

Human Resource Management for NGOs Workshop Series

社會服務機構人力資源管理工作坊系列

只提供英文版

2009年1月至2月

人力資源管理是社會服務機構在企業管理和管治方面主要關注的問題之一。其範圍已擴展至每位負責人力資源管理的中心主任、服務經理、督導同工身上。

Objectives

HKCSS Institute has organized a series of training workshops in HRM for equipping the staff with managerial and supervisory duties with aims as follows:

- To provide a skill-set for supervisors in handling daily HR issues within the department
- To equip and strengthen the role of supervisors with HR knowledge
- To enable the supervisors to co-work with the HR department smoothly and effectively

Trainers

Mr. Lai Kam-tong, F.I.H.R.M (HK), M.HKIoD 黎鑑棠先生

Director - Human Resources, A-World Consulting



Mr Lai is currently the Director - Human Resources of A-World Consulting. In his thirty-seven-year career as an HR professional, he has gained extensive experience and thorough understanding on human resources strategy, performance and reward management. Prior to his current role, he was the Group Human Resources Manager of CLP Holdings, Ltd., the parent company of the China Light & Power Group, managing the Group's remuneration and benefits policies, including those for the Group's senior executives, as well as its HR information system. He was also responsible for managing the communication and implementation of the annual organizational performance review

at both corporate and individual levels.

Mr. Lai was President of the Hong Kong Institute of Human Resource Management from June 2005 to June 2008. Currently, he serves as Chairperson of the Accreditation Steering Committee, and Co-chairperson of both the Employee Relations Committee and the Remuneration Committee of the Institute. Mr. Lai is also a member of the Human Resources Committee of Hong Kong Red Cross and member of the Executive Council of Hong Kong Council of Social Service.

Mr Weymond LAM Hong Wai, M.I.H.R.M.(HK) 林亢威先生



Mr Weymond Lam is the Deputy General Manager of the Human Resources Department of China Overseas Holdings Ltd, which is the parent company of the listed China Overseas Land and Investment Ltd and China State Construction International Holdings Ltd. Mr Lam has been a human resources management practitioner for over 20 years. He has gained extensive human resources management experience from working in different industries including construction, real estate, telecommunication, trading and finance.

Mr Lam has been conducting management related training courses for the Hong Kong Council of Social Service (HKCSS), Hong

Kong Social Workers Association and many other NGOs since the early 90's. Currently, Mr Lam is a member of the Standing Committee on Quality Management and Efficiency Enhancement and NGOs Salary Survey Working Group of the HKCSS. Apart from above, Mr Lam is serving a number of public organizations and education institutes - as a member of the Executive Committee and Finance and HR Subcommittee of the Hong Kong Student Aid Society, as an Honorary Assistant Professor of the Department of Social Work and Social Administration, and as a Part-time Lecturer of the Department of Civil Engineering of the University of Hong Kong. He is also a member of the Executive Council of the Hong Kong Institute of Human Resource Management.

Dr. Michael Kwong 鄺俊偉博士

DBA, MBA, FIIM, MImgt, MCIM, MSIS, FISCM, MHKIM, EP, Dip.M, C.Mgr, B.A.(Hon)



Dr. Kwong was graduated from the University of Nottingham(U.K.) and has worked in various leading media corporations with over 15 years- successful experience in sales and marketing field. He is frequently invited to give talk on marketing strategy, selling skills, customer service, CRM and other related topics by business and non-profit making organizations including the Hong Kong Institute of Marketing, Chinese University of Hong Kong, Hong Kong General Chamber of Commerce etc. Dr. Kwong has served in the past as an executive committee member of the

Chartered Institute of Marketing (HK branch) and Training Director of the Hong Kong Institute of Marketing. He is currently an independent non-executive director for New Capital Investment (1062) and China Haidian Group Ltd (256), both listed on HK Stock Exchange. He is also a training consultant specializing in the areas of Marketing, Selling, Negotiation and CRM.

Course Details

Date:	6, 13, 20 January & 3, 17 February 2009 (Tuesdays)	
Time:	9:30 - 17:00 (6 hours)	
Duration:	30 hours	
Venue:	Room 202, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong	
Medium:	Cantonese (supplemented with English)	
Class size:	30	
Fees:	Full course	Individual Session
Staff of HKCSS Agency Member	HK\$3,500	HK\$700
Early bird price for staff of HKCSS Agency Member	HK\$3,150	HK\$630
Non Agency Member	HK\$3,850	HK\$770
Deadline of Early Bird:	23 December 2008	

Target Participants

- The full programme is designed for NGO staff at managerial or supervisory level.
- Individual workshops are suitable for both Centre supervisors, service managers or management staff who are interested in the topic.

Certificates

- "Certificates in Human Resource Management for NGOs Workshop Series" will be issued by the HKCSS Institute to students who have fully completed 4 out of 5 sessions of the workshop series.
- Attendance Certificates will be issued to students upon completion of each individual whole session.

Course Structure

Session	Topics/Contents	Trainers
1 6 January 9:30 - 17:00 (6 hours) Room 202	Job Planning Allocation <ul style="list-style-type: none"> • Mapping and making of job ladder • Effective allocation and delegation of tasks • Critical success factors in job allocation • Conducting job evaluation and measurement 	Course Code: 08B-12 Mr. Lai Kam-tong
2 13 January 9:30 - 17:00 (6 hours) Room 202	Recruitment and Selection <ul style="list-style-type: none"> • Effective advertisement writing • Recruitment practices • Steps in selection process • Interviewing Skills 	Course Code: 08B-13 Mr. Lai Kam-tong
3 20 January 9:30 - 17:00 (6 hours) Room 202	Performance Management <ul style="list-style-type: none"> • Effective performance management practices • Different approaches in PMS and their merits • Conducting a motivating performance appraisal • Working with HR Department 	Course Code: 08B-14 Mr. Weymond Lam
4 3 February 9:30 - 17:00 (6 hours) Room 202	Coaching and Mentoring <ul style="list-style-type: none"> • Identifying, planning and making coaching opportunities • Critical steps of coaching as an effective intervention • Difficult coaching situation: conflict preference and resolution • Mentoring on-going progress 	Course Code: 08B-15 Dr. Michael Kwong
5 17 February 9:30 - 17:00 (6 hours) Room 202	Labour Ordinance <ul style="list-style-type: none"> • Employment Contract • Discrimination • Leave of absence(maternity leave, sick leave) • Employees' Compensations 	Course Code: 08B-16 Mr. Lai Kam-tong

Enquiries

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Organiser:



Supporting Organisation:

