

### HKQAA TRAINING PLANNER (2020)

Courses Title	Master Code	Duration (Day)	Fees HK\$	Jun	July	Aug	Sep
<b>Quality &amp; Integrated Management Systems</b>							
ISO 9001:2015 QMS - Understanding & Application ISO 9001:2015 質量管理體系 - 理解與應用 (U&A)	VM1	1	1580	VM1C/HK-06A 1-Jun	VM1C/HK-07A 2-Jul	VM1C/HK-08A 3-Aug	VM1C/HK-09A 4-Sep
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	VM3	2	3300	VM3C/HK-06A 8-9 Jun	VM3C/HK-07A 23-24 Jul	VM3C/HK-08A 17-18 Aug	VM3C/HK-09A 10-11 Sep
CQI & IRCA Certified ISO 9001:2015 QMS Lead Auditor ISO 9001:2015 質量管理體系 - 主任審核員證書培訓課程(CQI & IRCA認可)	QMS/IRCA	5	9800/ 9300*		QMS/IRCA/7A 6-10 Jul QMS/IRCA/7B 23-31 Jul		QMS/IRCA/09 14-18 Sep 2020
ISO 9001:2015 QMS Documentation ISO 9001:2015 質量管理體系文件	QMS4	1	1680/ 1580*		QMS4C/HK-07A 22-Jul		
ISO 9001:2015 QMS - Advanced Internal Auditing Techniques ISO 9001:2015 品質管理體系 - 進階內部審核技巧	QMS5	2	3500/ 3300*		QMS5C/HK-07A 30-31 Jul		
Understanding and Application of an Integrated Management System (IMS) 整合管理體系(IMS)的理解與應用	IMS5	2	3500/ 3300*			IMS5C/HK-08A 3-4 Aug	IMS5C/HK-09A 17-18 Sep
<b>Sustainability (Environmental and CSR)</b>							
ISO 14001:2015 EMS - Understanding & Application ISO 14001:2015 環境管理體系 - 理解與應用	EMS2	1	1730/ 1630*	EMS2C/HK-06A 1-Jun	EMS2C/HK-07A 16-Jul	EMS2C/HK-08A 28-Aug	EMS2C/HK-09A 15-Sep
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	EMS3	2	3400/ 3300*	EMS3C/HK-06A 29-30 Jun	EMS3C/HK-07A 22-23 Jul	EMS3C/HK-08A 20-21 Aug	EMS3C/HK-09A 29-30 Sep
CQI & IRCA Certified ISO 14001:2015 EMS Lead Auditor ISO 14001:2015 環境管理體系 - 主任審核員證書培訓課程(CQI & IRCA認可)	EMS/IRCA	5	9800/ 9300*	EMS/IRCA/06 8-12 Jun			
ISO 14064-1:2018 Greenhouse Gases - Transition Course ISO 14064 溫室氣體排放查驗 - 轉版課程	EM26	1	1630				EM26C/HK-09A 22-Sep
ISO 50001:2018 Energy Management Systems - Transition Course ISO 50001:2018 能源管理體系 - 轉版課程	EM21	1	1200				
<b>Occupational Health and Safety Management</b>							
ISO 45001:2018 OHSMS - Understanding & Application ISO 45001:2018 職業健康安全體系 - 理解與應用	OH19	1	1730/ 1630*	OH19C/HK-06A 15-Jun	OH19C/HK-07A 6-Jul	OH19C/HK-08A 11-Aug	OH19C/HK-09A 10-Sep
ISO 45001:2018 OHSMS - Internal Auditor Training ISO 45001:2018 職業健康安全體系 - 內部審核員培訓	OH20	2	3400/ 3300*	OH20C/HK-06A 29-30 Jun	OH20C/HK-07A 27-28 Jul	OH20C/HK-08A 17-18 Aug	OH20C/HK-09A
CQI & IRCA Certified ISO 45001:2018 OHSMS Lead Auditor ISO 45001:2018 職業健康安全體系 - 主任審核員證書 (CQI & IRCA認可)	OHSM/IRCA	5	9800/ 9300*	OHSM/IRCA/06 1-5 Jun			
<b>F&amp;B - Hygiene, Food Safety &amp; Wine Storage</b>							
Hygiene Control System - Understanding & Implementation 衛生監控系統 - 理解與實施	GP02	1	1600			GP02C/HK-08A 10-Apr	
ISO 22000:2018 FSMS - Understanding and Application ISO 22000:2018 食品安全管理體系 - 理解與應用	HA5	1	1600/ 1500*	HA5C/HK-06A 4-Jun	HA5C/HK-07A 17-Jul	HA5C/HK-08A 7-Aug	HA5C/HK-09A
ISO 22000:2018 FSMS - Internal Auditor Training ISO 22000:2018 食品安全管理體系 - 內部審核員培訓	HA7	2	3500/ 3300*	HA7C/HK-06A 23-24Jun	HA7C/HK-07A 27-28 Jul		HA7C/HK-09A 7-8 Sep
CQI & IRCA Certified ISO 22000:2018 FSMS Lead Auditor Training ISO 22000:2018 食品安全管理體系 - 主任審核員證書 (CQI & IRCA認可)	IRCA/FSMS	5	9800/ 9300*		IRCA/FSMS/07 20-24 July		
ISO 22000:2018 FSMS Transition Course ISO 22000:2018 食品安全管理體系審核員轉版課程	HA14	1	1600/ 1500*			HA14C/HK-08A 11-Aug	
ISO 22000:2018 FSMS Implementation Course ISO 22000:2018 實施食品安全管理體系課程	HA9	2	3700/ 3500*			HA9C/HK-08A 13-14 Aug	
Master Workshop on HACCP 食品危害分析重點控制 HACCP	HA16	10 hours	2200	HA16C/HK-06A 17, 24 Jun & 8 July		HA16C/HK-08A 4,11 & 18 Aug	
Certificate Course for Food Hygiene Managers 食品衛生經理證書課程	M091	3	1500/ *1600	M091C/HK-06A 3, 10 & 17 Jun	M091C/HK-07A 22,29 Jul & 5 Aug	M091C/HK-08E 19, 26 Aug & 2Sep	M091C/HK-09A 16, 23 & 30 Sep
Trainer Certificate for Food Safety Practitioners 食品安全專業導師證書課程	M935	24-26 hours	6300	M935C/HK-06A 6, 13, 20&27 Jun			
Nutritious Soft Meals Course 營養軟餐課程	M937	9 hours	2500			M937C/HK-08A 17, 24 & 31 Aug	
Food Safety in Food Allergen Course 食品安全食物致敏原課程	M938	9 hours	2500		M938C/HK-07A 13, 20 & 27 Jul		
HCS 學校/教育機構抗衛衛生管控人員實務工作坊(網上課程) **NEW**	HA17	2.5 hours	400			HA17C/HK-08A 21-Aug	
校本STEM教育課程系列 - 建立「衛生監控」健康校園	M948	9 hours	1800	M948C/HK-06A 15, 22, 29 Jun	M948C/HK-07A 11 & 18 Jul		
Foundation of HKQAA Wine Storage Management Systems Specifications 建立優良存酒設備 - 基礎課程	QM04	1	1500	QM04C/HK-06A 10-Jun			
<b>Pharmaceutical and Cosmetic</b>							
Optimization of Secondary Packaging Process and Warehouse Management 優化藥物二次包裝工作坊	M800	4 hours	1600	M800C/HK-06A 13-Jun	M800C/HK-07A 18-Jul		M800C/HK-09A TBC
Pharmaceutical Labelling Requirement & Legal Aspect of Secondary Packaging 香港藥物標籤條例	M801	4 hours	1600	M801C/HK-06A 27-Jun	M801C/HK-07A 25-Jul		M801C/HK-09A TBC
ISO13485:2016 Medical Devices - QMS - Requirements for Regulatory Purposes Understanding & Application ISO13485:2016 醫療器材品質管理系統標準 - 理解與應用	MT22	1	1580	MT22C/HK-06A 10-Jun	MT22C/HK-07A 7-Jul	MT22C/HK-08A 7-Aug	
ISO13485:2016 Medical Devices - QMS - Requirements for Regulatory Purposes - Internal Auditor ISO13485:2016 醫療器材品質管理系統標準 - 內部審核員培訓	MT77	1	1580	MT77C/HK-06A 22-23 Jun	MT77C/HK-07A 7-Aug	MT77C/HK-08A 27-28 Aug	
<b>Technology, Telecommunications, Information Security and Management</b>							
ISO/IEC 20000:2018 ITSMS - Understanding & Application ISO/IEC 20000:2018 資訊技術服務管理系統 - 理解與應用	IS10	1	1600/ 1500*			IS10C/HK-08A 7-Aug	
ISO/IEC 27001:2013 ISMS - Understanding & Application ISO/IEC 27001:2013 資訊安全管理系統 - 理解與應用	ISE3	1	1600/ 1500*	ISE3C/HK-06A 9-Jun		ISE3C/HK-08A 24-Aug	
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	ISE7	2	3500/ 3200*	ISE7C/HK-06A 10-Jun			ISE7C/HK-09A 17-18 Sep
CQI & IRCA Certified ISO/IEC 27001:2013 ISMS Lead Auditor Training ISO/IEC 27001:2013 資訊安全管理系統 - 主任審核員(CQI & IRCA認可)	ISMS/IRCA	5	9800/ 9300*		ISMS/IRCA/07 13-17 July		
Implementation of ISO/IEC 27001:2013 ISMS ISO/IEC 27001:2013 實踐信息安全系統	ISE5	2	3500/ 3300*		ISE5C/HK-07A 20-21 Jul		
<b>Law and Legislation (Hong Kong, Macau &amp; China) (M901)</b>							
Fundamental Contract Law for Managers and Professionals 管理者必須認識的合同法	M906	1	1500	M906C/HK-06A 15-Jun		M906C/HK-08A 17-Aug	
Legal Fundamentals of Tendering 招標法律基礎	M909	1	1500	M909C/HK-06A 23-Jun		M909C/HK-08A 3-Aug	
Negotiation and Mediation Skills for Managers and Professionals 商業談判及調解技巧 - 管理與專業人士必用法律	M911	1	1500	M911C/HK-06A 5-Jun	M911C/HK-07A 6-Jul		
Fundamental Law for Office Administrators 行政人員基礎法律知識	M920	1	1500				M920C/HK-09A 7-Sep
Legal Aspects of Patents and Copyrights - Uses and Protection 專利及版權法律精要 - 使用與保護	M921	1	1500	M921C/HK-06A 19-Jun			
Legal Aspects of Food Safety Management in Hong Kong 香港食物安全管理法律實務	M922	1	1500				M922C/HK-09A 23-Sep
Introduction to Company Law for Non-lawyers 公司法律入門 - 非法律人員必讀	M925	1	1500			M925C/HK-08A 12-Aug	
Legal Aspects for Financial Technology 金融科技的法律需知	M933	1	1500		M933C/HK-07A 21-Jul		
HK Competition Law Fundamentals for Managers & Professionals 管理者必須認識的香港競爭法	M914	1	1500				
Advanced Seminar on False Trade Description and Mis-selling 《商品說明條例》實用法律課程	M926	1	1500	M926C/HK-06A 29-Jun			M926C/HK-09A 14-Sep
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	M907	1	1500		M907C/HK-07A 17-Jul		
Safety and Environmental Offences in Construction Projects 「知法守法」課程系列一解構違反安全及環保法例事故	M908	1	1500	M908C/HK-06A 8-Jun			

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10 Common Mistakes in Negotiating and Drafting Contracts --- And How to Avoid Them	M944	1	1500	M944/HK-06A 22-Jun		M944/HK-08A 21-Aug	
Essentials of Apology Ordinance for Managers and Professionals 管理人員和專業人員的道歉條例要點	M949	1	1500				M949C/HK-09A 25-Sep
<b>Customer Service: From Good To Great</b>							
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	MT14	1	1280		MT14C/HK-07A 23-Jul		MT14C/HK-09A 4-Sep
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	MT56	2	3200/ 3000*		MT56C/HK-07A 16-17 July	MT56C/HK-08A 3-4 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	MT73	1	1280		MT73C/HK-07A 24-Jul	MT73C/HK-08A 11-Aug	MT73C/HK-09A 4-Sep
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**HOT!**	EW53	1	1200		EW53C/HK-07A 7-Jul		
<b>Educational Organizations Management Systems</b>							
ISO 21001:2018 Educational Organizations Management Systems Understanding & Application ISO 21001:2018教育機構管理體系認證 - 理解與應用	ED01	1	1580	ED01C/HK-06A 26-Jun		ED01C/HK-08A 21-Aug	
<b>Business Continuity Management, Risk and Crises Management</b>							
ISO 22301 Business Continuity Management Systems - Understanding & Application ISO 22301營運持續管理體系 - 理解與應用**HOT!**	RM01	1	1600	RM01C/HK-06A 5-Jun		RM01C/HK-08A 11-Aug	
ISO 31000 Principles and Guidelines for Risk Management - Understanding & Application ISO 31000 風險管理的原因及指引 - 理解與應用**HOT!**	RM04	1	1600	RM04C/HK-06A 5-Jun	RM04C/HK-07A 23-Jul	RM04C/HK-08A 10-Aug	
ISO 37001 Anti-Bribery Management Systems - Introduction ISO 37001 防貪管理體系入門	A001	9:00am-12:00pm	980	A001C/HK-06A 26-Jun			
ISO 41001:2018 Facility Management System - Understanding & Application ISO 41001:2018 設施管理體系 - 理解與應用	FM01	1	1600/ 1500*		FM01C/HK-07A 31-Jul		
ISO 55001:2014 Asset Management System - Understanding & Application ISO 55001:2014 資產管理體系 - 理解與應用**HOT!**	SM04	1	1600/ 1500*	SM04C/HK-06A 2-Jun	SM04C/HK-07A 3-Jul		
<b>Soft Skills Training Program</b>							
Workshop on Developing Supervisory Skills & Leadership Charisma 強勢督導管理培訓工作坊**HOT!**	M022	1	1380 / 1280*			M022C/HK-08A 25-Aug	
Workshop on Strategic Compensation System Design 策略性薪酬設計培訓工作坊	M023	1	1380 / 1280*				
Workshop on Business Process Improvement 業務流程改善培訓工作坊	M024	1	1380 / 1280*				
Workshop on Effective Project Management 有效項目管理培訓工作坊	M025	1	1380 / 1280*	M025C/HK-07A 22-Jul			
Workshop on Effective Performance Appraisal 個人績效管理工作坊	M026	1	1380 / 1280*				
Workshop on Effective Communication & Influencing Skills 有效溝通及影響技巧培訓工作坊	M028	1	1380 / 1280*				M028C/HK-09A 9-Sep
點子爆發與創新思維工作坊 Idea Exploration and Creative Thinking Workshop	M940	1	1380 / 1280*	M940C/HK-06A 4-Jun	M940C/HK-07A 6-Jul	M940C/HK-08A 25-Aug	M940C/HK-09A 14-Sep
強勢、魅力演說訓練班 Powerful and Fascinating Presentation Training	M941	1	1380 / 1280*		M941C/HK-07A 13-Jul	M941C/HK-08A 18-Aug	M941C/HK-09A 22-Sep
入型入格識人術訓練班	M942	1	1380 / 1280*		M942C/HK-07A 21-Jul	M942C/HK-08A 10-Aug	M942C/HK-09A 7-Sep
職場讀心術 - 身體語言訓練班 Mind Reading Technique in Workplace - Body Language Training	M945	1	1380 / 1280*	M945C/HK-06A 30-Jun	M945C/HK-07A 28-Jul	M945C/HK-08A 3-Aug	M945C/HK-09A 29-Sep
<b>Entrepreneur Management Tools</b>							
Implementation of HKQAA 5S in the Workplace Operation 實施 HKQAA 5S 在工作間的營運	GP03	1	1600/ 1500*	GP03C/HK-06A 12-Jun	GP03C/HK-07A 24-Jul		GP03C/HK-09A 9-Sep
<b>Team Building</b>							
Zodiak: The Game of Business Finance and Strategy		1 to 2 Day(s)					
Team Collaboration in LEGO® SERIOUS PLAY®		1 to 2 Day(s)					
Team Collaboration in Meaningful Micro-Film Production 微電影製作團建立		1 to 2 Day(s)					
The 7 Habits of Highly Effective People Signature Program		1 to 2 Day(s)					
Introduction to Design Thinking 設計思維入門		1 to 2 Day(s)					
大笑瑜伽領袖認證課程		1 to 2 Day(s)					
Money War 錢戰		1 to 2 Day(s)					
<p>* Please refer the early bird payment deadline to our web-site ** QuEST Forum member # NTS approved course with 50% course fee reimbursement Last Updated Date : 24 Jun 2020</p>							
<p>Website: <a href="http://www.hkqaa.org">http://www.hkqaa.org</a> Email : <a href="mailto:training@hkqaa.org">training@hkqaa.org</a> LinkedIn: HKQAA</p>							
<p><b>19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong</b> Tel: 2202 9111 Fax: 2202 9198</p>							

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。  
Ms. Joanne Chan (2202 9330 / joanne.chansm@hkqaa.org)