



DISTANCE-LEARNING

CERTIFICATE PROGRAMME

(8 December 2010 - 8 March 2011)

12 月份課程

函授證書課程

(2010 年 12 月 8 日至 2011 年 3 月 8 日)

- ☒ ***DLCP on the Professional Executive Secretary Course***
- ☒ ***DLCP on Marketing Operations***
- ☒ ***DLCP on How to be a Successful Trainer***
- ☒ ***DLCP on The Policy & Procedure Manual of Human Resource Management***
- ☒ ***DLCP on Key Aspects of Effective Project Management***
- ☒ ***DLCP on Events, Exhibitions and Conference Management***
- ☒ ***DLCP on Making of a Successful Manager***
- ☒ **勞工法例精要函授證書課程**
- ☒ **100 款市場營運管理表格應用函授證書課程**
- ☒ **實用採購管理函授證書課程**
- ☒ **貨倉及存貨管理運作實務函授證書課程**

教材由專人撰寫，力求清晰易明，針對學員所需，循序漸進，並指引如何將管理技巧運用於日常工作。

課程網址：www.hkma.org.hk/dlcp

ABOUT DISTANCE LEARNING PROGRAMME

Hong Kong is commonly known as a prosperous International Financial Centre. Business Executives are eager to strengthen the knowledge on management in order to enrich themselves and enhance the opportunity for promotion. However, due to busy or irregular working schedule, lots of people do not have an opportunity for further training

Distance Learning Programmes cater to the needs of social and individual needs, to help working people make full use of their time to undergo self-learning, complete assignments and enrich their management knowledge.

This study mode is an economical, time-saving but effective study format for very busy executives

FORMAT

This is a three-month certificate programme conducted through distance-learning. A self-tutorials package will be sent to participants. Participants are required to send the assignments for marking. All marked assignments will then be returned to participants with suggested answers.

STUDY PACKAGE

Participants are entitled to the full set of course materials with a study schedule. The self-tuition package consists of an effective study guide, course material, assignments and a participant information folder.

AWARD OF CERTIFICATE

Certificate will be awarded by The Hong Kong Management Association to participants who have successfully completed and passed 3 out of the total 4 assignments for each course.

函授知多少

眾所週知香港是個繁榮的國際金融中心，在職人士大都希望加強管理知識，以求充實自己，增加晉升機會。然而生活節奏急速，很多人都可能因工作繁忙，或工作時間不固定而失去進修機會。

函授課程正好配合社會及個人需要，使在職人士能充份利用時間，以函授形式自學及完成習作，提升個人管理知識，成為出色的管理人員。

課程形式富彈性，打破傳統課堂面授的局限，按個人時間修習，不會影響日常工作及工餘活動。

課程形式

本證書課程為期三個月，課程的結構採函授形式進行，無需出席任何堂課。學員將會收到一套實用而全面的學習教材，學員可按專人編訂之學習進度指引自修學習，按時完成習作，批閱後之習作將寄回給學員。

研習教材

學員將會收到一套實用而全面的學習教材。教材包括課程講義，學習進度指引，習作和學員手冊。

證書頒發

凡學員在四次習作中完成三次而成績及格者，將可獲香港管理專業協會頒發所選讀之函授證書。

FEE FOR EACH COURSE

HKMA Member: HK\$990
Non-member: HK\$1,060

including

- all self-study materials
- marking of assignments
- award of certificate

課程費用(每項課程)

本會會員：HK\$990
非會員：HK\$1,060

包括：

- 研習教材
- 習作批改
- 證書頒發

EXTRA POSTAGE FEE FOR NON-LOCAL STUDENTS

China, Taiwan and Macau: HK\$90
South East Asia: HK\$110
Other Countries: HK\$160
(For each course)

非本港學員須另繳額外郵費(每項課程)

中國、台灣及澳門：HK\$90
東南亞國家：HK\$110
其他國家：HK\$160

DURATION

8 December 2010 - 8 March 2011

課程為期三個月

2010 年 12 月 8 日至 2011 年 3 月 8 日

RECEIPT OF STUDY PACKAGE

Participants will receive the study package by registered mail within 7 days after the commencing date of the programme.

For enquiries concerning the receipt of study package, please contact Ms Kathy Cheng on 2774-8511 Ext 313 (Distance Learning Programme Secretariat) during normal office hours.

寄遞研習教材

研習教材將於開課後 7 天內以掛號形式郵寄予各學員。

如欲查詢教材之郵遞，請於正常辦公時間內致電 2774-8511 內線 313 與鄭惠燕小姐聯絡(函授課程秘書處)。

ENQUIRIES

For reservations and enquiries, please call 2774-8501 (Customer Service Department). For course details other than reservations and enquiries, please contact Ms Kathy Cheng on 2774-8511 ext 313 or Ms Shirley Chan on 2774-8569; or visit the HKMA website: www.hkma.org.hk/dlcp; Mobile website: www.m.hkma.org.hk.

查詢

報名及一般查詢請電 2774-8501 (客戶服務部)。有關本課程詳情，請電 2774-8511 內線 313 與鄭惠燕小姐或 2774-8569 陳沙麗小姐聯絡，或網址：WWW.HKMA.ORG.HK/DLCP；手機網址：WWW.M.HKMA.ORG.HK。



DISTANCE-LEARNING CERTIFICATE PROGRAMME ON THE POLICY AND PROCEDURE MANUAL OF HUMAN RESOURCE MANAGEMENT

N-A7506-2010-4

INTRODUCTION

Nowadays, Human Resource Practitioners are facing more challenging issues than ever before. The recent currency crisis and stock market crash in Asia has significant impact on business organizations. Companies responded to the dramatically changing business environment in all aspects including human resource management, strategies, policies and practices.

This course is to provide Human Resources Practitioners/Office Administrators and Top Management with a highly effective resources on professional human resource concepts, skills and tools.

The course aims at providing up-to-date and practical tools such as human resources policies, procedures and forms. The forms can be quickly and easily modified or customized to specific need.

DESIGNED FOR

- Small and medium business employer who intend to improve the effectiveness of HRM.
- Human Resource Practitioners who wish to upgrade their profession competence.
- Accountants / Administrators and Executive who would like to learn about the human resource management and run the HR function more effectively and efficiently.
- Operation managers/factory managers and supervisors who are moving into the HR function and are looking for hands-on information as well as tools to improving their HRM skill.
- Those who wish to enter the HR managerial profession

FORMAT

This is a three-month certificate programme conducted through distance-learning. A self-tuition package which consists of the following will be sent to participants:

- 26 chapters - an effective study guide
- 4 assignments - a participant information folder

Participants are required to send the assignments for marking. All marked assignments will then be returned to participants with suggested answers.

STUDY MATERIALS

English

DURATION

8 December 2010 - 8 March 2011

CONTENTS

- | | |
|----------------------------------------------------------|------------------------------------------|
| 1. Human Resource Management Policy and Procedure Manual | 14. Promotion & Annual Increment |
| 2. Employee Classification | 15. Compensations |
| 3. Employment | 16. Performance Appraisal Interview |
| 4. Recruiting | 17. Human Resource Development |
| 5. Skillful Interviewing | 18. Training Needs Analysis & Evaluation |
| 6. Job Offers | 19. Transfer & Termination |
| 7. Orientation Program | 20. The Policies on Employee Discipline |
| 8. Building a Systematic Job Description Program | 21. Leave & Vocation Policies |
| 9. Manpower Planning | 22. Personal Conduct & Ethic |
| 10. Employment Terms & Conditions | 23. Emergencies & Typhoons |
| 11. Policy-on Safety & Health | 24. Employee Benefit Program |
| 12. Wage and Salary Administration | 25. Group Insurance |
| 13. Method and Time Payment | 26. Record Keeping |



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CERTIFICATE PROGRAMME

函授證書課程

(8 December 2010 - 8 March 2011)

(2010年12月8日至2011年3月8日課程)

Please indicate by ticking ✓ the appropriate box, which programme you would like to enrol:

- | | |
|-----------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> N-37511-2010-4 | DLCP on the Professional Executive Secretary Course |
| <input type="checkbox"/> N-87537-2010-4 | DLCP on Marketing Operations |
| <input type="checkbox"/> N-A7503-2010-4 | DLCP on How to be a Successful Trainer |
| <input type="checkbox"/> N-A7506-2010-4 | DLCP on The Policy and Procedure Manual of Human Resource Management |
| <input type="checkbox"/> N-A7508-2010-5 | DLCP on Key Aspects of Effective Project Management |
| <input type="checkbox"/> N-A7514-2010-4 | DLCP on Events, Exhibition and Conference Management |
| <input type="checkbox"/> N-A7516-2010-5 | DLCP on Making of a Successful Manager |

FEE FOR EACH COURSE

HKMA Member: HK\$990
Non-member: HK\$1,060

ENROLMENT FORM

*Applicants should include their HKID card number and fill in their details in block letters.
The Association will issue certificates based on following details and name format.

Name (Mr/Ms): _____

HKID Card No.: _____ HKMA Membership No.: _____

Position: _____

Company: _____

Address of Company: _____

Nature of Business (e.g. Toy Manufacturing), please specify: _____

Job Responsibilities: _____

Tel No. (Co): _____ (Home): _____ (Mobile): _____

Fax No. (Office): _____ E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: ☐ Master or above ☐ Bachelor ☐ HKMA Diploma ☐ Other Diploma
☐ Matriculation ☐ Secondary ☐ Others (Please specify) _____

Total Number of Years' Working Experience: _____ Years of Working Experience in Course-Related Field: _____

Name and Title of Nominator (Mr/Ms): _____

Nominator Email / Address: _____

Sponsorship ☐ Company-sponsored ☐ Self-sponsored

Where did you **FIRST** learn about this programme?

☐ Mail ☐ Newspaper/Magazine (Please specify): _____ ☐ HKMA email

☐ Email promotion from other websites (Please specify): _____

☐ Website Advertisement (please specify): _____

☐ HKMA Website (From where did you learn about, please specify): _____

☐ MTR Station (Please specify): _____

Exhibition ☐ Education & Careers Expo (EEX) ☐ Jobmarket Career & Education (EJEX)

☐ Others (please specify): _____

I understand that all handout materials obtained are strictly for my own educational purposes.

OINA

Signature: _____ Date: _____

- Registration must be made on the Enrolment Form provided and returned to the Association **7 days before the programme commencement date(s)** with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- For **ENQUIRIES** please call **2774-8501 (Customer Service Department)** during normal office hours or fax **2774-8503**. No refund will be made after payment.
- The HKMA reserves the right to make alterations regarding the details. **For course details, please contact Customer Service Department on 2774-8501; Ms Kathy Cheng on 2774-8511 ext 313 or Ms Shirley Chan on 2774-8569.** Website: WWW.HKMA.ORG.HK Mobile Website: WWW.M.HKMA.ORG.HK
- Personal data will be used for the purposes of market research, programme development and direct mailing.
- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:
Director General, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.