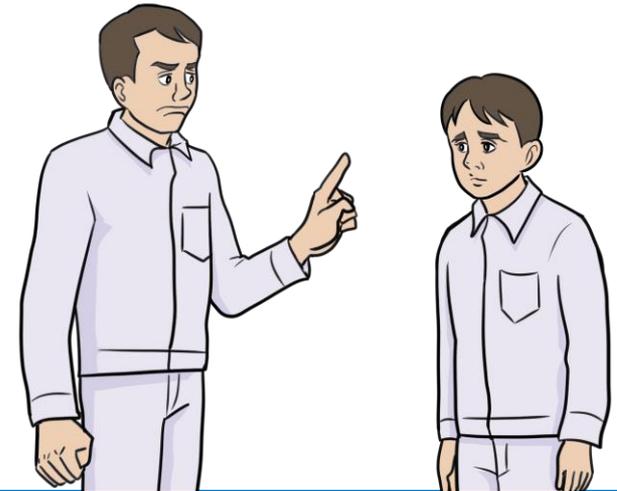
The state of mind influences the body's condition. Conversely the body's condition influences the state of mind. This phenomenon is called the "psychosomatic correlation". Actually due to a bad state of mind we may have some physical impact, like a symptom such as a headache, stomachache, or a recurring diarrhea, etc. On the other hand, when we get injured or fall ill, the physical condition may influence the mind, like an unpleasant feeling, poor concentration, etc.



Stress-1



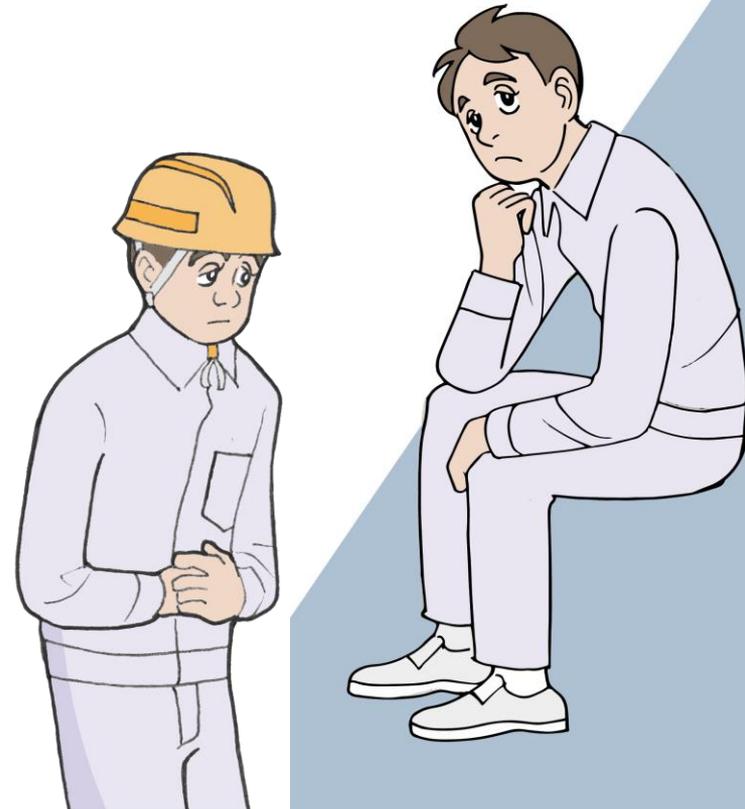
The situation in which an excessive burden is placed on the mind or body for some reason is called stress. Stress is caused by many different things: for example, something unpleasant happens at the workplace; you're overtired from work; things don't work out as you wish despite your hard efforts; you can't get used to the new environment; etc.



Stress-2

 When you suffer too much stress, you'll have the following symptoms.

- Feeling irritated
- Feeling tense and uneasy
- Being negative
- Being forgetful and unable to remember things
- Being isolated from people around you
- Headache and stomachache
- Insomnia
- Poor appetite and nausea
- Depression



Stress treatment measures-1

Stress treatment measures:

- Think about measures to solve the cause of stress.
- Become more positive in your way of thinking.
- Change the mood by doing something you like while staying away from work and your studies.
- Consult someone reliable and get advice from him/her.
- Consult a specialist in a mental health centre or a medical institution.
- Release tension from your body by doing exercise, walking, or relaxation.
- Take sufficient rest and relax your mind and body.



Tobacco, alcohol and violence won't work to solve your problems.

Stress treatment measures-2



A person's resistance to stress differs depending upon the individual. Even if the cause of stress is the same, each and every one of us feels it differently. So in order to cope with the stress, you have to have your own measures that work effectively for you.

What kind of stress did you experience recently?
Let's think about effective measures to deal with stress.



Effect of exercise

Text No. 1-3-3

Soft Skill Text for
Japan-India Institute for Manufacturing

Effect of exercise

Learning contents



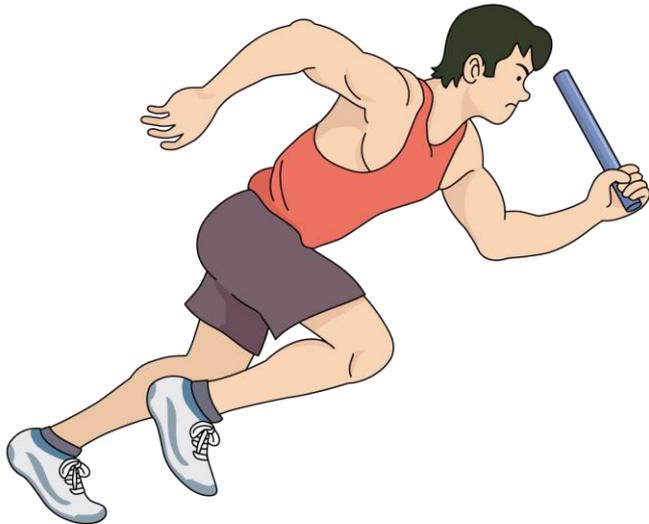
- ✓ Purpose of exercise
- ✓ Effect of exercise
- ✓ Practice of exercise



What kind of sports do you usually enjoy playing? Moving your body properly by doing exercise or playing sports has various positive effects on your mind and body. Let's learn the purpose and the effect of exercise and sports in detail.

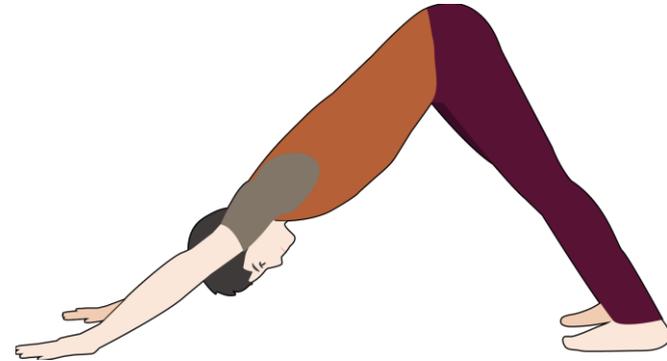
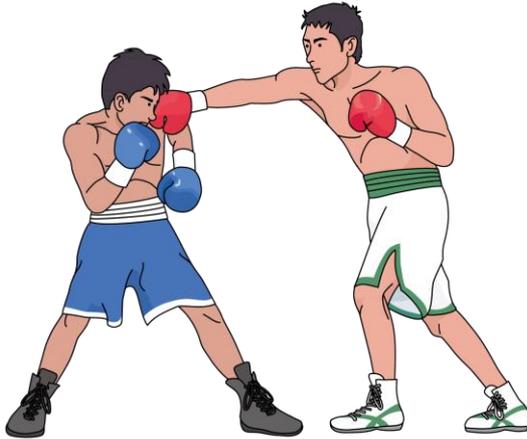
Purpose of exercise

👉 Doing regular exercise develops strong physical condition. It helps in the maintenance of physical strength, and improvement of physical ability.



Effect of exercise-1

 Doing exercise can relieve stress and make you relaxed. It's also effective in keeping your mind healthy.



An improvement in physical ability will help increase your confidence. Overcoming nervousness and fear of being defeated in a match will enable you to control your mind.

Effect of exercise-2

👉 In a sports game, you compete to win against opponents based on the rules of the game in a spirit of fair-play. Therefore, by playing sports, you can acquire the ability to care about other people and achieve a goal in cooperation with your colleagues.



Effect of exercise-3



What sports would you like to do or take part in? What part of that sports is attractive to you?



Practice of exercise

How to exercise

- Change your clothes to ones that are suitable for exercise.
- Before you start exercise, check your physical condition and do a light warm-up.
- Practice techniques and strategies of exercise and sports until they become automatic.
- Set up the target and practice hard.
- Drink sufficient water while doing exercise.
- When you end your exercise, do a cool-down thoroughly such as stretching, etc.



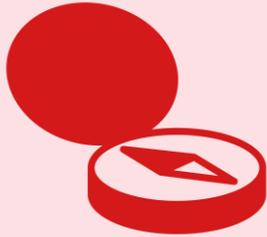
Beginning your corporate life

Text No. 1-4-1

Soft Skill Text for
Japan-India Institute for Manufacturing

Beginning your corporate life

Learning contents



- ✓ Self-support
- ✓ Self-awareness
- ✓ Social rules



You are now receiving training in this school to begin life as a corporate employee who can self-support himself/herself. Let's think about the significance of self-support. Also think about what sort of things will be required when you work for the company as a responsible member of society.

Self-support



When you become independent from the protection of your school or family, you have to support yourself. The self-support as a company employee includes economic independence, self-management and self-responsibility.



Economic independence: You make your livelihood yourself, earning enough money to cover your living costs. You pay for the food and accommodation expenses and you also save for the future. It's important to manage your money in a carefully planned way.



Self-management: You manage your life at all levels, such as regular lifestyle, punctuality, possessions, safety, hygiene, health, etc.



Self-responsibility: You are responsible for everything you do, such as your words and deeds, determination, judgement, etc.

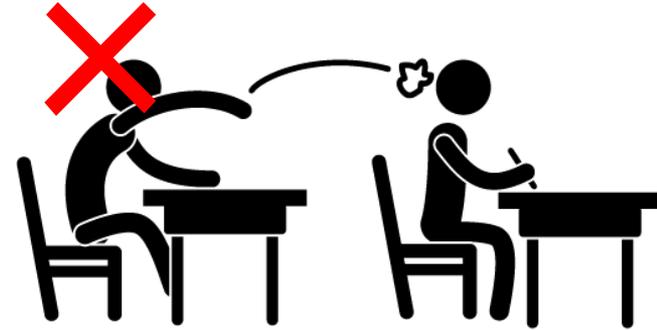
Self-awareness-1



Each and every one of us is connected in our society. So, act appropriately as a member of society.



Don't be a nuisance or act unpleasantly to others.



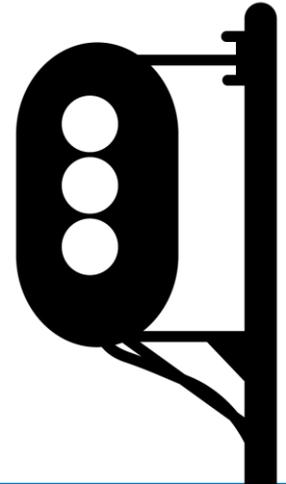
It may be necessary to express yourself in some situations, but also it's important to listen to other's opinion and advice, especially when you are learning a technique or gaining experience from others.



Self-awareness-2



If you are inflexible and always insist you are right, arguments will constantly occur. In our society, there are various rules so that people having different ways of thinking will respect each other when living together. If you don't follow those rules, you may cause trouble for others and society may lose trust in you.



Social rules



Let's talk about the existing rules (laws and regulations) around you and what rules should be newly established in order to make society better for everybody.



Read the employment regulations and the work manual of your company.

Text No. 1-4-2

Soft Skill Text for
Japan-India Institute for Manufacturing

Mental attitude when working for a Japanese-affiliated company

Learning contents



- ✓ Role and responsibility
- ✓ Self-development
- ✓ Objective
- ✓ Workplace communication

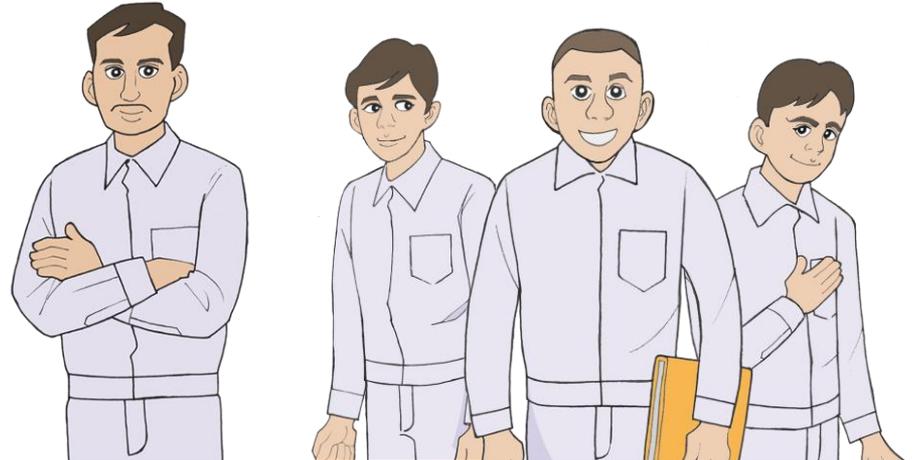
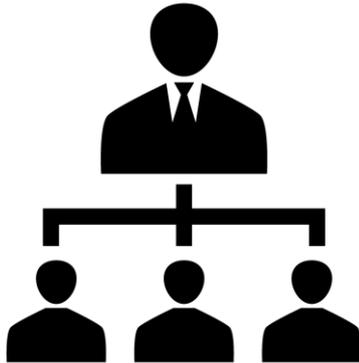


Since the 1980s, many Japanese companies have built plants in Asian countries and started business with local companies to seek new markets. There are many Japanese-affiliated companies in India. You are highly advised to understand the rules and manners to work successfully for Japanese-affiliated companies.

Role and responsibility



Once you start to work for a company, you will be assigned to some division. There you'll participate in an activity to achieve a division goal as a member of the organisation, and some roles will be assigned to you. You have to understand your expected role and assume responsibilities according to the directions of your boss and superiors.



Self-development



To be successful in your job, you need to constantly develop your skill and knowledge, and be self-motivated. For self-development, you can attend seminars. However, self-learning is the easiest yet the most efficient way of learning, because you can do it anytime and anywhere.



Let's make a plan for your self-development and think about the implementation method.



Objective



It's important to set up a clear objective in order to develop yourself via your work. Set up the following objectives to proceed with your job.

Objectives to achieve your daily job.



Objectives to improve your job.



Workplace communication-1

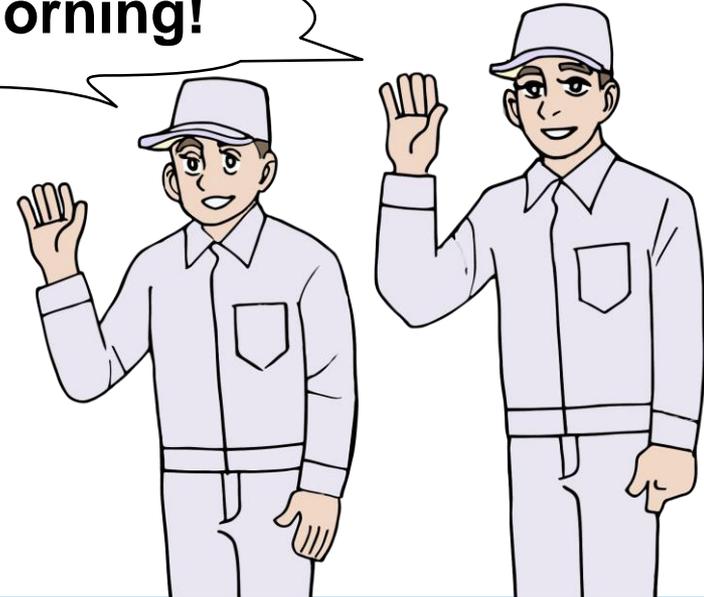


Smooth communication at the workplace is very important to establish a good relationship among people. A greeting is the first step of good communication.



Practice greeting in various occasions in pairs. Pay attention to posture, tone, volume, expression and eye contact.

Good morning!



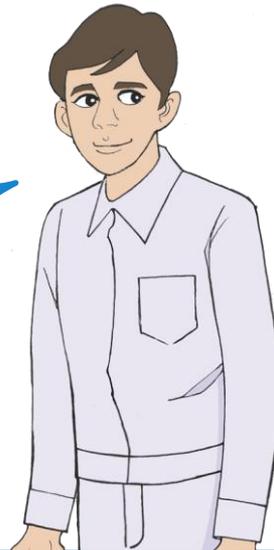
Workplace communication-2



We can establish good teamwork and achieve the objectives by helping others and cooperating with each other. We can build a heart-warming human relationship by expressing appreciation to those who support us.



Write a message on a card to convey your feelings of appreciation to a person who supports you in your workplace.



Summary



Let's check now if you understand the learning contents about awareness and manners required for a company employee.

- Understand the significance of self-support as a company employee.
- Understand the meaning of awareness of working as a company employee.
- Understand the importance of your role and responsibilities at work.
- Understand the meaning of self-development and how to set up objectives.
- Understand the importance of communication at the workplace.



Congratulations! Welcome to our community!

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