

HKQAA TRAINING PLANNER (May - Dec 2019)

Courses Title		Duration (Day)	Fees HK\$	Course Code			
				May	Jun	Jul	Aug
Quality & Integrated Management Systems							
ISO 9001:2015 QMS - Understanding & Application ISO 9001:2015 質量管理體系 - 理解與應用 (U&A)		1	1580	VM1C/HK-05A 9-May	VM1C/HK-06A 3-Jun	VM1C/HK-07A 22-Jul	VM1C/HK-08A 2-Aug
ISO 9001:2015 QMS - Internal Auditor Training ISO 9001:2015 質量管理體系 - 內部質量管理體系審核員培訓		2	3300		VM3C/HK-06A 5-6 Jun	VM3C/HK-07A 4-5 Jul	VM3C/HK-08A 26-27 Aug
CQI & IRCA Certified ISO 9001:2015 QMS Lead Auditor (English) ISO 9001:2015 質量管理體系 - 主任審核員證書培訓課程(CQI & IRCA認可)		5	9800/ 9300*		QMS/IRCA/06 17-21 Jun		
ISO 9001:2015 QMS Lead Auditor (Cantonese) ISO 9001:2015 質量管理體系 - 主任審核員證書培訓課程		5	5800 / 5300*		QMS/LA/06 10-14 Jun		QMS/LA/08 Aug
ISO 9001:2015 QMS Lead Auditor Transition Course ISO 9001:2015 質量管理體系 - 主任審核員轉版課程		2	4800/ 4300*		QM06E/HK-06A 20-21 Jun		
The Must-know Essentials for QMS Representative 質量管理體系 - 管理者代表重要須知		1	1680/ 1580*				MT23C/HK-08A 9-Aug
ISO 9001:2015 QMS Documentation ISO 9001:2015 質量管理體系文件		1	1680/ 1580*				QMS4C/HK-08A 14-Aug
Understanding and Application of an Integrated Management System (IMS) 整合管理體系(IMS)的理解與應用		2	3500/ 3300*			IMS5C/HK-07A 30-31 Jul	
Integrated Management Systems (IMS) Set Up & Audit Approach 整合管理體系(IMS)的設置及審核		2	3500/ 3300*			IMS2C/HK-07A 16-17 Jul	
Sustainability (Environmental and CSR)							
ISO 14001:2015 EMS - Understanding & Application ISO 14001:2015 環境管理體系 - 理解與應用		1	1730/ 1630*		EMS2C/HK-06A 6-Jun		EMS2C/HK-08A 6-Aug
ISO 14001:2015 EMS - Internal Auditor Training ISO 14001:2015 環境管理體系 - 內部環境管理體系審核員培訓		2	3400/ 3300*	EMS3C/HK-05A 23-24 May		EMS3C/HK-07A 11-12 Jul	EMS3C/HK-08A 12-13 Aug
CQI & IRCA Certified ISO 14001:2015 EMS Lead Auditor (English) ISO 14001:2015 環境管理體系 - 主任審核員證書培訓課程(CQI & IRCA認可)	**NEW**	5	9300/ 9800*			EMS/IRCA/07 22-26 Jul	
ISO 14001:2015 EMS Lead Auditor (Cantonese) ISO 14001:2015 環境管理體系 - 主任審核員證書培訓課程		5	5800 / 5300*		EMS/LA/06 17-21 Jun		EMS/LA/08 19-23 Aug
ISO 14001:2015 EMS Transition Course ISO 14001:2015 環境管理體系 - 轉版課程	**NEW**	2	4800/ 4300*			EMS/TC/07 22-23 Jul	
ISO 14001:2015 EMS - Implementation and Documentation ISO 14001:2015 環境管理體系 - 實施及文件指引		1	1680/ 1580*	EMS8C/HK-05A 29-May			
ISO 14064-1:2018 Greenhouse Gases - Understanding & Application ISO 14064 溫室氣體排放查驗 - 應用與理解		1	1730/ 1630*		EM22C/HK-06A 17-Jun		EM22C/HK-08A Aug
ISO 14064-1:2018 Greenhouse Gases - Lead Verifier Training ISO 14064 溫室氣體排放查驗 - 溫室氣體主任查驗員課程		2	3400/ 3300*		EM23C/HK-06A 20-21 Jun		EM23C/HK-08A 22-23 Aug
ISO 50001:2018 Energy Management Systems - Understanding & Application ISO 50001:2018 能源管理體系 - 理解與應用		1	1200/ 1080*	EM07C/HK-05A 28-May		EM07C/HK-07A 10-Jul	
ISO 50001:2018 Energy Management Systems - Internal Auditor Training ISO 50001:2018 能源管理體系 - 內部審核員培訓		2	3500/ 3300*	EM08C/HK-05A 28-29 May			EM08C/HK-08A 12-13 Aug
CQI & IRCA Certified ISO 50001:2018 Energy Management Systems Lead Auditor (English) ISO 50001:2018 能源管理系統 - 主任審核員證書培訓課程 (CQI & IRCA認可)		5	9300/ 9800*		ENMS/IRCA/06 17-21 Jun		
ISO 50001:2018 Energy Management Systems Lead Auditor (Cantonese) ISO 50001:2018 能源管理系統 - 主任審核員證書培訓課程		5	5800 / 5300*		ENMS/LA/06 10-14 Jun		
ISO 50001:2018 Energy Management Systems Transition Course ISO 50001:2018 能源管理系統 - 轉版課程		1	1200			ENMS/TC/07 22-23 Jul	
Environmental management and ISO 14001, ISO14064 and ISO 50001	**NEW**	0.5 (Night Class)					EM22C/HK-08A 5-Aug
Eco Label Foundation Training 生態環保標章基礎課程	**NEW**	1	1500/ 1200*		EM24C/HK-06A 24-Jun		EM24C/HK-08A 22-Aug
Water Footprint Foundation Training 水足跡查驗基礎課程	**NEW**	1	1500/ 1200*		EM25C/HK-06A 25-Jun		EM25C/HK-08A 23-Aug
How to Prepare Corporate Sustainability Report? 如何撰寫企業持續發展報告		1	1600				SR01C/HK-08A 15-Aug
ISO 26000 Implementation	**NEW**	0.5 (Night Class)					SR09/HK-08A 19-Aug
Corporate Governance and Sustainable Risk Management	**NEW**	0.5 (Night Class)			EW65C/HK-06A 10-Jun		
Recognizing Social Responsibility and Stakeholder Engagement with Case Study	**NEW**	0.5 (Night Class)				EW66C/HK-07A 15-Jul	
HKQAA Sustainable Building Index (HKQAA SBI) - Understanding & Verification 樓宇可持續發展指數 - 理解與驗證		1	1550		SBI1C/HK-05A 6-Jun		
Occupational Health and Safety Management							
ISO 45001:2018 OHSMS - Understanding & Application ISO 45001:2018 職業健康安全管理体系 - 理解與應用	**NEW**	1	1730/ 1630*	OH19C/HK-05A 16-May			OH19C/HK-08A 21-Aug
ISO 45001:2018 OHSMS - Internal Auditor Training ISO 45001:2018 職業健康安全管理体系 - 內部審核員培訓	**NEW**	2	3400/ 3300*		OH20C/HK-06A 24-25 Jun		
CQI & IRCA Certified ISO 45001:2018 OHSMS Lead Auditor (English) ISO 45001:2018 職業健康安全管理体系 - 主任審核員證書 (CQI & IRCA認可)		5	9300/ 9800*			OHLA/IRCA/06 15-19 Jul	
ISO 45001:2018 OHSMS Lead Auditor (Cantonese) ISO 45001:2018 職業健康安全管理体系 - 主任審核員		5	5800 / 5300*		OHMS/LA/06 10-14 Jun		
Preparatory Course for ISO 45001 OHSMS 預備課程 - ISO 45001:2018 職業健康安全管理体系	**NEW**	1	1680/ 1580*			OH18C/HK-07A 19-Jul	
F&B - Hygiene, Food Safety & Wine Storage							
Hygiene Control System - Understanding & Implementation 衛生監控系統 - 理解與實施		1	1600			GP02C/HK-07A 8-Jul	
ISO 22000:2018 FSMS - Understanding and Application ISO 22000:2018 食品安全管理体系 - 理解與應用		1	1600/ 1500*	HA5C/HK-05A 10-May			HA5C/HK-08A 19-Aug
ISO 22000:2018 FSMS - Internal Auditor Training ISO 22000:2018 食品安全管理体系 - 內部審核員培訓		2	3500/ 3300*			HA7C/HK-07A 22-23 Jul	HA7C/HK-08A 19-20 Aug
CQI & IRCA Certified ISO 22000:2018 FSMS Lead Auditor Training (English) ISO 22000:2018 食品安全管理体系 - 主任審核員證書 (CQI & IRCA認可)		5	9300/ 9800*				FSML/IRCA/08 5-9 Aug
ISO 22000:2018 Food Safety Management Systems - FSMS Lead Auditor Training (Cantonese) ISO 22000:2018 食品安全管理体系 - 主任審核員證書		5	5800 / 5300*				FSML/LA08 12-16 Aug

ISO 22000:2018 FSMS Transition Course ISO 22000:2018 食品安全管理體系審核員轉版課程	**NEW**	1	1600/ 1500*	HA14C/HK-05A 16-May			HA14C/HK-08A 7-Aug
ISO 22000:2018 FSMS Implementation Course ISO 22000:2018 實施食品安全管理體系課程		2	3700/ 3500*			HA9C/HK-07A 22-23 Jul	
Implementing HACCP for Food Businesses Programme 實踐食物安全重點控制(HACCP)課程		2	3500/ 3200*		HA10C/HK-06A 20-Jun		HA10C/HK-08A 20, 28 Aug
食品衛生經理證書課程		3	1500	M091C/HK-05A 8-10 May	M091C/HK-06A 24-26 Jun		
餐飲業食品安全評估員		3	3500		M092C/HK-06A 12-14 Jun		M092C/HK-08A 14-16 Aug
食品安全專業導師證書課程		4	6300	M935/HK-04A 27 Apr, 4 May, 11 May, 18 May		M935/HK-07A 20 Jul, 27 Jul, 3 Aug, 10 Aug	
食物內除害劑殘餘及蟲害控制課程		2	1800	M088C/HK-05A 8-9 May		M088C/HK-07A 24-25 Jul	
Foundation of HKQAA Wine Storage Management Systems Specifications 建立優良存酒設備 - 基礎課程		1	1500				QM04C/HK-08A 28-Aug
Technology, Telecommunications, Information Security and Management							
ISO/IEC 20000:2011 ITSM - Understanding & Application ISO/IEC 20000:2011 資訊技術服務管理系統 - 應用與理解	**NEW**	1	1600/ 1500*			IS10C/HK-07A 24-25 Jul	
ISO/IEC 20000 IT Service Management Auditor Course ISO/IEC 20000 資訊技術服務管理審核員培訓		2	6200/ 5800*		IS09C/HK-06A 24-25 Jun		
ISO/IEC 27001:2013 ISMS - Understanding & Application ISO/IEC 27001:2013 資訊安全管理系統 - 應用與理解		1	1600/ 1500*	ISE3C/HK-05A 23-May			
ISO/IEC 27001:2013 ISMS - Internal Auditor Training ISO/IEC 27001:2013 資訊安全管理系統 - 內部審核員培訓	**NEW**	2	3500/ 3200*			ISE4C/HK-07A 22-23 Jul	
COI & IRCA Certified ISO/IEC 27001:2013 ISMS Lead Auditor Training (English) ISO/IEC 27001:2013 資訊安全管理系統 - 主任審核員(COI & IRCA認可)		5	9300/ 9800*				
ISO/IEC 27001:2013 ISMS Lead Auditor Training (Cantonese) ISO/IEC 27001:2013 資訊安全管理系統 - 主任審核員		5	5800 / 5300*		ISMS/LA/06 17-21 Jun		ISMS/LA/08 19-23 Aug
COI & IRCA Certified ISO/IEC 27001:2013 ISMS Lead Auditor Transition Course (English) ISO/IEC 27001:2013 資訊安全管理系統 - 主任審核員轉版課程	**NEW**	2	3200/ 3000*			IS08C/HK 18-19 Jul	
Implementation of ISO/IEC 27001:2013 ISMS ISO/IEC 27001:2013 實踐信息安全管理體系	**NEW**	2	3500/ 3300*				ISE5C/HK-08A 5-6 Aug
TL 9000 R6.0/R5.5 QMS Auditing (QuEST Forum Sanctioned Training) (English) TL 9000 R6.0/R5.5 質量管理體系審核課程 (QuEST Forum 認可課程)		3	10500/ 10200**		ISE6C/HK-06A 17-19 Jun		
Green Finance and FinTech Training Program							
Green Finance Certification Foundation Workshop 2019 綠色金融認證基礎工作坊 2019		0.5	500	FP01C/HK-05A 7-May			FP01C/HK-08A 9-Aug
FinTech Enhancement Workshop Series Section 1: FinTech Governance Risk & Compliance Management		1	1280/ 1480*		FP02C/HK-06A 13-Jun		
FinTech Enhancement Workshop Series: Section 2: Cybersecurity Leaders & Managers in FinTech		1	1280/ 1480*		FP03C/HK-06A 20-Jun		
FinTech Enhancement Workshop Series: Section 3: Managing Successful FinTech Projects		1	1280/ 1480*		FP04C/HK-06A 27-Jun		
FinTech Enhancement Workshop Series: Section 4: FinTech Startups & Sustainable Development		1	1280/ 1480*			FP05C/HK-07A 4-Jul	
Law and Legislation (Hong Kong, Macau & China) (M901)							
Fundamental Contract Law for Managers and Professionals 管理者必須認識的合同法		1	1500			M906C/HK-07A 10-Jul	
Legal Fundamentals of Tendering 招標法律基礎		1	1500	M909C/HK-05A 7-May			M909C/HK-08A 22-Aug
Negotiation and Mediation Skills for Managers and Professionals 商業談判及調解技巧 - 管理及專業人仕必用法律		1	1500		M911C/HK-06A 24-Jun		
Fundamental Law for Office Administrators 行政人員基礎法律知識		1	1500				
Legal Aspects of Patents and Copyrights - Uses and Protection 專利及版權法律精要 - 使用與保護		1	1500	M921C/HK-05A 17-May			
Legal Aspects of Food Safety Management in Hong Kong 香港食物安全管理法律實務		1	1500				
Introduction to Company Law for Non-lawyers 公司法律入門 - 非法律人員必讀		1	1500				M925C/HK-08A 30-Aug
Legal Aspects for Financial Technology 金融科技的法律露知		1	1500				M933C/HK-08A 6-Aug
Essentials of Employment Contracts & Related HR Law 僱傭合約及人力資源相關法律之精要		1	1500		M928C/HK-06A 26-Jun		
Legal Essentials for Business Uses of Social Media 商用社交媒體的法律精要	**NEW**	1	1500				
Legal Impacts and Recent Development of European Union GDPR and Hong Kong PDPO 歐盟《通用數據保障條例》與香港《個人資料(私隱)條例》的法律影響及近期發展	**HOT**	1	1600			M102C/HK-07A 10-Jul	
Fundamentals of Negligence for Managers and Professionals 與疏忽有關的基礎法律 - 承擔責任及賠償風險		1	1500				
Safety and Environmental Offences in Construction Projects 「知法守法」課程系列 - 解構違反安全及環保法例事故		1	1500			M908C/HK-07A 25-Jul	
Essential Laws for Premises and Facilities Management 場所與設施管理必用法律		1	1500				M908C/HK-08A 16-Aug
Updates on Insurance Law and Practice in Hong Kong 香港保險法與實務最新修訂	**NEW**	1	1500		M932C/HK-06A 24-Jun		
Customer Service: From Good To Great							
ISO 10002:2018 Customer Satisfaction - Guidelines for Complaints Handling - Understanding & Application ISO 10002:2018 客戶滿意度 - 投訴處理指引 - 理解與應用		1	1280		MT14C/HK-06A 17-Jun		
ISO 10002:2018 Customer Satisfaction - Guidelines for Complaints Handling - Internal Auditor Training ISO 10002:2018 客戶滿意度 - 投訴處理指引 - 內部審核員培訓		2	3200/ 3000*				MT56C/HK-08A 21-22 Aug
ISO 10002:2018 Customer Satisfaction - Guidelines for Complaints Handling - Transition Training 客戶滿意度 - 投訴處理指引 - 轉版課程	**NEW**	1	1280		MT73C/HK-06A 17-Jun		
Effective Complaint Handling & Risk Management in the Customer Service Centre 高效投訴管理技巧及服務中心風險管理		1	1200		EW53C/HK-06A 17-Jun		

Target Management & Coaching Skills - "19 Questions" 目標管理的教練技巧"19問"	**NEW**	1	900/ 1200*				M533C/HK-07A		
服務人員應對必備的「溝通模式」	**NEW**	2:00pm-5:00pm Half-day	780 / 580*				M525C/HK-07A		
服務應對技巧 - 「語言的層次」	**NEW**	2:00pm-5:00pm Half-day	780 / 580*		M527C/HK-06A				
前線人員如何處理暴力顧客?	**NEW**	1	1500						RM17C/HK-08A
QUA-MUNICIPATION 優質服務課程系列	**NEW**	2	3800				M534C/HK-07A		
零售營業策略規劃及目標管理	**NEW**	1	1200		M096C/HK-06A				
							26-Jun		
Business continuity Management, Risk and Crises Management									
Business Continuity Planning and Management 營運持續管理體系	**NEW**	3	6000/ 5800*				RM03C/HK-07A		
Resolve Crisis Emotional Distress: Evaluation & Methods 解開災難對情緒困擾: 評估與方法	**NEW**	1	2100/ 1900*		RM09C/HK-06A				
ISO 22301 Business Continuity Management Systems - Understanding & Application ISO 22301營運持續管理體系 - 理解與應用	**NEW**	1	1600				RM01C/HK-07A		
ISO 22301 Business Continuity Management Systems - Internal Auditor Training ISO 22301營運持續管理體系 - 內部審核員培訓	**NEW**	2	3700/ 3500*						RM02C/HK-08A
Business Continuity Management System (BCMS) Auditor/Lead Auditor Conversion Training Course 營運持續管理體系 - 主任審核員轉版課程	**NEW**	3	9500/ 9000*						MT57C/HK-08A
Risk and Opportunities based approach and Aspect Identification with Life Cycle Perspective	**NEW**	1	1680				EM19C/HK-07A		
ISO 31000:2009 Principles and Guidelines for Risk Management - Understanding & Application	**NEW**	1	1600				RM04C/HK-07A		
ISO 31000:2009 風險管理的原因及指引- 理解與應用	**NEW**	1	1600						23-Jul
Soft Skills Training Program (M501)									
Introductory to Coaching Skills - To Unleash your Staff Potential 教練學入門篇 - 釋放員工潛能	**NEW**	1	1200/ 900*	M534C/HK-05A					M534C/HK-08A
Maximize your Communication Flexibility 從「處事模式」增強溝通的彈性	**NEW**	1	1200/ 900*						23-Aug
Cooperation Skills Set with our New-Gen 與騰場新世代共融技巧	**NEW**	2:00pm-5:00pm Half-day	780 / 580*		M536C/HK-06A				M535C/HK-08A
Tips for Being a "New-Gen" Manager 新世代主管真經	**NEW**	1	1200/ 900*				M537C/HK-07A		6-Aug
Rapport Building and Interpersonal Skills 速效建立親和人際關係工作坊	**NEW**	2:00pm-5:00pm Half-day	780 / 580*	M526C/HK-05A					M526C/HK-08A
Find your "Time Stone" back - Skills Set for Time Management 找回你的"時間石" - 高時間管理技巧	**NEW**	2:00pm-5:00pm Half-day	780 / 580*				M528C/HK-07A		
The Key of EQ Management 打開"情緒管理"之匙	**NEW**	2:00pm-5:00pm Half-day	780 / 580*				M538C/HK-07A		
Breakthrough in Mind and Self Awareness - Level 1 - The Law of Change 自我突破及察覺課程: 改變的法則	**NEW**	2	2180			M506C/HK-06A			
Introduction to Design Thinking 設計思維入門	**NEW**	1	1800/ 1500*	M084C/HK-05A					M084C/HK-08A
大笑瑜伽領袖認證課程	**NEW**	2	2700/ 2400*				M082C/HK-07A		6-Aug
The 7 Habits of Highly Effective People Signature Program	**NEW**	2	10000/ 9500*	PC01C/HK-05A	PC01E/HK-06A	PC01C/HK-07A	PC01C/HK-09A		
				23-24 May	17-18 Jun	11-12 Jul			5-6 Aug
Entrepreneur Technical Tools									
ISO 37001 Anti-Bribery Management Systems - Introduction ISO 37001 防貪管理體系入門	**NEW**	9:00am-12:00pm Half-day	980			A001C/HK-06A			
ISO 41001:2018 Facility Management System - Understanding & Application ISO 41001:2018 設施管理體系 - 應用與理解	**NEW**	1	1600/ 1500*				FMS01C/HK-07A		
ISO 55001:2014 Asset Management System - Understanding & Application ISO 55001:2014 資產管理體系 - 應用與理解	**NEW**	1	1600/ 1500*				SM04C/HK-07A		
Implementation of HKQAA 5S in the Workplace Operation 實施 HKQAA 5S 在工作間的營運	**NEW**	1	1600/ 1500*				GP03C/HK-07A		
Entrepreneur Management Tools									
Workshop on Performance Management through KPI Setting 企業及部門績效管理培訓工作坊	**NEW**	1	1080/ 980*	M021C/HK-05A					M021C/HK-08A
Workshop on Developing Supervisory Skills & Leadership Charisma 強勢督導管理培訓工作坊	**NEW**	1	1080/ 980*			M022C/HK-06A			6-Aug
Workshop on Strategic Compensation System Design 策略性薪酬設計培訓工作坊	**NEW**	1	1080/ 980*						3-Jun
Workshop on Business Process Improvement 業務流程改善培訓工作坊	**NEW**	1	1080/ 980*				M024C/HK-07A		
Workshop on Effective Project Management 有效項目管理培訓工作坊	**NEW**	1	1080/ 980*						23-Jul
Workshop on Effective Performance Appraisal 個人績效管理 工作坊	**NEW**	1	1080/ 980*						M025C/HK-08A
Workshop on Effective Communication & Influencing Skills 有效溝通及影響技巧培訓工作坊	**NEW**	1	1080/ 980*						14-Aug
Workshop on Transforming HR Role as Strategic Partners 提升 HR 策略性伙伴地位培訓工作坊	**NEW**	1	1080/ 980*			M063C/HK-06A			M026C/HK-08A
Workshop on Competency-based Interviewing Skills 以職能為主之招聘面試技巧培訓工作坊	**NEW**	1	1080/ 980*						6-Aug
國內營銷學 - 微營銷攻略 (進階)	**NEW**	0.5	980	M100C/HK-05A	M100C/HK-06A				
國內營銷學 - 全方位新營銷攻略 (深進)	**NEW**	1	1800						M101C/HK-07A
高效建設及管理銷售團隊	**NEW**	1	1200	M119C/HK-05A					25-Jul
				9-May					
Team Building									
Zodiak: The Game of Business Finance and Strategy	**NEW**	1 to 2							
Team Collaboration in LEGO® SERIOUS PLAY®	**NEW**	1 to 2							
Team Collaboration in Meaningful Micro-Film Production 微電影製作團建立	**NEW**	1 to 2							

我們專為企業提供度身定造的培訓，詳情可與本局課程經理洽談。
Mr. Andy Fung (2202 9395 / andy.fung@hkqaa.org)
Mr. Kerwin Ho (2202 9367 / kerwin.ho@hkqaa.org)

* Please refer the early bird payment deadline to our web-site
** QeEST Forum member
NTSI approved course with 50% course fee reimbursement
Last Updated Date : 9 Apr 2019