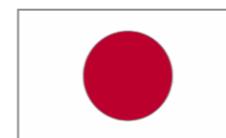


# 1

# Living and conduct norms

Soft Skill Text for  
Japan-India Institute for Manufacturing



## Synopsis

This text material was prepared in 2025 for students enrolled in the Japanese Institute of Manufacturing (JIM), a corporate-run school in India entrusted by the Ministry of Economy, Trade and Industry of Japan [METI].

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March 2025

Text No. 1-1-1

# Regular lifestyle

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Regular lifestyle

## Learning contents



Task / Time

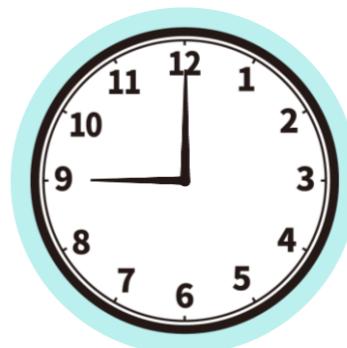
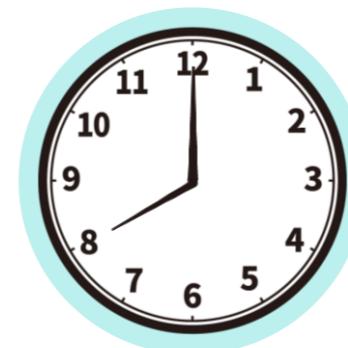
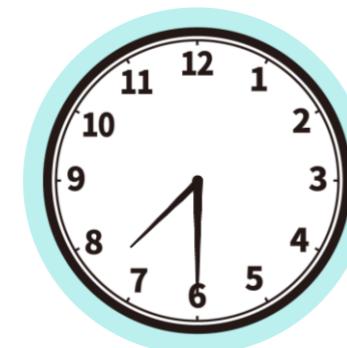
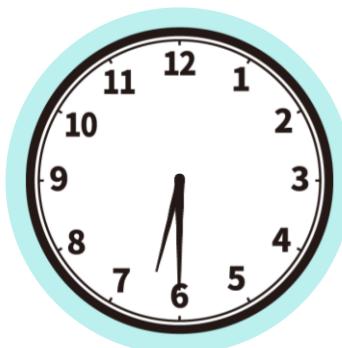


Regular lifestyle

A healthy state can be maintained by having a regular lifestyle. Therefore, it is important to have a regular rhythm in your daily life by keeping regular hours of, for example, the time of waking up, meals, study, going to bed, etc. You should make a well-planned daily schedule, and try maintaining it to establish a regular lifestyle as a trainee.

# Routine / Time-1

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



Wake up



Exercise



Breakfast



Training

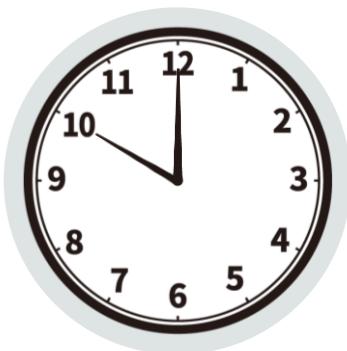
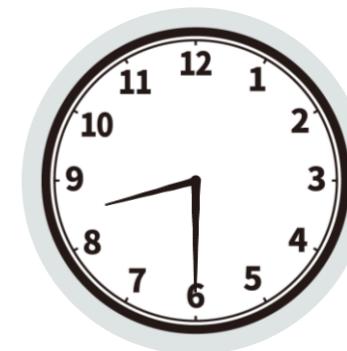
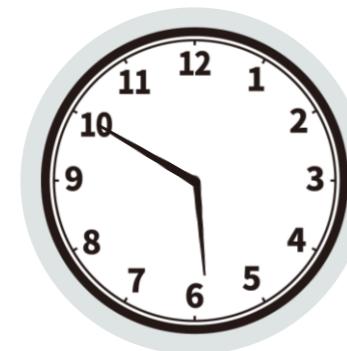
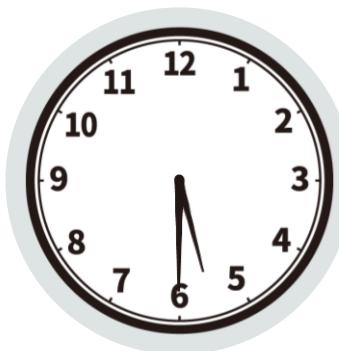


Lunch



# Routine / Time-2

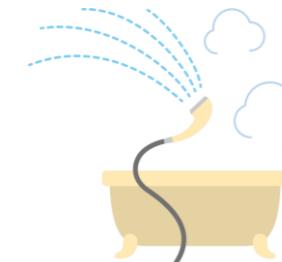
Let's look at trainee Rajit's daily routine on weekdays.



Leave  
work



Shower



Dinner



Self-study



Clean-up

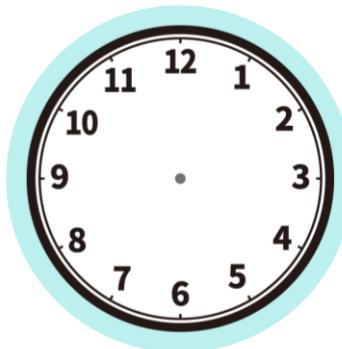
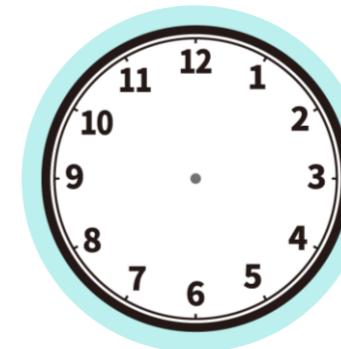
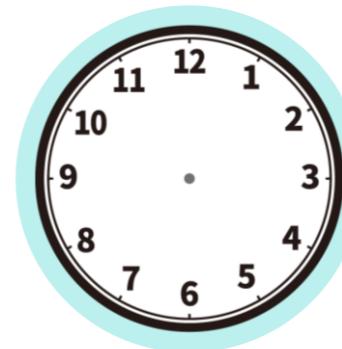
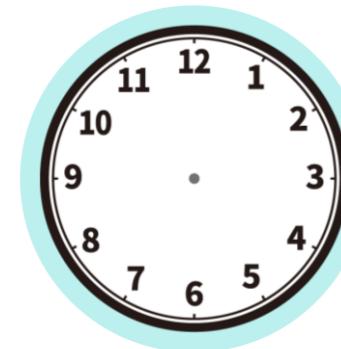
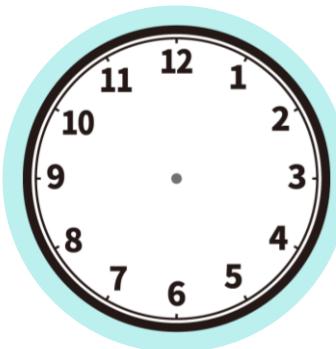


Bed



# Routine / Time-3

- Write your daily routine.
- Draw the hour and minute hands in the clocks below :



Wake up



Exercise



Breakfast



Training

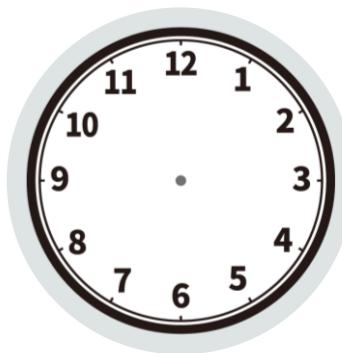
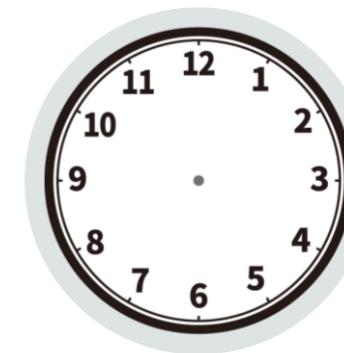
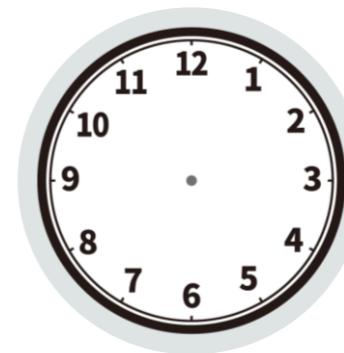
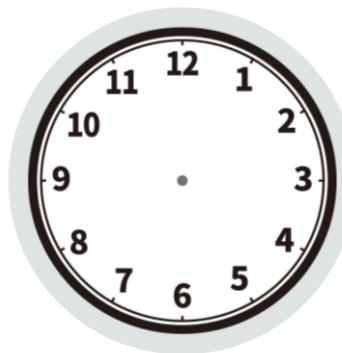
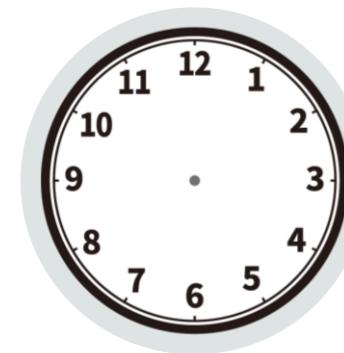
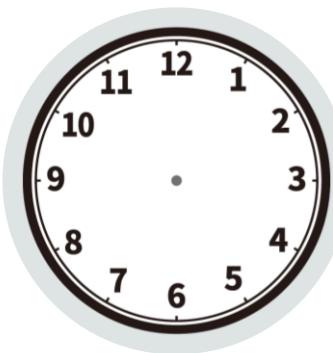


Lunch



# Routine / Time-4

- Write your daily routine.
- Draw the hour and minute hands in the clocks below :



Leave  
work



Shower



Dinner



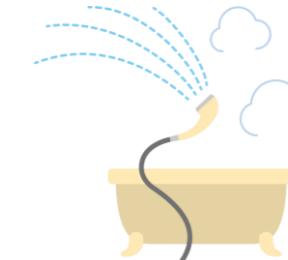
Self-study



Clean up

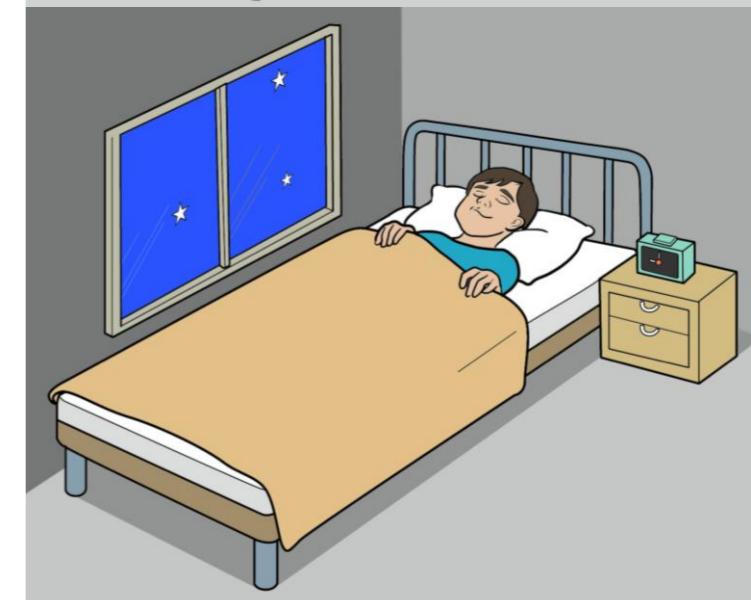


Bed



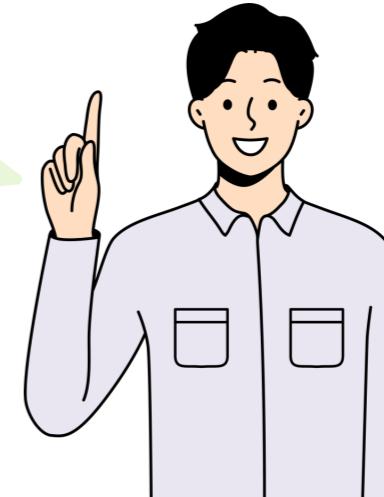
# Regular life-1

- Get up at a regular time every morning by yourself.
- Leave early enough for work so as not to be late.
- Eat breakfast, lunch and dinner regularly without skipping.
- 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 see if you keep regular hours every day. If not, summarise what you are going to change.



Text No. 1-1-2

# Dietary habits

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Dietary habits

## Learning contents



Role of diet



Nutrients



Dietary habits

We eat various kinds of foods every day, and diet plays a crucial role so that we can grow and enjoy good health.

Why is diet so essential? Let's understand the role of diet and think what sort of dietary habits are required.

# Role of diet-1

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- We consume energy in everyday life for various activities such as walking, running, speaking, working, etc. Then, we gain energy from to support our life.



## Role of diet-2

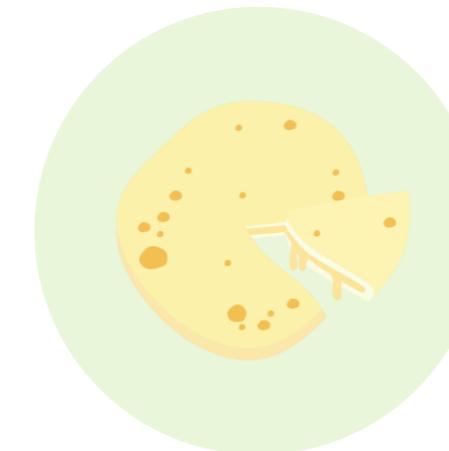
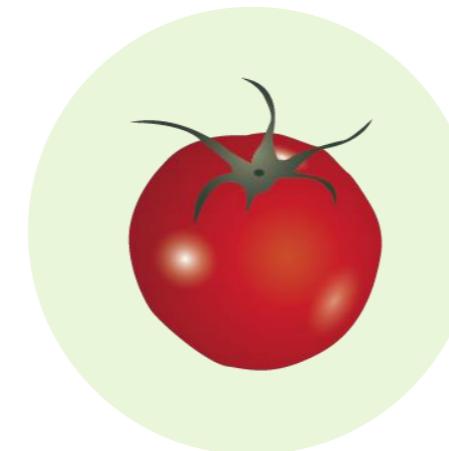
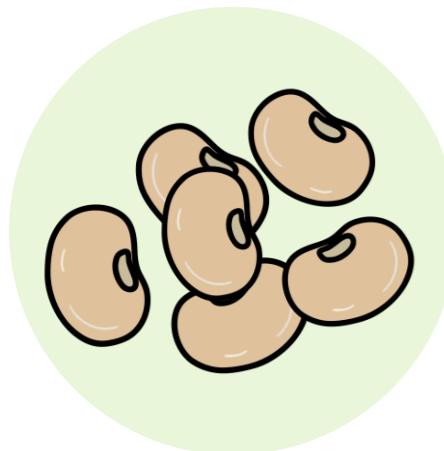
- What we eat is made of various types of foods, which contain a lot of nutrients that are vital for our activities and growth. Foods eaten are then digested in the stomach and intestine, which allows essential nutrients necessary for our lives to be absorbed in our body.



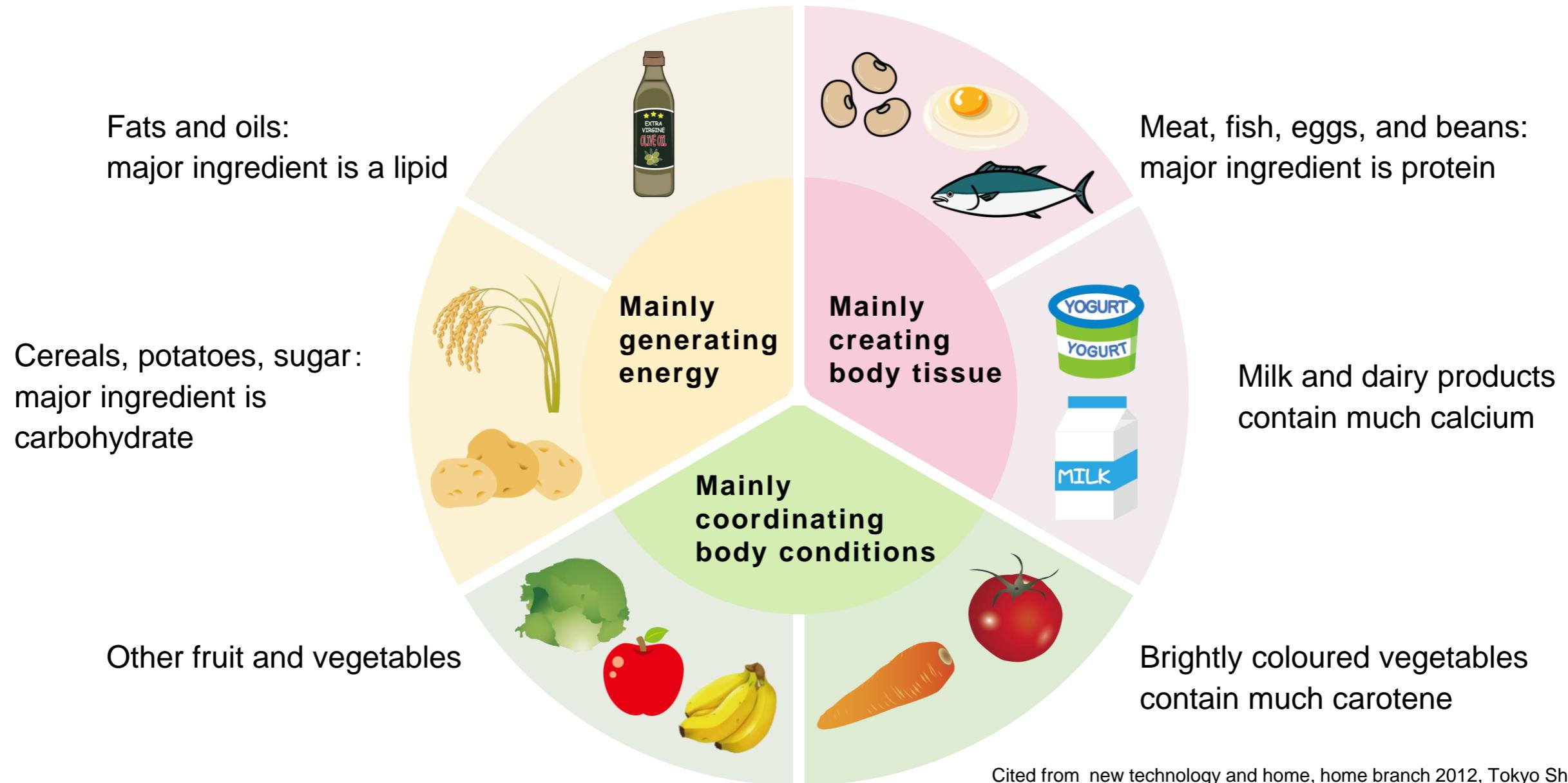
# Nutrients-1

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■ Among the nutrients we consume, there are proteins, inorganic matter, vitamins, carbohydrates and fats; these are called the Five Major Nutrients, which mainly work 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



# Bad dietary habits-1

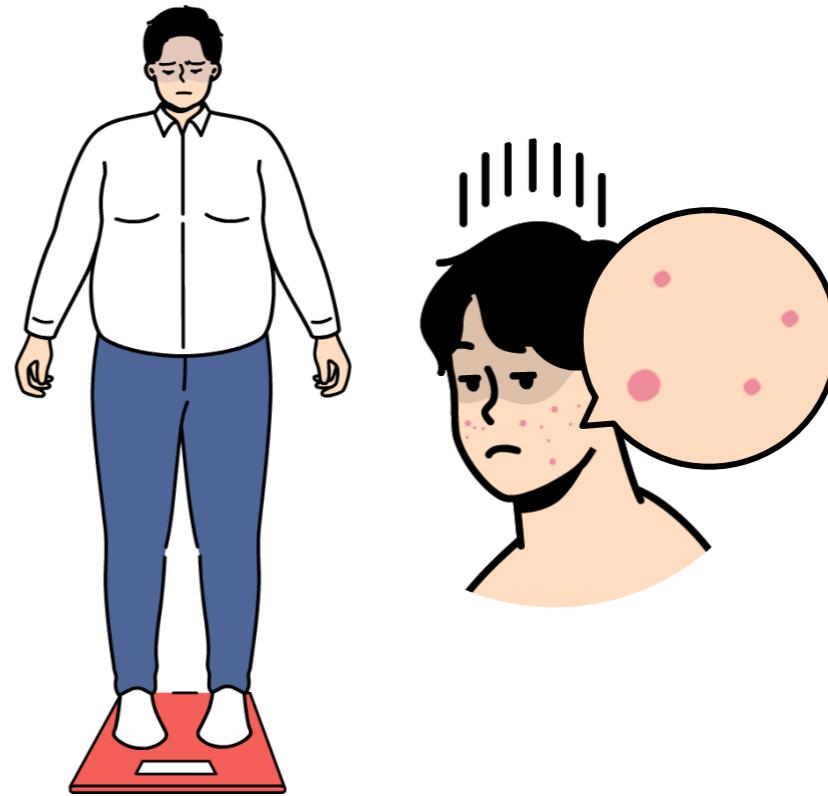
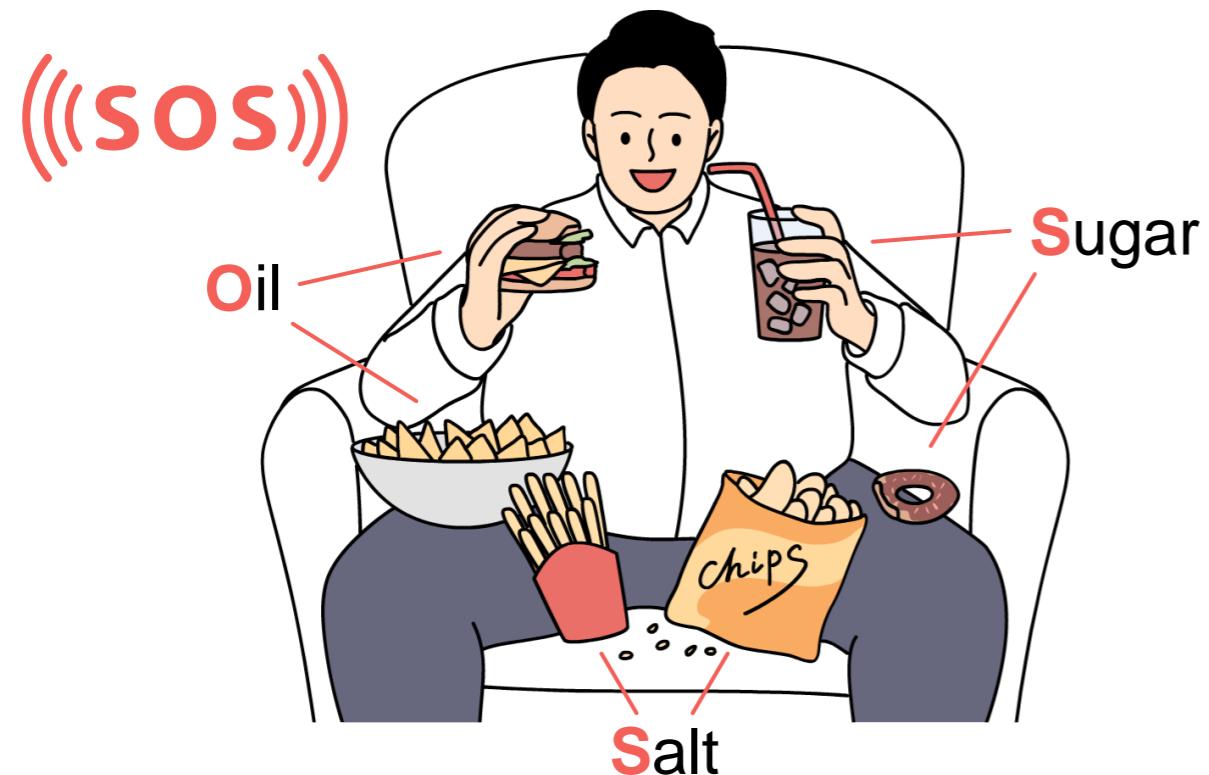
■ Do you ever follow bad dietary habits in your everyday life like the following examples?



- Eating breakfast raises the body temperature, which was lowered during sleep, and supplements the energy required for the morning's activities. As such, skipping breakfast would drain your energy and may cause health issues.
- Having meals can be a good chance for associating with others. Let's enjoy having a meal together.

## Bad dietary habits-2

- How much fast food, snacks, soft drinks, etc. do you eat or drink? These all contain a lot of sugar (S), oil (O), and salt (S). Therefore, be careful with overeating In order to maintain a good nutritional balance.



- Be careful to not consume too much SOS (Sugar, Oil, and Salt).

# Good dietary habits

■ Having good dietary habits for health leads you to have a healthy and rich life. Now, review your dietary habits, find problems if any, and set up goals to solve them.

- Eating breakfast every day at a regular time.
- Not eating too much fast food or snacks
- Not drinking too many sweet soft drinks
- Trying to have well-balanced nutrients.
- Not taking in too much sugar, salt or fats.
- Regularly drinking sufficient amount of water.
- Not leaving food at meals.



## My dietary objectives

**Text No. 1-1-3**

# **Sleep and rest**

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Sleep and rest

## Learning contents



Fatigue



Sleep



Rest

Constant working for long hours, such as on your studies, exercises, work, etc., will lead you to make more mistakes and low work efficiency due to tiredness. This state is called fatigue. When fatigue accumulates, you may fall ill because of weaker body resistance. This may cause a serious accident due to poor judgment. Now, let's consider how to recover from fatigue.

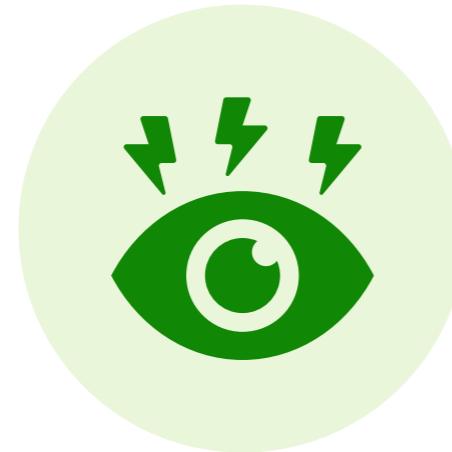
# Fatigue

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■ Are you tired?



Feeling dull, stiff  
shoulders, backache



Sore or dry eyes



Sleepiness,  
yawning,  
lower enthusiasm



Dull pain,  
headache



Annoyance  
depression, anxiety,  
lower concentration

# Sleep-1

---

■ The fastest way to recover from fatigue is to have good quality of sleep. Sleeping has numerous effects such as resting the brain, curing injured parts of your body, and enhancing the immune system.

- You can recover from fatigue by resting your brain, which governs your intellectual activity.
- While sleeping, a growth hormone gets released. The hormone promotes the metabolism of cells, grows bones and muscles, and cures injured body parts.
- The immune system gets enhanced by sleeping.

## Sleep-2

- Lack of sleep causes various bad health conditions, such as a decline in the thinking and memorizing ability, headaches and dizziness, and stress and anxiety, all of which badly affect your life. Have good quality of sleep and live a regular life.

Use the following check sheet to see if you have some habits for good sleep.



# Check sheet for a good sleep

Period

From

Until

Self-check

1: I do not do this   2: I rarely do this   3: I only do this sometimes  
4: I usually do this   5: I always do this

Check item	Self-check	Instructor's comment
Eating three regular meals a day		
Going to sleep and waking up at regular times every day		
Darkening the room when going to sleep		
Having a habit of getting moderate exercise		
Not drinking too much alcohol		
Avoiding drinking coffee or any other caffeinated beverages before going to sleep		
Not looking at your smartphone for too long before going to sleep		

# Rest

■ It is important to have an enough rest to recover from mental and physical fatigue. Find some good ways for yourself to refresh.



Taking a rest



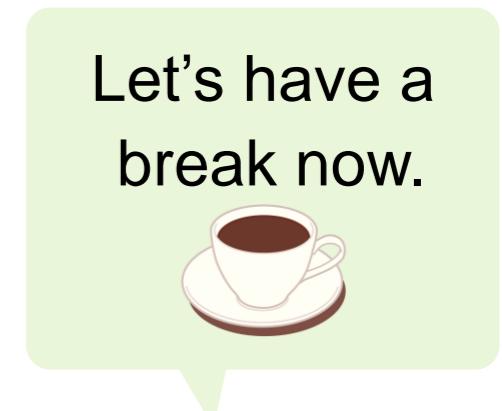
Exercising lightly



Taking a day-off



Meditating, and yoga



Changing your mood



Listening to music



Chatting



Walking



**Text No. 1-1-4**

**Clothes**

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 surrounding environment, but also play an important role for you to lead a smooth social life. Understand the purpose of different clothes and choose appropriate ones for different activities.

# Functions of clothes-1

## ■ Protecting your body

Clothes have many functions, such as protecting you from changes of the surrounding environment (e.g. heat and cold), injuries, and any dirt.



# Functions of clothes-2

## ■ Leading a social life

Clothes also have the function of helping people lead a smooth social life; indicating one's occupation or group affiliation, expressing their individuality, or preserving culture and traditions.



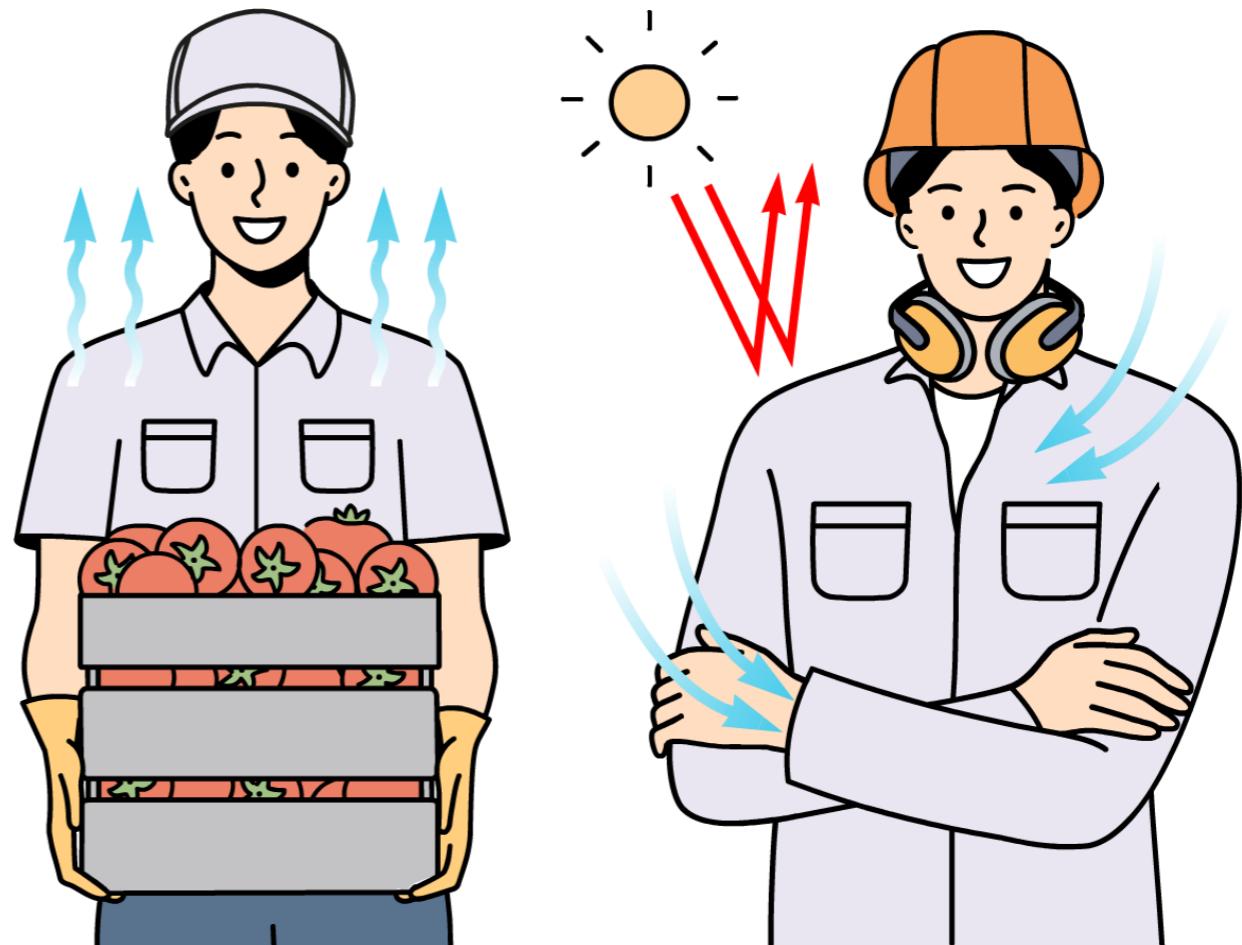
- In your daily life, be sure to dress appropriately according to the weather, changes in the surrounding environment, and the activities you are involved in.

# Proper way of wearing clothes-1

- Clothes can help you deal with changes in heat and cold. Understand the mechanisms of your body and temperature, and dress appropriately.

## Under a hot weather

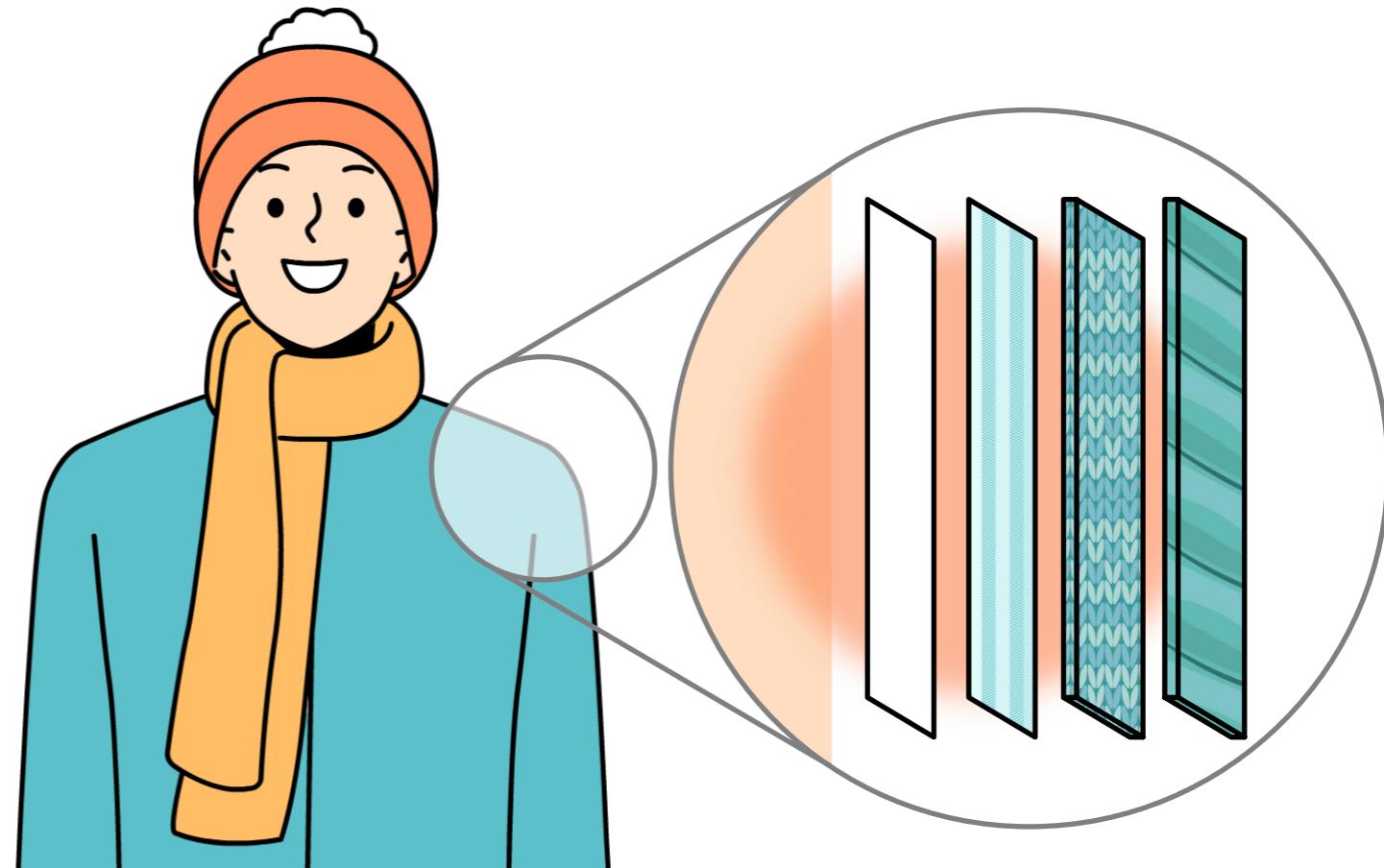
Your body uses the evaporation of sweat to lower its own temperature. You can lower your body further by wearing clothes with wide-opened sleeves and materials that allow air to pass through easily.



# Proper way of wearing clothes-2

## Under a cold weather

By layering your clothes, you can create spaces in air between your body and the clothes, between the different layers, and between the fibers of the clothes. This will trap body heat in these spaces and keep you warm. By creating more layers of air and sealing the openings in your clothing, you can retain body heat.



Text No. 1-1-5

Sorting and setting  
things in order

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Sorting and setting things in order

## Learning contents



Necessity of sorting and setting things in order



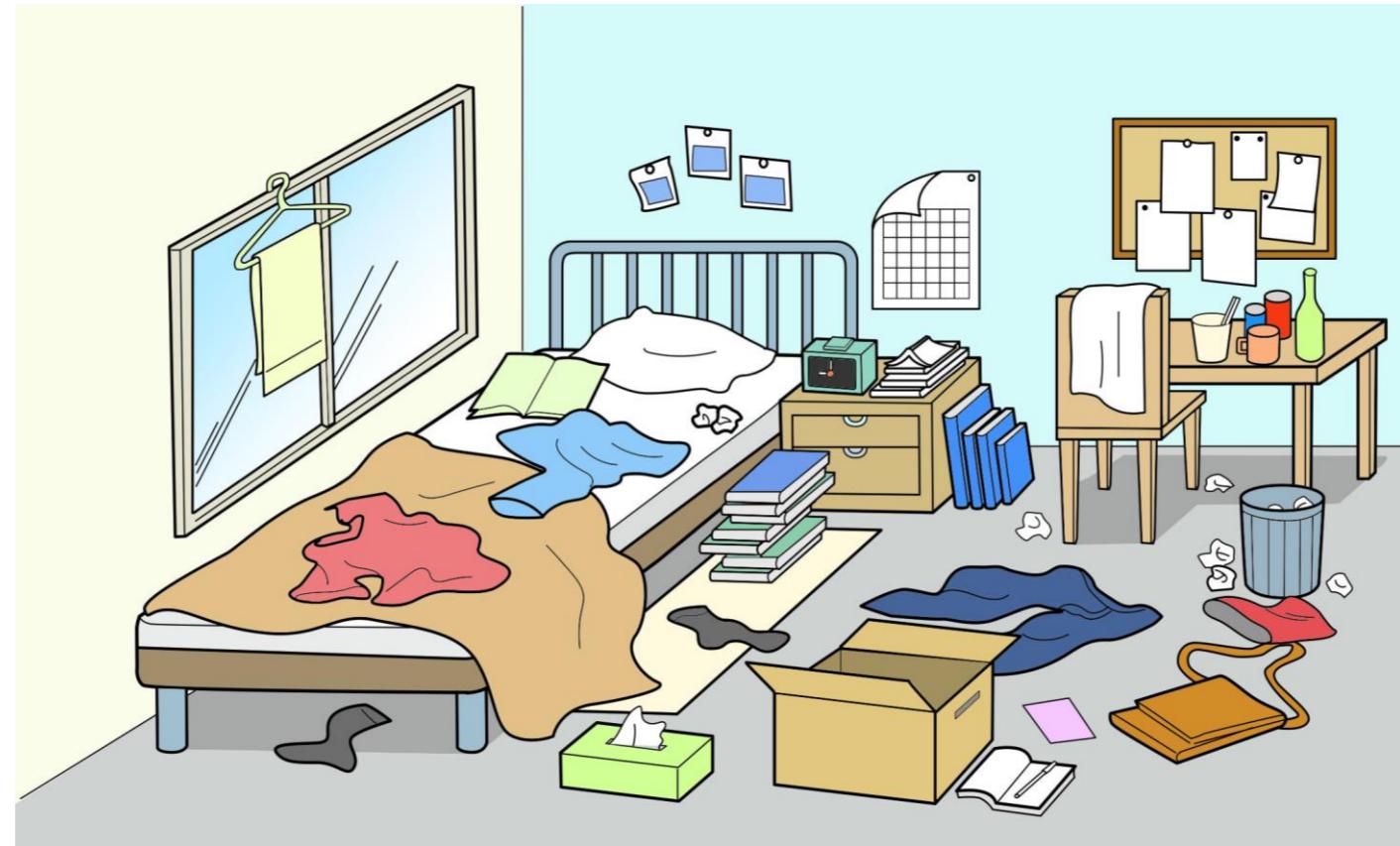
Procedure of sorting and setting things in order

If you live in a messy environment, you may stumble and get injured, waste time searching for things, 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 things in order-1

■ Have you ever been frustrated while searching for something in your room?

Organize the things around yourself and be sure to keep them sorted and set in order so that you can easily find what you need the next time you use it.



# Necessity of sorting and setting things in order-2

- There are various benefits of sorting and setting things in order.

Reducing wasting time



Preventing mistakes and injuries



Reducing stress



# Necessity of sorting and setting things in order-3

---

■ The Japanese equivalent of “Sorting” is “Seiri”, and “Setting things in order” is “Seiton”. These are important words often used at the site of Japanese style manufacturing. Please remember the meaning and pronunciation of these key words, “Seiri” and “Seiton”.

- Seiri is to decide whether each item is necessary or not, and then to discard unnecessary items and keep necessary ones.
- Seiton is to place necessary items in order, so that anyone can recognise the location of each item and take them out instantly.

# Procedure of sorting and setting things in order-1

Now, learn how to conduct Seiri and Seiton around you in real life.

## Step 1: Finding

Find the spots where you need Seiri and Seiton.



## Step 2: Planning

Consider the schedule, order, and role of each person for sorting and setting things in order



## Step 3: Confirming

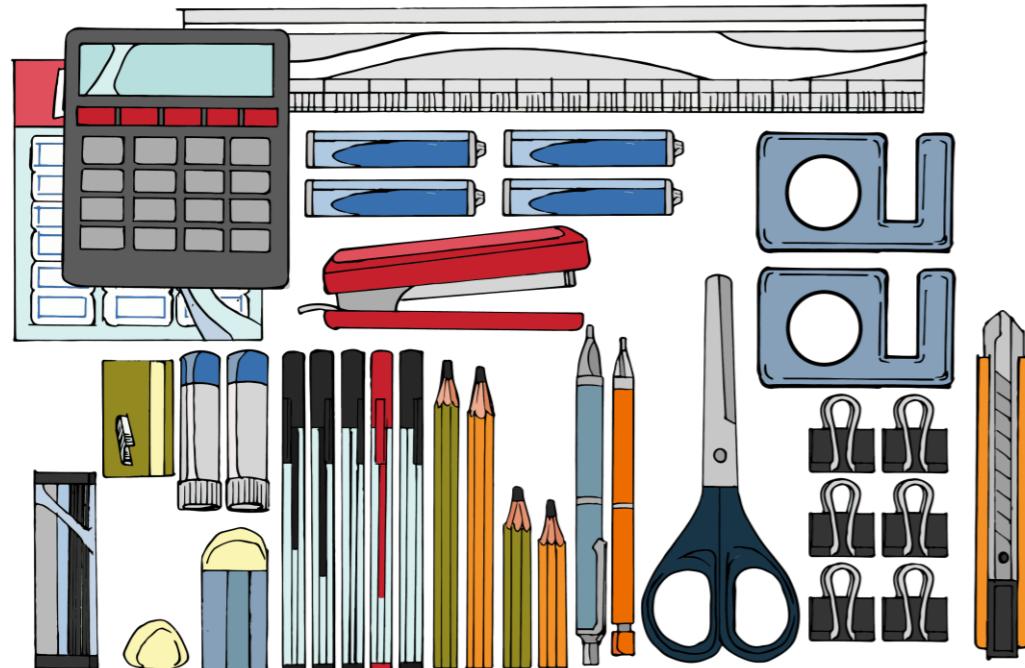
Take out each item and check the number of the same items.

Scissors	1	1
Binders	6	2
Pens	1	2
Erasers	4	1

# Procedure of sorting and setting things in order-2

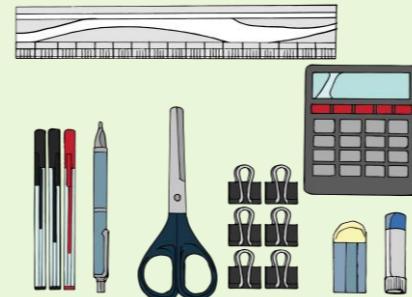
## Step 4: Sorting

Sort things out by necessary and unnecessary ones.



Separate them clearly

### Necessary items

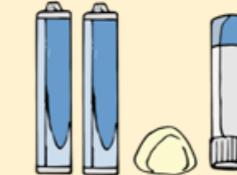


Often used



Not much used

### Unnecessary items



To be disposed



To be reused

# Procedure of sorting and setting things in order-3

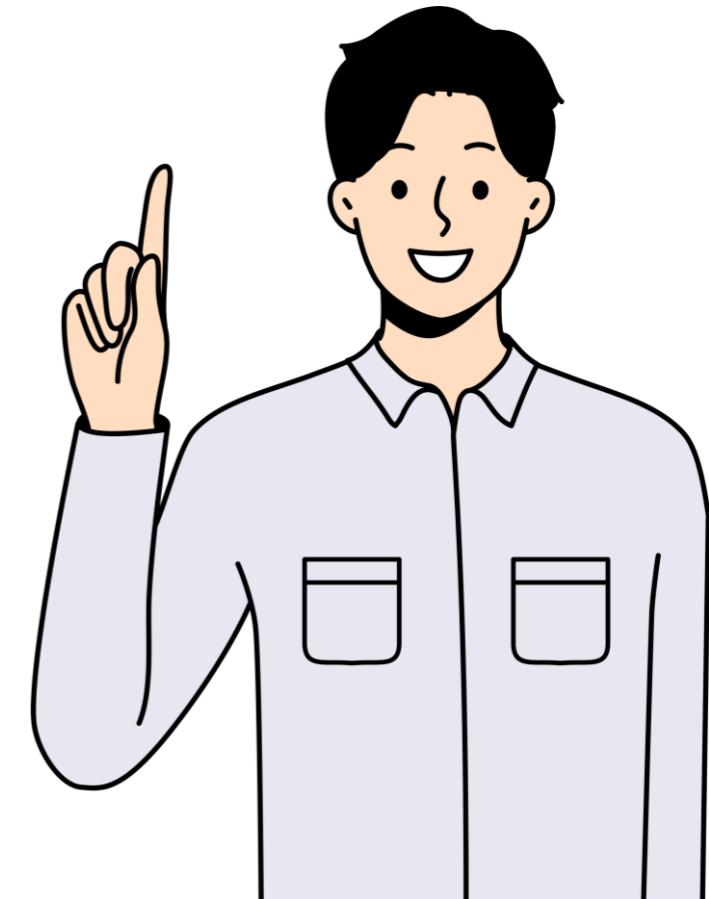
## Step 5: Seiton

Think how to manage setting things in order:

To make an easy-to-use environment, gather the same types of things in one spot, and place frequently-used items in an easily accessible spots.



Make it a habit to do Seiri and Seiton.



Text No. 1-1-6

# Way of using money and items

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Way of using money and items

## Learning contents



 Taking care of things

 Spending money

 Shopping

As you start working, you begin to get paid and can buy the things you need or want. The items and products that we use in our daily life are made by valuable labour and from limited resources on the earth. Therefore, always be conscious of using money and things carefully without wasting them.

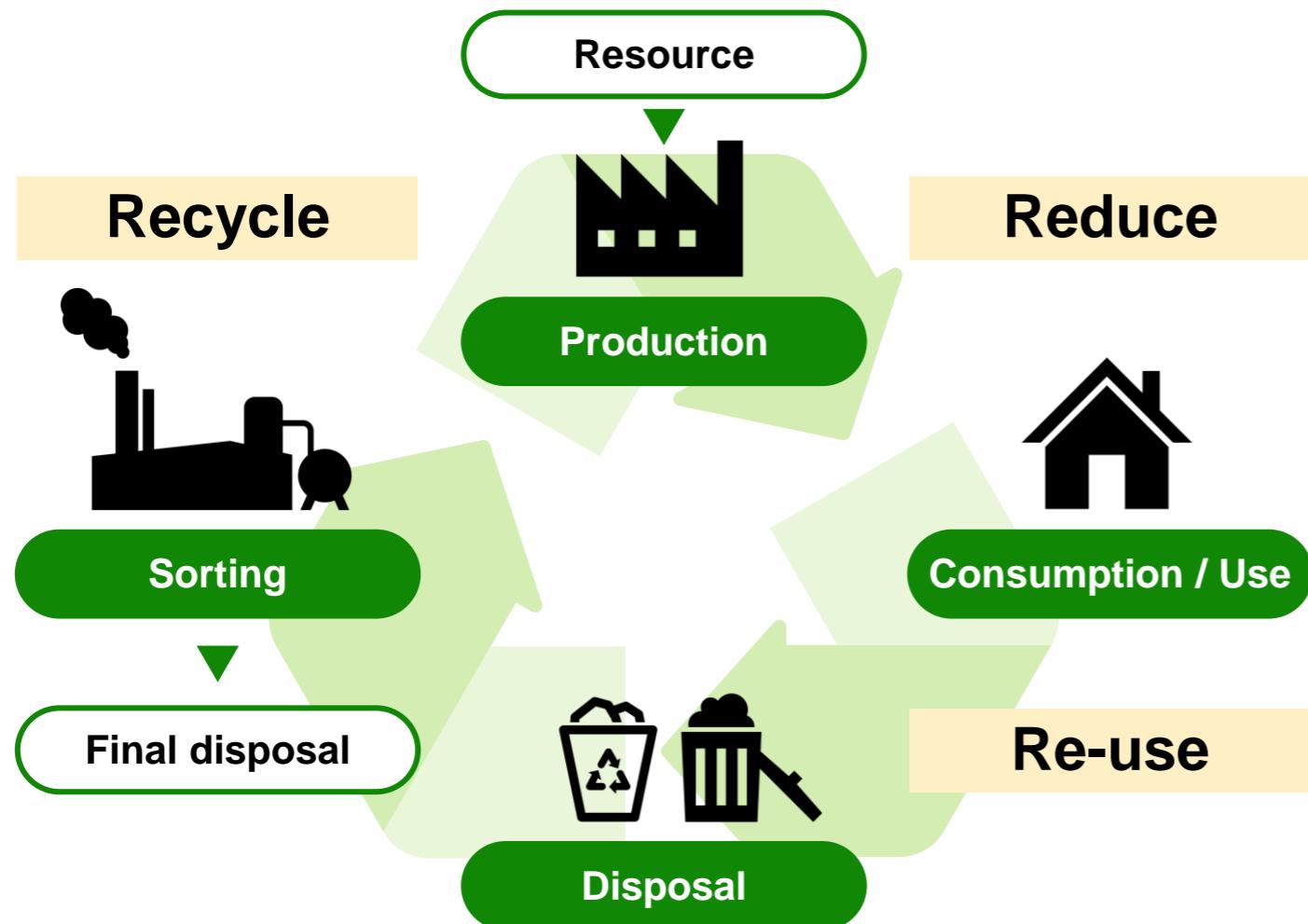
# Taking care of things-1

- Things that we use in our everyday life are made from the limited resources on the earth. Therefore, the constant waste of resources by every individual would result in the total destruction of the earth environment. In this sense, the environmental problems currently occurring on the earth are deeply related to our heavily consuming lifestyle.



# Taking care of things-2

- Try using our resources effectively and efficiently, so that the next generation can also lead an affluent and happy life.



Find your own idea and carry it out, aiming at effective use of resources.



# Spending money-1

When you receive salary, it is important to control your spending within your income. You can divide the way of spending your income into the following three categories. Understand these categories and make a financial plan carefully.

## The three categories of spending your income

1

Living expenses

- Food
- Rent
- Utilities

etc.

2

Savings

- Medical expenses
- Sending money home
- Marriage
- Purchasing a house

etc.

3

Your own allowance

- Clothes
- Movies

etc.

# Spending money-2

**Q** Try thinking how much you need to spend each month and write it down.



**Content of living expense (1)**



**Content of living expense (2)**



**Amount**



**Amount**

# Spending money-3

**Q** Try thinking the purpose and the necessary amount of your saving, and write it down.



**Purpose of the saving (1)**



**Purpose of the saving (2)**



**Amount**



**Amount**

# Shopping-1

**Q** Is there anything you want to buy now? Write the names of each item, the reason you want to buy them, and your budget.



**Item you want to buy (1)**



**Item you want to buy (2)**



**Reason**



**Reason**



**Budget**



**Budget**

# Shopping-2

■ Let's think about the process of shopping.

## Step 1: Deciding

For the items that you want to buy, carefully think if you really need to buy them or not.

## Step 2: Making a plan

Make a plan of your budget, when to buy them, where to buy them and gather information on the items.

## Step 3: Selecting and purchasing

Carefully decide the purpose and the way of using the items, check the price and quality, and then select the items and buy them.

## Step 4: Using

You have to use the items you bought carefully. Make sure you use them for as long time as they last, without wasting any of them.

# Money record sheet (example)

■ Keep a monthly record to plan your spending. (example: November)

Date	Details	Income	Expenses	Balance
	Remaining balance from October			2000
November 2	Movies (tickets and drinks)		205	1795
November 15	Shopping at the supermarket (food, etc.)		350	1445
November 16	Rent		600	845
November 20	Salary	4000		4845
November 25	Eating at a restaurant with friends		820	4025
November 28	Cell phone bill		100	3925
November 31	Shopping at the supermarket (food, etc.)		480	3445
November's remaining balance				3445

# Money record sheet

## ■ Keep a monthly record to plan your spending.

Text No. 1-1-7

# Lifestyle check

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Lifestyle check

## Learning contents



Self lifestyle-check



Lifestyle-assessment  
by a third party

Practice what you learnt regarding the basic knowledge necessary for a daily social life every day, and work on self-check regularly.

Use the lifestyle check sheet to evaluate the level of your achievement on a five-point scale. Then, follow the instructor's advice and try improving your lifestyle.

# Lifestyle Check Sheet-1

Period

From \_\_\_\_\_ to \_\_\_\_\_

Self-check

1: I do not do this    2: I rarely do this    3: I sometimes do this, sometimes not  
4: I usually do this    5: I always do this

Check item	Self-evaluation	Instructor's comment
Getting up at a regular time every morning.		
Not being late. Arriving at the work-place early enough.		
Keeping regular daily rhythm.		
Eating breakfast every day.		
Eating breakfast, lunch and dinner regularly.		
Eating foods combining various nutrients.		
Trying not to take too much sugar, salt or fats.		
Keeping your body clean.		

# Lifestyle Check Sheet-2

Period

From \_\_\_\_\_ to \_\_\_\_\_

Self-check

1: I do not do this    2: I rarely do this    3: I sometimes do this, sometimes not  
4: I usually do this    5: I always do this

Check item	Self-evaluation	Instructor's comment
Introducing a proper level of exercises in your daily life.		
Not eating snacks between meals or late at night.		
Getting enough sleep every day.		
Going to bed at a regular time without staying up late.		
Taking a short-break while studying or working.		
Trying to change your mood not to hold stress.		
Wearing clothes such as work uniform, sportswear, etc., suitable for different activities.		

# Lifestyle Check Sheet-3

Period

From \_\_\_\_\_ to \_\_\_\_\_

Self-check

1: I do not do this    2: I rarely do this    3: I sometimes do this, sometimes not  
4: I usually do this    5: I always do this

Check item	Self-evaluation	Instructor's comment
Cleaning up any trash or items you used before leaving.		
Taking care of things carefully so as not to waste them.		
Keeping things sorted and set in order.		
Managing important things and documents.		
Not wasting money.		
Being able to make a plan before shopping.		
Assessment summary by the instructor:		

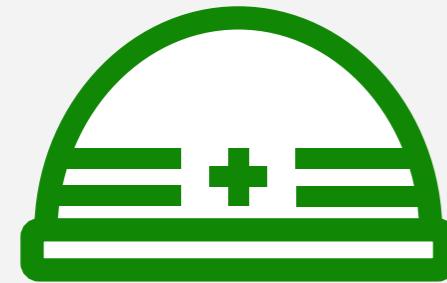
Text No. 1-2-1

# Safety measures

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. These disasters can be categorized by two types; natural disasters caused by natural phenomena, and any accidents or work-related disasters caused by human errors. We should raise awareness to prevent these disasters in our daily lives, and be prepared for any emergency situations so that we can take appropriate actions without panicking.

# Risk of disasters and securing safety-1

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- Due to the changes in the global environment, the risk of natural disasters has increased over recent years, causing damages from storms, floods, earthquakes, droughts, tsunamis, landslides, lightning strikes, etc. We cannot predict when these natural disasters would ruin our daily lives or what kind of damage they would cause.



# Risk of disasters and securing safety-2

- Be aware of potential risks of natural disasters around you and find 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

■ Aside from natural disasters, there are many other potential dangers in our daily lives, such as traffic accidents, work-related accidents, etc. Therefore, you should bear safety measures in mind on a day-to-day basis.

- In order to prevent any traffic accidents, it is important to know the vehicle characteristics, follow the traffic rules, and notice any hazard instantly.
- **When starting to work, the first thing you need to do is checking the safety.** Be especially careful when you use any machinery.



# Prevention of accidents-2

- Fire prevention is very important. It is also important to know in advance where fire-extinguishers are kept and how to use them just in case.
- You should learn and remember how to use the gear and equipment to protect yourself from any potential dangers at your worksite.
- Remember the meaning of safety signs which prohibit and/or warn about dangerous actions and behaviours.



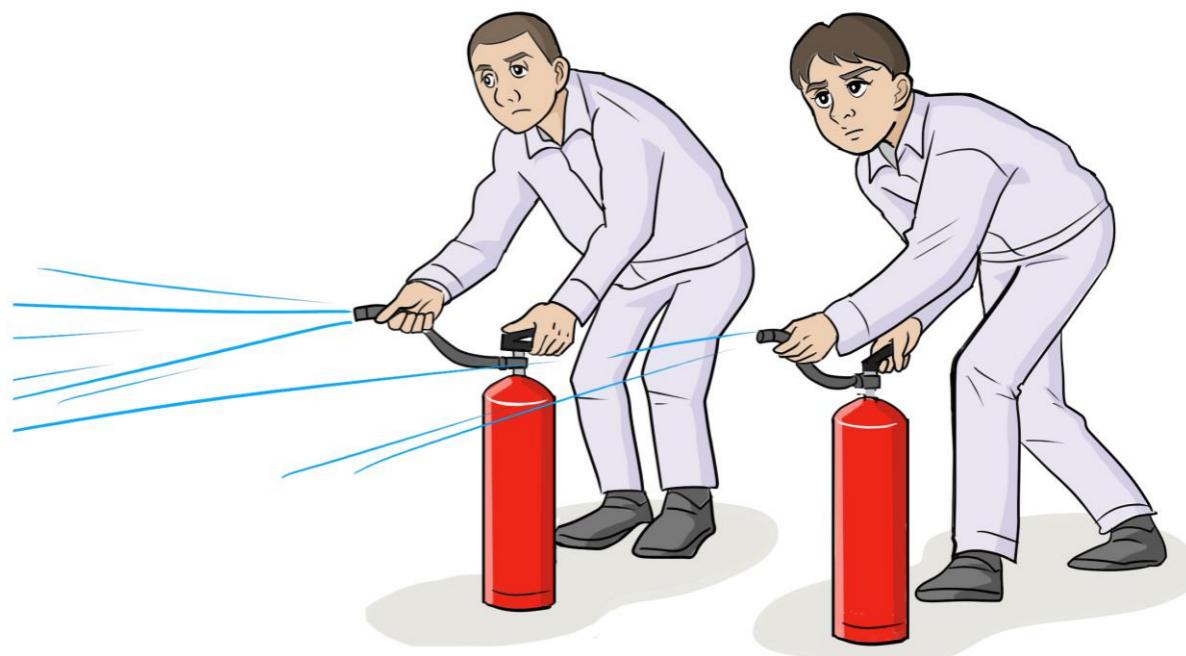
# Evacuation drills-1

- You should regularly practice evacuation drills so that you can take actions swiftly in a calm manner just in case any disaster or accident happens.

**Earthquake drill**



**Fire drill**



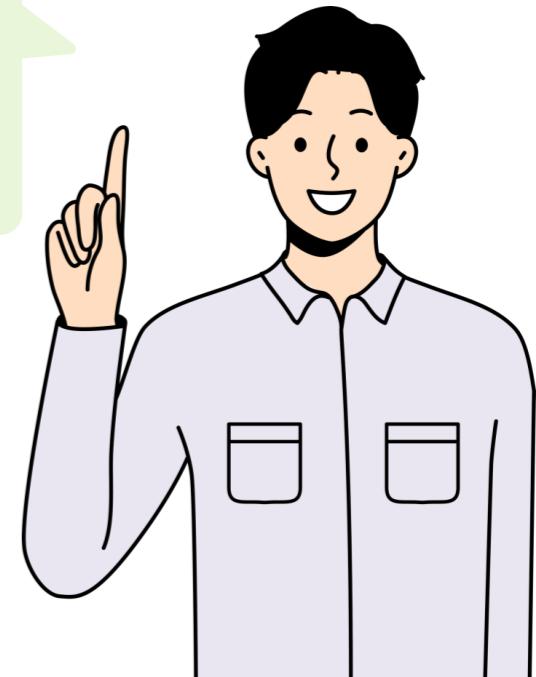
## Evacuation drills-2

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

What would you do if a fire broke out right now?

Where are the nearest emergency exits and fire extinguishers?

Be sure to check your surroundings in case of an emergency.



Text No. 1-2-2

# Hygiene and Cleanliness

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Hygiene and Cleanliness

## Learning contents



- Washing hands
- Grooming
- Cloth-hygiene
- Cleaning

In order to prevent diseases and lead a healthy life, it is important to maintain personal hygiene and cleanliness, such as by washing your hands, keeping your body and clothes clean, arranging a good living environment, etc. Try keeping yourself and the surrounding environment clean and hygienic at all times.

# Washing hands -1

■ Washing hands is the basic step to prevent diseases. Therefore, do it when your hands are dirty after working, before eating, and after you go to the bathroom. Also, keep in mind that you cannot remove germs and viruses from your hands by just washing them with cold water. As such, wash your hands thoroughly with soap.



# Washing hands -2

1



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

4



Wash the area between fingers carefully.

2



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

3



Rub the finger tips and the nail gaps thoroughly.

5



Wash while twisting the palm around the thumb.

6

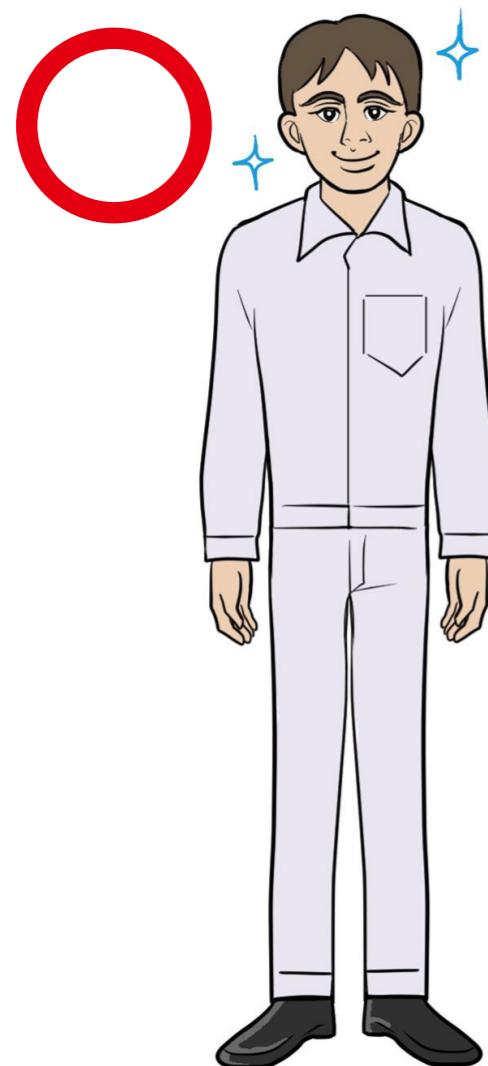


Do not forget to wash wrists as well.

- 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.

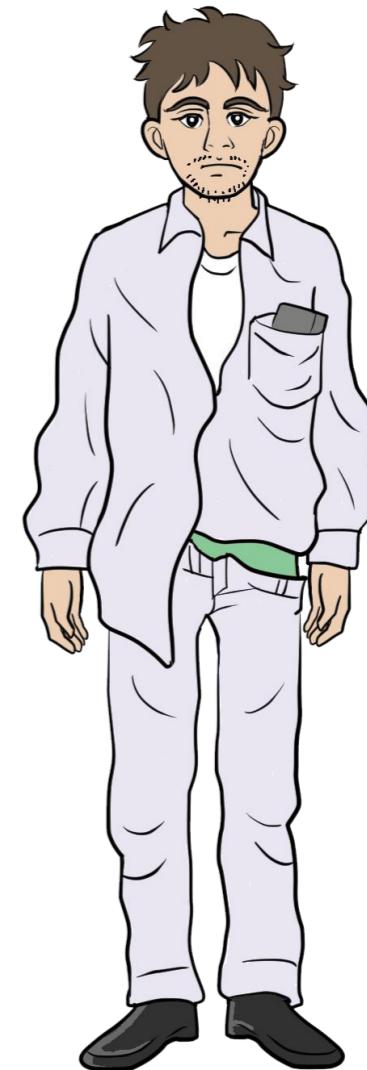
# Grooming

## Watch your grooming.



Comb your hair. Keep it short.

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



Long nails can get in the way when working. They may also cause scratches on the products. As such, keep them short.

Wear your work uniform appropriately so that you do not get injured.

# Cloth-hygiene-1

■ Clothes once worn come into contact with different kinds of dirt, such as sweat, grime, dust, stains, etc., during daily activities. If you leave them without cleaning, they may have hygienically negative effects. For example, they might lose the function of absorbing sweat and dirt, be eaten by insects, or mold could grow on them. Wearing dirty clothes can also cause itching, skin diseases such as rashes, or even lung diseases from inhaling mold. Therefore, be sure to take care of them on a daily basis.



# Clothe-hygiene-2

## ■ Washing procedure

1



Prepare tools

2



Wash

3



Wring

4



Rinse and wring

5



Dry

6



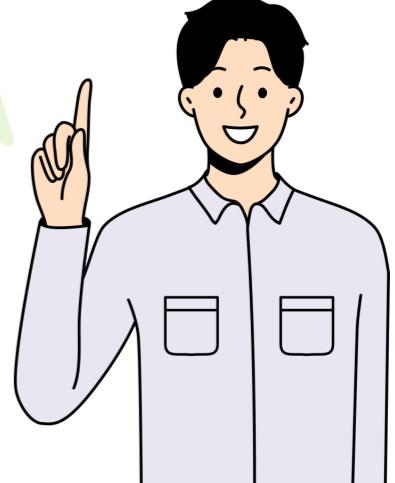
Put away

7



Iron

Let's try washing clothes by hand.



# Cleaning-1

Keeping our surroundings clean is a great habit for living a healthy life.

Cleaning is not only a job for particular people, it is also something that each one of us needs to take responsibilities for.

Therefore, understand the importance and necessity of cleaning, and make it a habit in your daily life.



# Cleaning-2

## Checking

Find the places that need cleaning.



## Think how to clean

There are many different ways of cleaning, such as vacuuming, sweeping, wiping, etc. Think what methods would be appropriate.



# Cleaning-3

## Preparation

Dress properly and prepare equipment for cleaning.



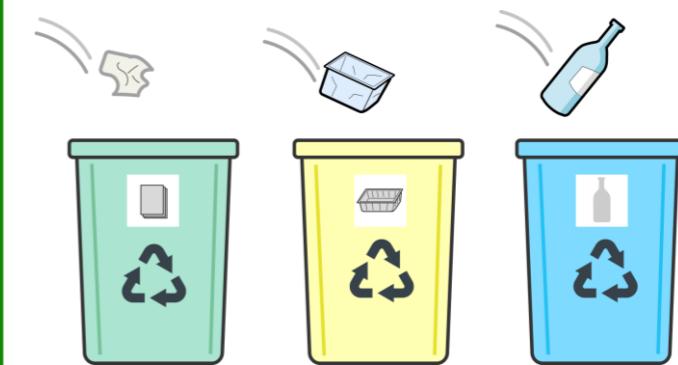
## Cleaning

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



## Sorting out

Sort out wastes according to the set rules.



Text No. 1-2-3

# Health maintenance

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Health maintenance

## Learning contents



- Disease
- Prevention
- Injury & first aid
- Health check-up and treatment

Maintaining good health does not only mean not getting sick, it also refers to making efforts to maintain a healthy mind and body.

So, why do we get sick? Are we able to prevent it? What should we do when we get injured or sick? In this section, you will learn about healthcare and ways to maintain good health.

# Disease

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

## Pathogen

A microorganism which causes a disease, in other words a pathogen such as a virus or a germ, enters your body via air or food, and multiplies making you sick.

A virus enters your body via your nose or mouth and increases.

## Flu or food poisoning



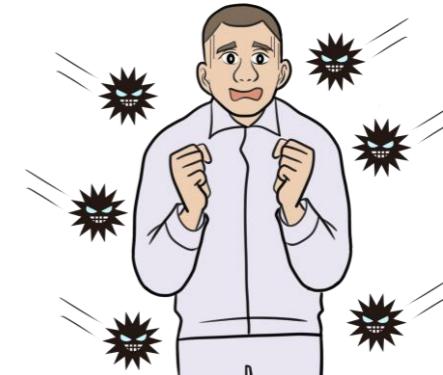
## Environment



## Lifestyle



## Resistance



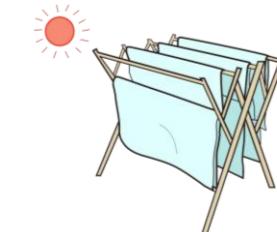
# Disease prevention-1

■ You can prevent diseases by sterilisation and improving lifestyle

## Eliminate pathogen source



Chemical sterilisation



Sunlight sterilisation

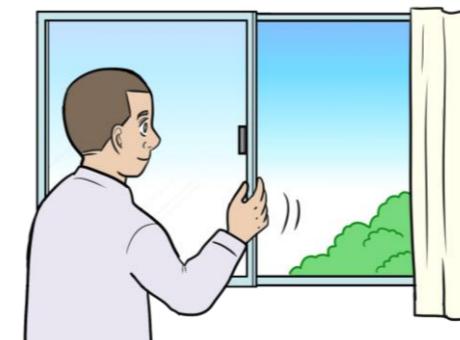


Heat sterilisation

## Prevention

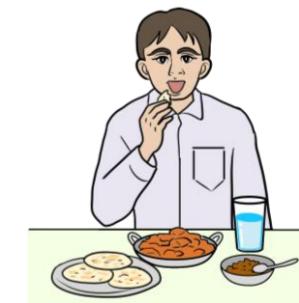


Washing hands



Ventilation

## Increase resistance



Food



Proper exercise



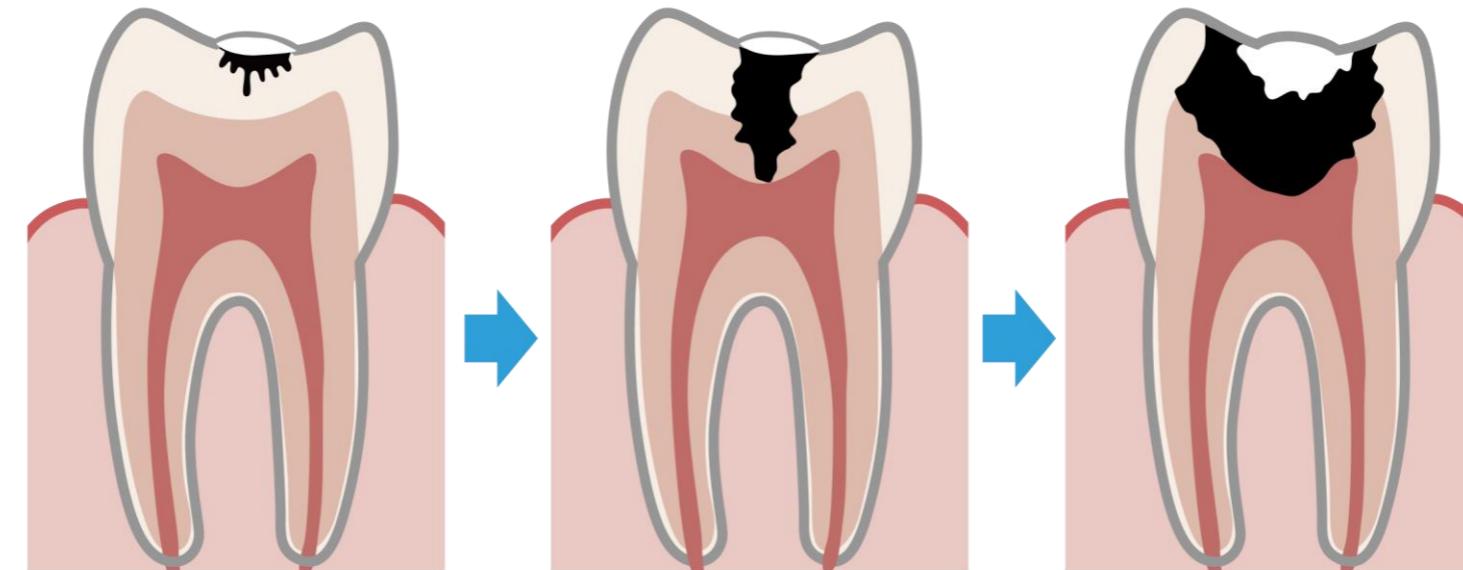
Sufficient sleep



Vaccination

## Disease prevention-2

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

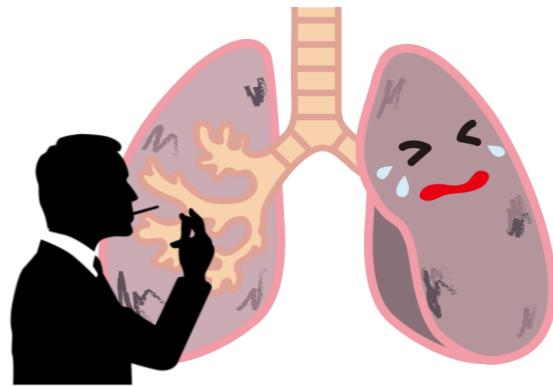


Sugar causes the bacteria in plaque to become active and produce acid, which then dissolves your teeth. This is how cavities form.

Therefore, brush your teeth carefully every day and keep the oral cavity clean. You can prevent tooth decay this way.

## Disease prevention-3

- There are a lot of harmful substances in tobacco smoke: when you smoke, it has a negative effect on your brain, heart, lungs, etc. The tobacco smoke also works negatively on people around you as well.
- The alcohol in liquor paralyses the brain. Because of this, you lose attention and judgment, or lose control on your body motion by drinking, which might cause an accident or injury.



# Injury and first aid-1

## ■ What should you do when you get injured?

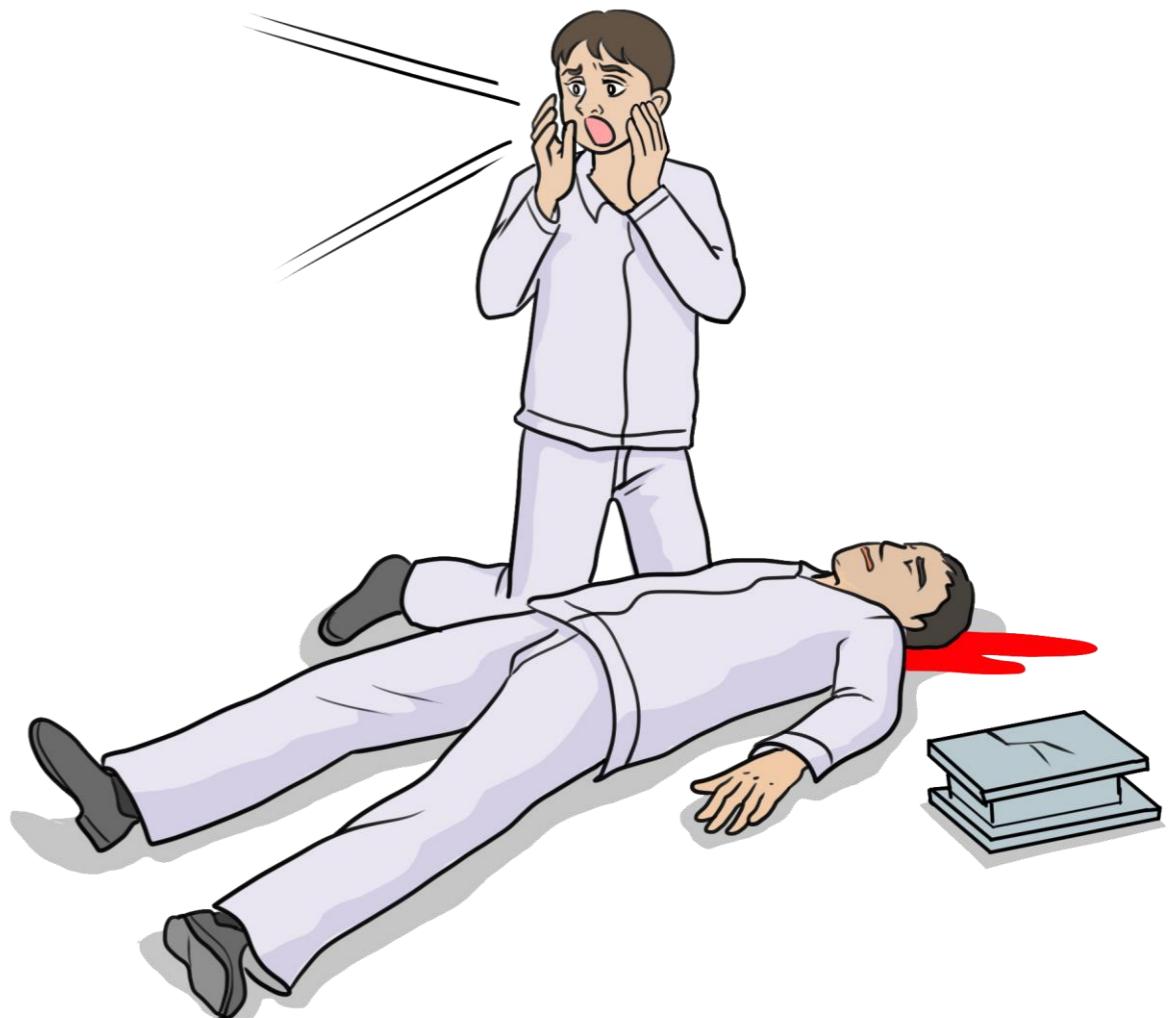
<b>Wound</b>	Rinse it with water, and disinfect it.
<b>Cut</b>	Rinse the cut with clean water. Stop the bleeding by pressing the cut with a piece of gauze. Disinfect it and cover it with a bandage.
<b>Burn</b>	Cool it down immediately with cold water.
<b>Sprain, blow, jammed finger</b>	Ice the injury, put it up and rest it



# Injury and first aid-2

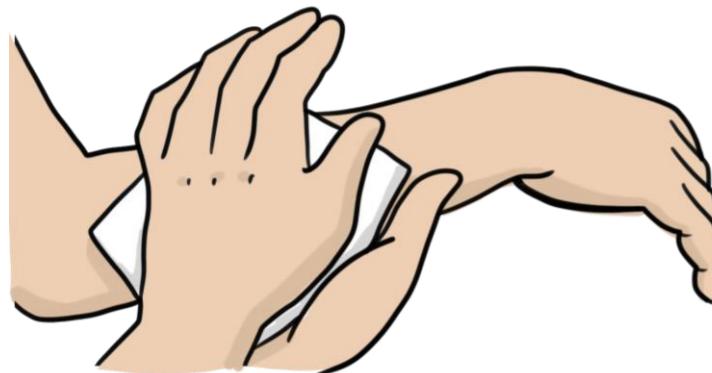
## ■ What should you do if someone around you is severely injured,

- Stay calm and check the situation; confirm the type and level of injury. Ask for help and call an ambulance.
- As massive bleeding may cause a critical condition, you should try stopping it immediately; apply pressure on the affected area, which is called the Direct Pressure Hemostatic Method.



# Injury and first aid-3

## ■ Direct Pressure Hemostatic Method



Put a small piece of a clean handkerchief on the wound and press it with your hand.



Use plastic gloves / bags as a barrier to prevent infection via blood.



Keep the affected area higher than the heart.

# Health check-up and treatment

- When you feel sick, do not try to solve it by yourself. Instead, consult with your superior. Also, do not force yourself to work, but take a day off and visit a medical institution so that you can recover as quickly as possible.

There are some medical institutions in your area or in a company where you can take a health check-up and a treatment. You are advised to take the check-up at least once a year so that you can find a sign of any disease/condition if you have any.



Nearby medical institution

Text No. 1-3-1

# Benefits of exercising

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Benefits of exercising

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## Learning contents



 Purpose of exercising

 Effect of exercising

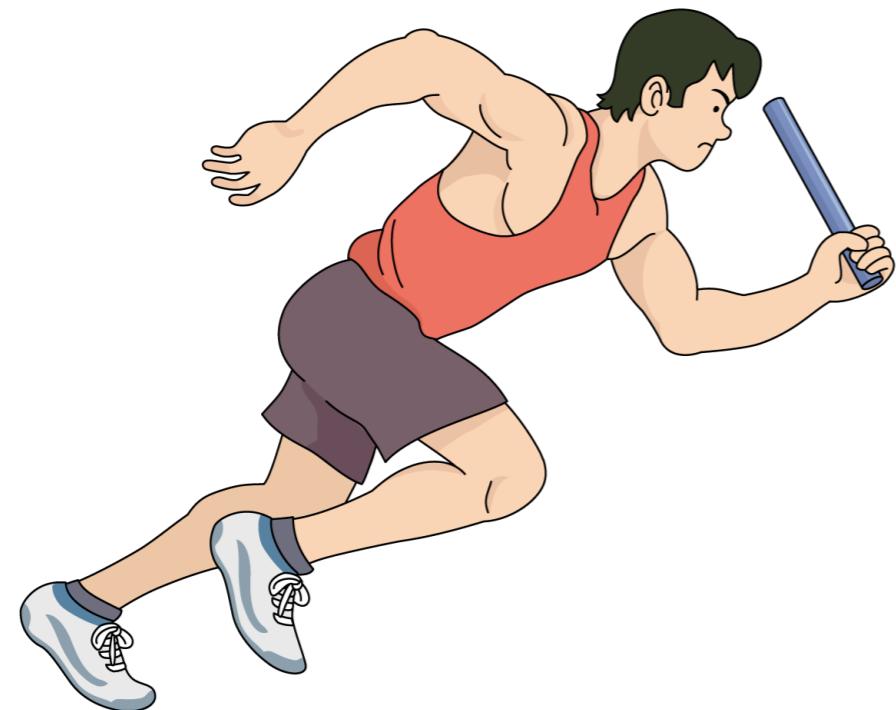
 Practice of exercises

What kind of exercises and sports do you usually enjoy? Moving your body by exercising or playing sports has countless benefits on your mind and body. Now, let's learn the purpose and the benefits of exercising and sports in detail.

# Purpose of exercising

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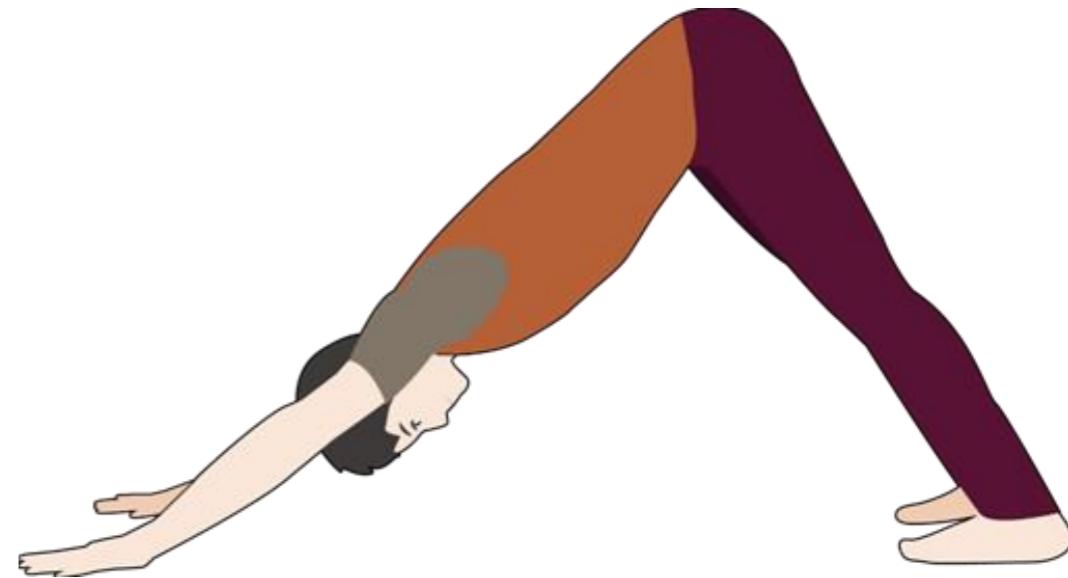
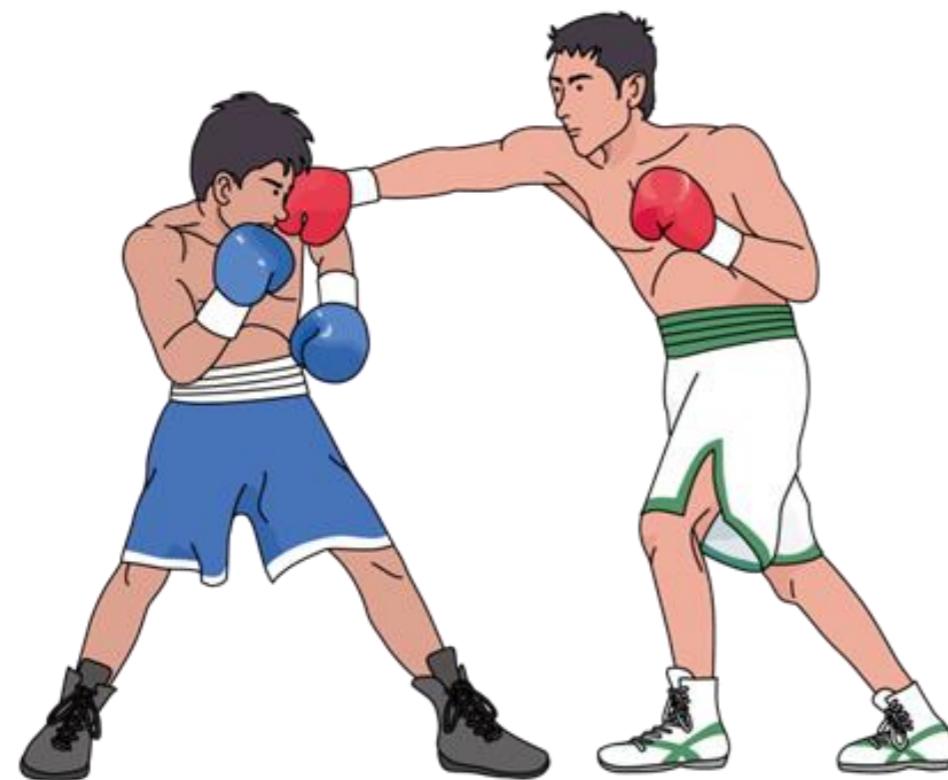
- Exercising regularly would enable you to develop and maintain physical strength. It also helps you improving different physical abilities.



# Effect of exercise

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- You can also relieve stress by exercising, and relax. In this sense, exercising has positive effects in your mental health too.



# Practice of exercise-1

- By introducing moderate exercises in your daily life, you would be able to enhance bone density and muscle strength, and lose excess fat. It also has a positive effect on your mental health, helping you relieve stress and find a joy of your life. Thus, exercising will allow you to have better physical and mental health.
- Start by introducing exercises which you can work on by yourself, such as walking, jogging, or stretching.



# Practice of exercise-2

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## ■ How to work on exercising

- Change your outfits to the ones suitable for moving your body.
- Check your physical condition and lightly warm up before you start exercising.
- Drink sufficient water while exercising.
- Cool down properly, such as by stretching, after you finish exercising



Text No. 1-3-2

# Handling stress

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Handling stress

## Learning contents



Psychosomatic correlation



Stress



How to deal with stress

Have you ever felt your heart was beating fast, you were losing motivation, or you were feeling down when you felt anxious or became nervous?

This happens because your mental state and body influence one another. In this section, let's look into the relationship between them (i.e. psychosomatic correlation), and learn about stress, which has negative effects on them.

# Psychosomatic correlation

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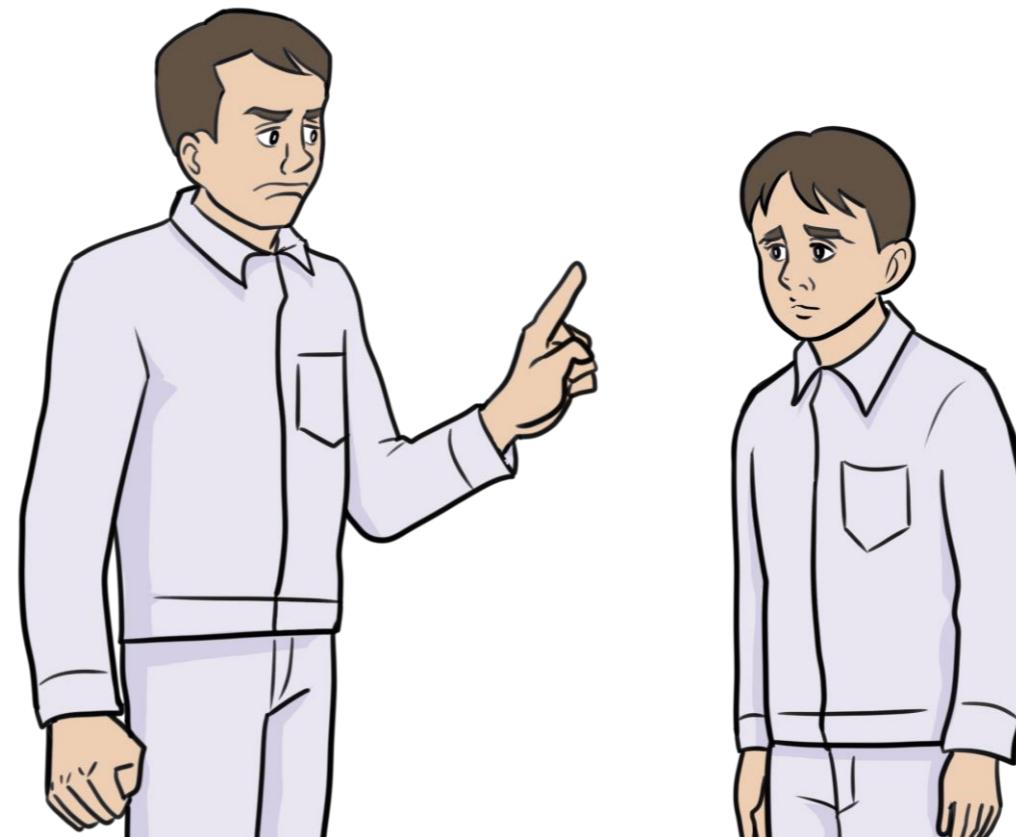
- Your mental state can have some influence on the condition of your body. On the other hand, the latter would influence former as well. This phenomenon is called the “Psychosomatic Correlation”. In fact, there is a possibility that you might have some physical symptoms like headaches, stomachaches or a recurring diarrhea, due to a bad mental state. Likewise, when you get injured or feel sick, your physical condition may influence your mental state, leading you to have an uncomfortable feeling, poor concentration, etc.



# Stress-1

---

- The state where your mind or body is extremely burdened is called stress. It can be caused by many different reasons; uncomfortable events at work, exhaustion from work, things not working well despite your hard efforts, not being able to get used to a new environment, etc.



# Stress-2

■ If get stressed too much, you may have the following symptoms.

- Feeling annoyed
- Feeling nervous and anxious
- Becoming negative
- Becoming forgetful and unable to recall things
- Becoming isolated
- Headaches and stomachaches
- Insomnia
- Poor appetite and nausea
- Depression



# How to deal with stress-1

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## ■ Methods of dealing with stress:

- Come up with the way to remove the cause of stress itself.
- Try to think positively.
- Change your mood by doing something you like, while being away from work or study.
- Consult with someone you can rely on and receive advice from him/her.
- Consult with a specialist at a mental health centre or a medical institution.
- Release tension from your body by doing exercising or relaxation.
- Take a sufficient rest to relax your mind and body.

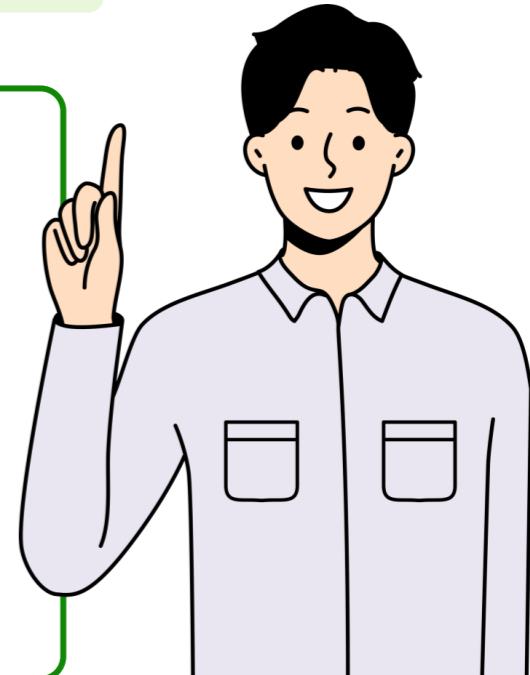


**Smoking, alcohol or violence will not work to solve your problems.**

## How to deal with stress-2

- The level of resistance against stress differs by each individual; each of us take things differently, even if the cause of the stress is the same. As such, in order to cope with stress, you should find your own effective ways to handle it.

What kind of stress did you experience recently?  
Come up with some effective ways to deal with it.



Text No. 1-4-1

# Respecting diversity and cultural relativity

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Respecting diversity and cultural relativity

## Learning contents



Respecting diversity



Cultural relativity

In this session, you will learn about respecting diversity and cultural relativity, which are considered important when working for a Japanese company; you will see people from different cultural backgrounds there. As such, let's learn about the thoughts and mental attitude required to work with them.

# Respecting diversity

## ■ What is diversity?

“Accepting people in different races, nationalities, genders, ages, gender identities, disabilities, religions, values, cultures, customs and beliefs, and coexisting with them.”

## ■ Why is diversity necessary?

Having different perspectives within a team are beneficial to find better ideas; understanding different cultures encourages mutual growth.



**Japanese companies are becoming more and more diverse.**

As being part of them in the future, it is necessary for you to understand and accept diversity.

# Cultural relativity 1

- All cultures are equal. No one should judge superiority or inferiority among different cultures according to their own value.

## Example1:

- How people greet are different by cultures. While people in many cultures shake hands, Japanese people bow.
- Eating habits are also different. There are certain foods that you cannot eat depending on your religion or culture.



# Cultural relativity 2

- All cultures are equal. No one should judge superiority or inferiority among different cultures according their own value.

## Example2:

- Perspectives of time are different by culture. In Japan, like expressed in the word of “five-minutes-before actions,” it is considered good manners to arrive five minutes before when having an appointment. On the other hand, this is not necessarily the case in other cultures.
- Some cultures value taking turns to speak during a meeting, while other cultures let people speak at any timings they like.



# Mental attitude to respect multiculturalism-1

- Keep the following steps in mind to be respectful of different cultures

## Step 1: Observe

Pay close attention to other people's behaviours and communication styles.



## Step 2: Understand

Consider the cultural reasons behind them.



## Step 3: Respect

Do not deny others even if their values differ from yours.



# Mental attitude to respect multiculturalism-2

---

## ■ What should you do when you face "unacceptable" cultures or behaviors?

- **Organise your feelings:** Do not immediately reject them even if you feel uncomfortable.
- **Discuss it with the other person:** Ask questions politely and listen to their point of view. You may even discover something new about your own culture.
- **You do not have to completely agree:** There are differences which are hard to understand no matter how much you try. Therefore, it is also important to stop understanding if it is not very important at work.

## ■ You do not have to accept all the aspects of their culture.

Instead, it is important to be open minded and try understanding their culture or value. Just think “oh, so there is this kind of culture too,” without criticizing it or assuming that your own is correct.

# Summary

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## ■ What you can do in everyday communication:

- **Respect others' opinions:** Do not deny them even if they are different from your own.
- **Enjoy small differences:** Take differences in the languages, greetings, and food cultures as a positive thing.

## ■ Respecting diversity leads to the success of your team and your own personal growth.

## ■ Understanding cultural relativity and accepting differences will broaden your perspective.



Text No. 1-4-2

The beginning of  
working life

Soft Skill Text for  
Japan-India Institute for Manufacturing

# The beginning of working life

## Learning contents



Self-supporting



Self-awareness

You are all currently under trainings at this institution to start your life while supporting yourself in this society.

Now, let's think about the meaning of self-supporting, and what is required to work at a company as a member of the society.

# Self-supporting

■ When you become independent from your school or family who took care of you, you have to start supporting yourself. The self-supporting being a member of the society includes economic independence, self-management and self-responsibility.

- Economic independence: making enough money to support yourself and cover your living expenses like your own food and rent, and also saving some for the future. It is important to take care of your money carefully and follow your financial plan.
- Self-management: Managing your life in all aspects, such in your regular lifestyle, punctuality, properties, safety, hygiene, health, etc.
- Self-responsibility: Being responsible for every single action of yourself, such as when saying something, making a decision, judging something, etc.

# Self-awareness-1

## ■ Take proper actions as a member of society.

- Do not bother other people or makes them uncomfortable.
- While it may be necessary to express yourself in some situations, it is also important to listen to other people's opinions and advice, especially when learning some skills or listening to their experiences.



## Self-awareness-2

---

- If you are inflexible and always insist that you are right, you would have constant arguments. As such, there are various rules set in the society so that people with different thoughts can respect each other while being together. If you do not follow these 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 the society better for everyone.



Text No. 1-4-3

# Mental attitude for working for a Japanese- affiliated company

Soft Skill Text for  
Japan-India Institute for Manufacturing

# Mental attitude for working for a Japanese-affiliated company

## Learning contents



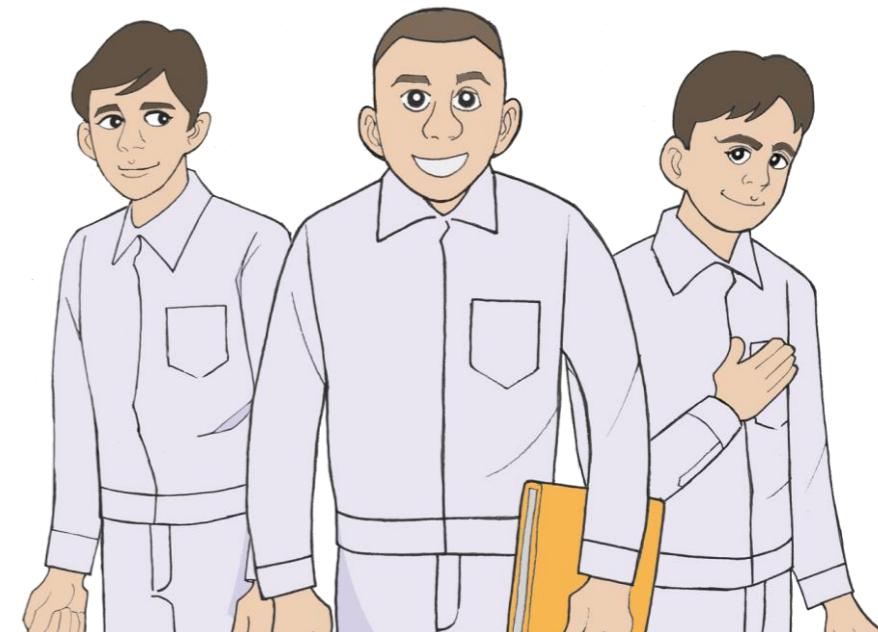
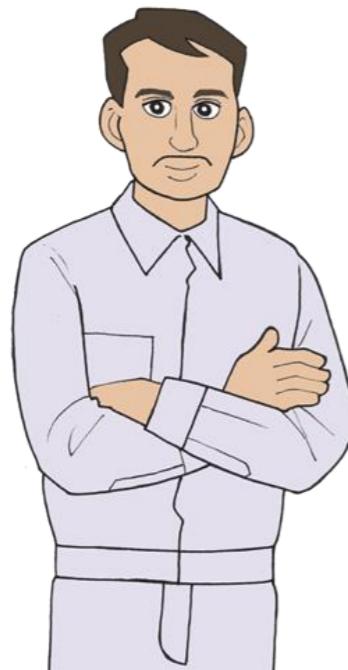
- Role and responsibility
- Rules and manners
- Self-improvement
- Goals
- Workplace communication

Many Japanese companies are establishing their factories overseas and starting their business with local companies in search of new markets.

We strongly advice that you all, who are planning to work for a Japanese company, learn the rules and manners for success.

# Role and responsibility

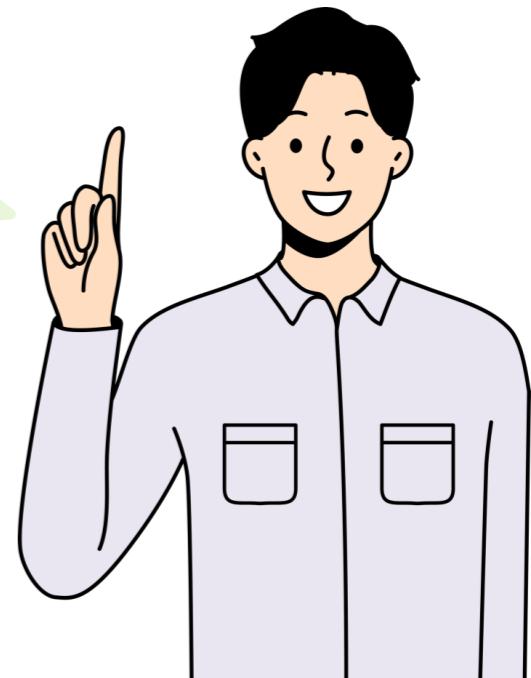
Once you start working for a company, you will be assigned to one of the divisions. There, you will participate in various activities to achieve divisional goals as a member of the organisation, and some roles will be assigned to you. Thus, you should understand your expected roles and take responsibilities according to the directions of your boss and superiors.



# Rules and manners-1

Companies have rules for conduct for the workplace, and you are expected to have appropriate manners. For an independent member of the society, it is necessary to abide by social and organizational rules, and be able to make your own decisions. In order to understand the rules established by each company, be sure to read their work regulations and work manuals.

Use the check sheet at the end of this section to confirm whether you are following the basic rules and manners.



## Rules and manners-2

■ Be sure to follow the rules when using the internet and social media. Depending on how you use them, it can be harmful not only for yourself, but also for the company. Thus, please be careful.

- Do not trust the information on the internet or social media instantly, as the information would be uncertain.
- Do not post any rumors or personal information on others on the internet or social media, as you may become an offender or victim.
- Do not take photos inside the company or factory without permission or post them on the internet or social media, as this may lead to information leaks.
- Always ask for permission from people you are photographing or filming, as some people want to avoid being taken.
- Avoid pages you think may be harmful, as there is sometimes dangerous information on the internet and social media.
- Understand that contents posted on the internet or social media cannot be easily deleted and may have long-lasting harmful effects.

# Rules and manners check sheet

Period

From

Until

Self-check

1: I do not do this   2: I rarely do this   3: I only do this sometimes  
4: I usually do this   5: I always do this

Check item	Self-evaluation	Instructor's comment
Arriving at work on time. Not being late.		
Contacting your supervisor in advance and asking for permission when you need to take a day off,.		
Wearing clean clothes designated by your company.		
Smoking, eating, and drinking should only be done in designated areas.		
Not taking things home from work without permission.		
Greeting people at the workplace.		
Not littering.		
Not cutting in line.		
Not taking photos or videos of the workplace or work-related documents, or posting them on the internet or social media without permission.		

# Self-improvement

- To be successful at work, you need to constantly develop your skills and knowledge, and be self-motivated. While you can attend seminars to improve yourself, self-learning is the easiest and the most efficient way of learning, as you can do it anytime and anywhere.

Let's make a plan for your self-improvement and come up with how to carry it out.



# Goals

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- It is important to set a clear goal in order to improve yourself through your work: decide the following goals to work progressively.



**Goals to achieve your daily tasks.**



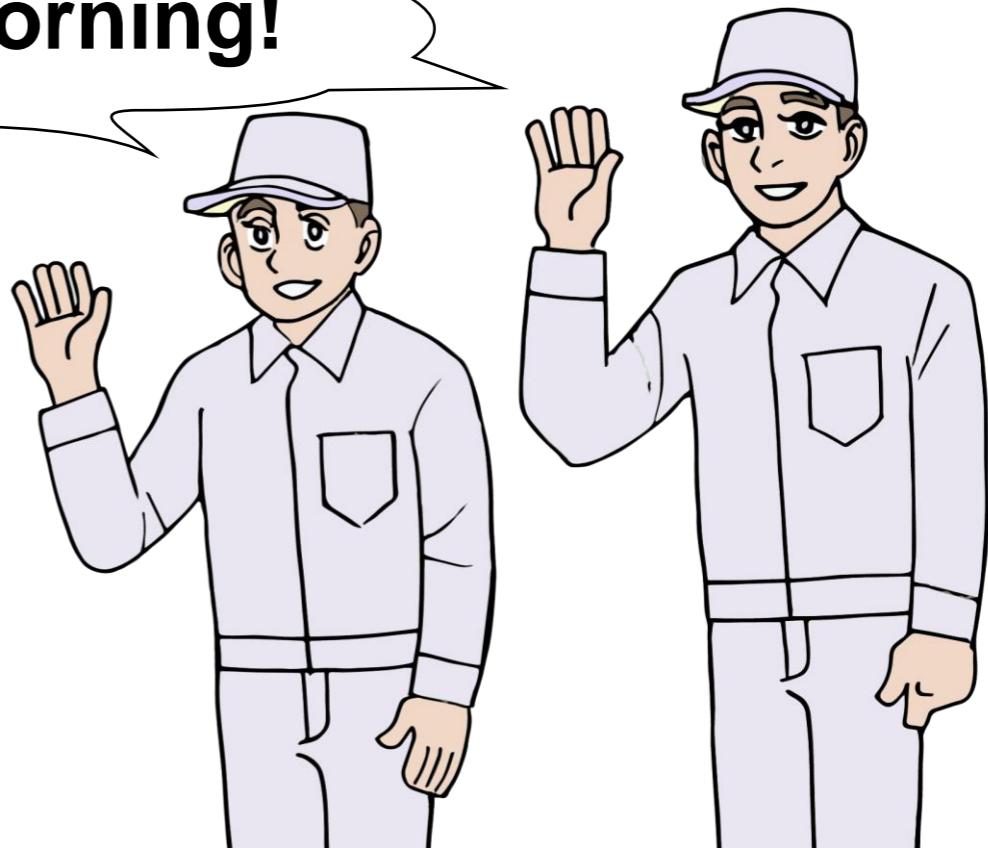
**Goals to improve your tasks.**

# Workplace communication-1

- Smooth communication at workplace is very important to establish a good relationship with others. A greeting especially is the first step of a good communication.

**Good morning!**

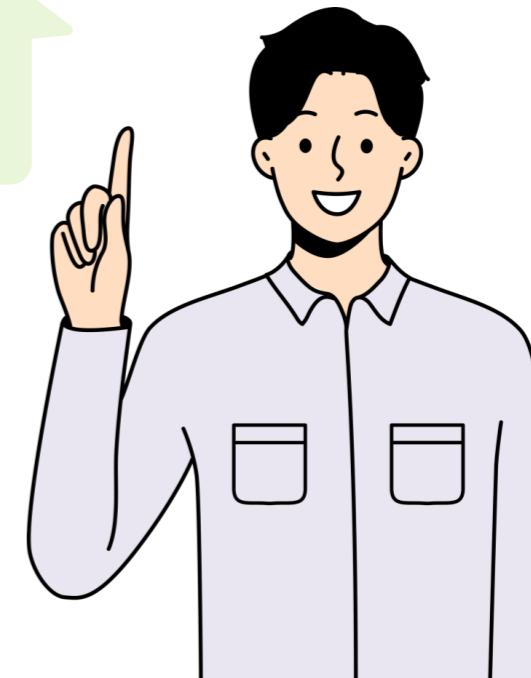
Practice greeting in various occasions in pairs.  
Pay attention to your posture, tone, volume, expressions and eye contact.



# Workplace communication-2

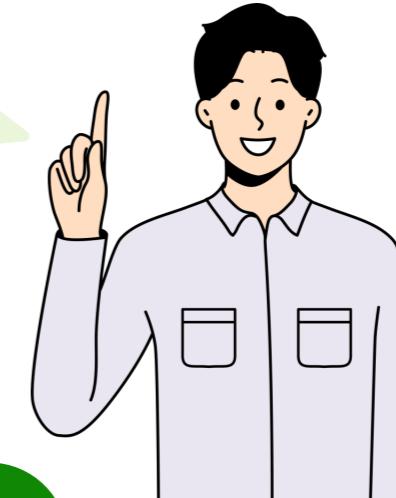
- You can establish good teamwork and achieve goals by helping others and cooperating with each other. You can also build a heart-warming human relationship by expressing appreciation to those who support us.

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



# Workplace communication (exercise)

Let's check workplace communication through this exercise. Let's say you overslept and woke up right before your shift starts. Put the actions you need to take in the correct order.



**A**

Check the progress of the work that was handled on your behalf and take it over



**B**

Think of ways to avoid being late due to oversleeping and put them into practice



**C**

Contact your boss as soon as you realize that you're going to be late



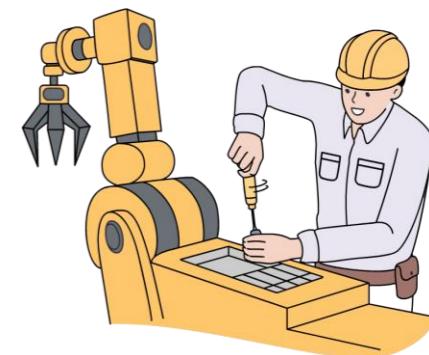
**D**

When you arrive at work, explain the reason to your boss and coworkers and apologise.



**E**

Coordinate work that cannot be completed due to being late



# Summary

■ Let's check if you understand the learning contents about attitudes and manners required as a company worker.

- Understand the significance of self-supporting as a company worker.
- Understand the meaning of working as a company worker.
- Understand the importance of your role and responsibilities at work.
- Understand the meaning of self-improvement and how to set goals.
- Understand the importance of communication at work.

Congratulations! Welcome to our community!



# References: Chapter 1

Written / supervised / edited by	Title(translated in English)	Publisher	Year
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