

HKQAA TRAINING PLANNER (2020)

Courses Title	Duration (Day)	Fees HK\$	Jun	July	Aug	Sep
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-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	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)	5	9800/ 9300*	QMS/IRCA/06 15-19 Jun		QMS/IRCA/08 3-7 Aug	
ISO 9001:2015 QMS Documentation ISO 9001:2015 質量管理體系文件	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	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	2	3500/ 3300*			IMS5C/HK-08A 3-4 Aug	IMS5C/HK-09A 17-18 Sep
Integrated Management Systems (IMS) Set Up & Audit Approach 整合管理體系(IMS) 的設置及審核	2	3500/ 3300*				
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 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	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)	5	9800/ 9300*	EMS/IRCA/06 8-12 Jun			
ISO 14064-1:2018 Greenhouse Gases - Understanding & Application ISO 14064 溫室氣體排放查驗 - 理解與應用	1	1730/ 1630*				
ISO 14064-1:2018 Greenhouse Gases - Transition Course ISO 14064 溫室氣體排放查驗 - 溫室氣體轉版課程	1	1730/ 1630*				
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*				
ISO 50001:2018 Energy Management Systems Transition Course ISO 50001:2018 能源管理系統 - 轉版課程	1	1200/ 1080				
Occupational Health and Safety Management						
ISO 45001:2018 OHSMS - Understanding & Application ISO 45001:2018 職業健康安全體系 - 理解與應用	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	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)	5	9800/ 9300*	OHSM/IRCA/06 1-5 Jun			
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-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	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	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)	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	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	2	3700/ 3500*			HA9C/HK-08A 13-14 Aug	
Master Workshop on HACCP 食品危害分析重點控制 HACCP	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	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 食品衛生專業導師證書課程	24-26 hours	6300	M935C/HK-06A 6, 13, 20&27 Jun			
Nutritious Soft Meals Course 營養軟餐課程	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	9 hours	2500		M938C/HK-07A 13, 20 & 27 Jul		
HCS 學校/教育機構抗疫衛生管控人員實務工作坊 (網上課程)	**NEW** 2.5 hours	400				
校本STEM教育課程系列 - 建立「衛生監控」健康校園	**NEW** 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	1	1500	QM04C/HK-06A 10-Jun			
Pharmaceutical and Cosmetic						
Optimization of Secondary Packaging Process and Warehouse Management	4 hours	1600	M800C/HK-06A 13-Jun	M800C/HK-07A 11-Jul		M800C/HK-09A TBC
Pharmaceutical Labelling Requirement & Legal Aspect of Secondary Packaging	4 hours	1600	M801C/HK-06A 27-Jun	M801C/HK-07A 18-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	**NEW** 1	1580	MT22C/HK-06A 10-Jun		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	**NEW** 1	1580	MT77C/HK-06A 22-23 Jun		MT77C/HK-08A 27-28 Aug	
Technology, Telecommunications, Information Security and Management						
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	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	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	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)	5	9800/ 9300*		ISMS/IRCA/07 13-17 July		
Implementation of ISO/IEC 27001:2013 ISMS ISO/IEC 27001:2013 實踐信息安全體系	2	3500/ 3300*		ISE5C/HK-07A 20-21 Jul		
Green Finance Training Program						
Green Finance Certification Foundation Workshop 綠色金融認證基礎工作坊	0.5	1500				

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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-06A 15-Jun		M906C/HK-08A 17-Aug	
Legal Fundamentals of Tendering 招標法律基礎		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 - 管理及專業人士必用法律		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		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		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		1	1500				M922C/HK-09A 23-Sep
Introduction to Company Law for Non-lawyers 公司法入門 - 非法律人員必讀		1	1500			M925C/HK-08A 12-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				
Legal Essentials for Business Uses of Social Media 商用社交媒體的法律精要		1	1500				
Essentials of MPF Schemes Regulation 強積金計劃條例的精要		1	1500				
Legal Aspects for Financial Technology 金融科技的法律需知		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		1	1500				
Advanced Seminar on False Trade Description and Mis-selling 《商品說明條例》實用法律課程		1	1500	M926C/HK-06A 29-Jun			M926C/HK-09A 14-Sep
便利企業營商必讀 - 香港新《公司條例》		1	1500				
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		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		1	1500	M908C/HK-06A 8-Jun			
Essential Laws for Premises and Facilities Management 場所與設施管理必用法律		1	1500				
Updates on Insurance Law and Practice in Hong Kong 香港保險法與實務最新修訂		1	1500				
Essentials for Building Management 大廈管理法律實務精要		1	1500				
10 Common Mistakes in Negotiating and Drafting Contracts --- And How to Avoid Them	**NEW**	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	**NEW**	1	1500				M949C/HK-09A 25-Sep
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-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		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		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		1	1200				
零售營業策略規劃及目標管理		1	1200	EW53C/HK-06A 25-Jun			
Educational Organizations Management Systems							
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		1	1580	ED01C/HK-06A 26-Jun		ED01C/HK-08A 21-Aug	
Business Continuity Management, Risk and Crises Management							
ISO 22301 Business Continuity Management Systems - Understanding & Application ISO 22301營運持續管理體系 - 理解與應用		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		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		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	**NEW**	1	1600/ 1500*		FM01C/HK-07A TBC		
ISO 55001:2014 Asset Management System - Understanding & Application ISO 55001:2014 資產管理體系 - 理解與應用		1	1600/ 1500*	SM04C/HK-06A 2-Jun	SM04C/HK-07A 3-Jul		
Soft Skills Training Program							
Introductory to Coaching Skills - To Unleash your Staff Potential 教練學入門篇 - 釋放員工潛能	**NEW**	1	1380/ 1280*				
Maximize your Communication Flexibility 從"處事模式"增強溝通的彈性		1	1380/ 1280*				
Cooperation Skills Set with our New-Gen 與職場新世代共融技巧		2:00pm- 5:00pm	980 / 880*				
Tips for Being a "New-Gen" Manager 新世代主管真經		1	1380/ 1280*				
Rapport Building and Interpersonal Skills 速效建立親和人際關係工作坊		2:00pm- 5:00pm	980 / 880*				
The Key of EQ Management 打開"情緒管理"之匙		2:00pm- 5:00pm	980 / 880*				
Unlock Your Leadership Strengths using Gallup Clifton Strengths & Lego Series Play @ Method		1	1800				
職場新世代培訓四式系列 - 1. 職場新世代的四種語言		2:00pm- 5:00pm	980 / 880*				
職場新世代培訓四式系列 - 2. 與職場新世代的共融技巧		2:00pm- 5:00pm	980 / 880*				
職場新世代培訓四式系列 - 3. 新世代「19問」目標管理		1	1380 / 1280*				
職場新世代培訓四式系列 - 4. 教練式領導: 釋放員工潛能		1	1380 / 1280*				

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點子爆發與創新思維工作坊 Idea Exploration and Creative Thinking Workshop		1	1380 / 1280*	M940C/HK-06A 4-Jun	M940C/HK-07A 6-Jul	M940C/HK-08A 25-Aug	M940C/HK-09A 14-Sep

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強勢、魅力演說訓練班 Powerful and Fascinating Presentation Training		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		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		1	1380 / 1280*	M945C/HK-06A 30-Jun	M945C/HK-07A 28-Jul	M945C/HK-08A 3-Aug	M945C/HK-09A 29-Sep
The 7 Habits of Highly Effective People Signature Program		2	10000/ 9500*				
Introduction to Design Thinking 設計思維入門		1	1800/ 1500*				
大笑瑜伽領袖認證課程		2	2700/ 2400*				
Entrepreneur Management Tools							
Implementation of HKQAA 5S in the Workplace Operation 實施 HKQAA 5S 在工作間的營運		1	1600/ 1500*	GP03C/HK-06A 12-Jun	GP03C/HK-07A 24-Jul		GP03C/HK-09A 9-Sep
Seminar							
BUD專項基金「發展品牌、升級轉型及拓展內銷市場的專項基金」		2:00pm- 5:00pm	Free				
Team Building							
Zodiak: The Game of Business Finance and Strategy		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。 Ms. Joanne Chan (2202 9330 / joanne.chansm@hkqaa.org)			
Team Collaboration in LEGO® SERIOUS PLAY®		1 to 2					
Team Collaboration in Meaningful Micro-Film Production 微電影製作團建立		1 to 2					
Money War 錢戰		1 to 2					

* Please refer the early bird payment deadline to our web-site
 ** QuEST Forum member
 # NTTS approved course with 50% course fee reimbursement
 Last Updated Date : 20 Mar 2020

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