

Certificate in Human Resources Management for NGOs

October - December 2007

Course Code:07B-C01
(只提供英文版)

2nd Intake

Objectives

Human Resources Management is one of the major concerns in corporate management and NGO governance. Its function has been extended to a horizon that every staff carrying supervisory duties carries the duties of HRM as well. 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.

Characteristics

- ✦ responding to common HR issues of NGOs in the welfare sector;
- ✦ focusing on HR responsibilities to be carried out by supervisors;
- ✦ HR specialists are invited to be trainers

Target Participants

- ✦ The full program is designed for NGO staff at managerial or supervisory level.
- ✦ Individual workshops are suitable for both HR and non-HR staff who are interested in the topic.

Course Details

Date: 9,23 October, 6,13 November, 4 December 2007 (Tuesdays)

Time: 9:30am - 5:00pm

Duration: 30 hours

Venue: Room 202/103, 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

Early bird
10%
DISCOUNT

Early Bird Date: 24 September 2007

Certificates

- ✦ Certificates will be issued by the HKCSS Institute to students upon successful completion of all workshops
- ✦ Attendance Certificates will be issued to students upon completion of each individual session.

Enquiries

HKCSS Institute: 2876 2454

Website: www.hkcss.org.hk/institute

Course Structure

Session	Topics/Contents	Trainer
1 9 October 9:30am - 5:00pm Room 202	Job Planning and 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 	Mr. Lai Kam-tong
2 23 October 9:30am - 5:00pm Room 202	Recruitment and Selection <ul style="list-style-type: none"> • Effective advertisement writing • Recruitment practices • Steps in selection process • Interviewing Skills 	Mr. Lai Kam-tong
3 6 November 9:30am - 5:00pm 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 	Mr. Weymond Lam
4 13 November 9:30am - 5:00pm 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 	Dr. Michael Kwong
5 4 December 9:30am - 5:00pm Room 103	Labor Ordinance <ul style="list-style-type: none"> • Employment contract • Discrimination • Leave of absence (maternity leave, sick leave) • Employees' Compensations 	Mr. Lai Kam-tong

Trainers



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

Group Human Resources Manager - Remuneration & Human Resources Information Systems, CLP Holdings, Ltd.
President, Hong Kong Institute of Human Resource Management (HKIHRM)

Mr. Lai is currently responsible for developing and implementing the remuneration and benefits policies for the Group's senior executives, managing communication and implementation of the annual organizational performance review process as well as policy and guidelines on individual performance management. He has been working in the human resource field for over 35 years and is very experienced in key human resources processes and issues. Mr. Lai has been serving as the President of the HKIHRM since June 2005.



Mr. Weymond Lam 林亢威先生

Director, People Resources Consulting - Steve Lo People Resources Limited

Mr. Lam has been a human resources management practitioner for more than 20 years. Until recently, he was the General Manager of the HR department of a publicly listed corporation employing more than 2,500 employees. He has gained a wide range of HRM experience from working in different industries including telecommunication, finance, trading, real estate development, property management and construction. He is currently an Honorary Assistant Professor in the Department of Social Work and Social Administration of The University of Hong Kong.



Dr. Michael Kwong 鄺俊偉博士

Training Consultant - Miliconcept Holdings Limited

Dr. Kwong has worked in various leading media corporations. Dr. Kwong has been a part-time lecturer and trainer for Chinese University of Hong Kong (SCS), City University of Hong Kong (SCOPE), Hong Kong Productivity Council, The Hong Kong Management Association, Lingnan University (LIFE), Hong Kong Polytechnic University (CBC, HKCC & SPEED) etc. He has been appointed as a specialist for the National Committee of Vocational Accreditation Committee by the China Business Management Association since 2005. He is currently the lecturer for the Skills Upgrading Programme (Retail Sector) organized by Education and Manpower Branch of the HKSAR Government.