

HKQAA TRAINING PLANNER (2022)

Courses Title	Codes	e-learning codes	Duration (Day)	Fees HK\$	Jan	Feb	Mar	Apr
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)	VM1	WS01	1	1580/ 1380*	VM1C/HK-01A 5-Jan	VM1C/HK-02A 9-Feb	VM1C/HK-03A 2-Mar	VM1C/HK-04A 6-Apr
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	WS02	2	3300/ 3100*	VM3C/HK-01A 26-27 Jan	VM3C/HK-02A 17-18 Feb	VM3C/HK-03A 17-18 Mar	VM3C/HK-04A 20-21 Apr
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	WS03	5	9800/ 9300*	WS03E/HK-01A 17-21 Jan		WS03E/HK-03A 7-11 Mar	
ISO 9001:2015 QMS Documentation ISO 9001:2015 質量管理體系文件	QMS4		1	1680/ 1580*		QMS4C/HK-02A 15-Feb		QMS4C/HK-04A 8-Apr
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-01A 5-6 Jan			QMS5C/HK-04A 11-12 Apr
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-03A 16-17 Mar	
Sustainability (Environmental and CSR)								
ISO 14001:2015 EMS - Understanding & Application ISO 14001:2015 環境管理體系 - 理解與應用	EMS2	WS04	1	1580/ 1380*	EMS2C/HK-01A 6-Jan	EMS2C/HK-02A 8-Feb	EMS2C/HK-03A 3-Mar	EMS2C/HK-04A 7-Apr
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	WS05	2	3300/ 3100*	EMS3C/HK-01A 24-25 Jan	EMS3C/HK-02A 15-16 Feb	EMS3C/HK-03A 16-17 Mar	EMS3C/HK-04A 12-13 Apr
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	WS06	5	9800/ 9300*				
ISO 50001:2018 Energy Management Systems - Understanding & Application ISO 50001:2018 能源管理體系 - 理解與應用	EM07		1	1580/ 1380*		EM07C/HK-02A 11-Feb		EM07C/HK-04A 4-Apr
ISO 50001:2018 Energy Management Systems - Internal Auditor Training	EM08	WS33	2	3300/ 3100*		EM08C/HK-02A 15-16 Feb	EM08C/HK-09A 16-17 Mar	
ISO 50001:2018 Energy Management Systems Transition Course ISO 50001:2018 能源管理系統 - 轉版課程	EM21		1	1580/ 1380*	EM21C/HK-01A 5-Jan		EM21C/HK-03A 22-Mar	
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	EM26		1	1630		EM26C/HK-02A 22-Feb		
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	OH19	WS07	1	1580/ 1380*	OH19C/HK-01A 7-Jan	OH19C/HK-02A 9-Feb	OH19C/HK-03A 8-Mar	OH19C/HK-04A 1-Apr
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	WS08	2	3300/ 3100*	OH20C/HK-01A 27-28 Jan	OH20C/HK-02A 14-15 Feb	OH20C/HK-03A 21-22 Mar	OH20C/HK-04A 26-27 Apr
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*				WS25E/HK-04A 25-29 Apr
Risk Assessment for Safety Management System Implementation 職業安全管理之風險評估及措施	OH04	WS28	1	1600/ 1500*		OH04C/HK-02A 25-Feb		
F&B - Hygiene, Food Safety & Wine Storage								
Hygiene Control System - Understanding & Implementation 衛生監控系統 - 理解與實施	GP02		1	1600				
ISO 22000:2018 FSMS - Understanding and Application ISO 22000:2018 食品安全管理體系 - 理解與應用	HA5	WS09	1	1580/ 1380*	HA5C/HK-01A 10-Jan	HA5C/HK-02A 10-Feb	HA5C/HK-03A 9-Mar	HA5C/HK-04A 4-Apr
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	WS10	2	3300/ 3100*	HA7C/HK-01A 26-27 Jan	HA7C/HK-02A 17-18 Feb	HA7C/HK-03A 24-25 Mar	HA7C/HK-04A 28-29 Apr
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	WS11	5	9800/ 9300*		WS11E/HK-02A 21-25 Feb		
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	1580/ 1380*			HA14C/HK-03A 28-Mar	
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-02A 23-24 Feb		
Implementing HACCP for Food Businesses Programme 實踐食物安全重點控制(HACCP)課程	HA10		2	3500/ 3200*				
Master Workshop on HACCP 食品危害分析重點控制 HACCP	HA16		8 hours	2200	HA16C/HK-01A 6 & 10 Jan		HA16C/HK-03A 17 & 24 Mar	
Certificate Course for Food Hygiene Managers 食品衛生經理證書課程	M091		20 hours (3 days)	1600	M091C/HK-01A 17-19 Jan		M091C/HK-03A 9-11 Mar	
Trainer Certificate for Food Safety Practitioners 食品安全專業導師證書課程	M935		24-26 hours (4 days)	6300	M935C/HK-01A 8, 15, 22 & 29 Jan (Sat)		M935C/HK-03A 5, 12, 19 & 26 Mar (Sat)	
Nutritious Soft Meals Course 營養軟餐課程	M937		9 hours	2500		M937C/HK-02A 22 Feb (FULL) & 1 Mar (PM)		M937C/HK-04A 13 (FULL) Apr & 20 (PM) Apr
Pharmaceutical and Cosmetic								
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-01A 8-Jan			M800C/HK-04A 9-Apr
Pharmaceutical Labelling Requirement & Legal Aspect of Secondary Packaging 香港藥物標籤條例	M801		4 hours	1600	M801C/HK-01A 15-Jan			M801C/HK-04A 16-Apr
Pharmaceutical Warehouse and Cold Chain Management in Secondary Packaging 藥物二次包裝倉庫及冷凍鏈管理	M803		8 hours	3200 (public) 2,600 (PDA member)		M803C/HK-02A 12 & 19 Feb		
ISO 13485:2016 Medical Devices - QMS Requirements for Regulatory Purposes - Understanding & Application	MT22	WS12	1	1880/ 1580*	MT22C/HK-01A 10-Jan		MT22C/HK-03A 16-Mar	
ISO13485:2016 Medical Devices - QMS - Requirements for Regulatory Purposes - Internal Auditor	MT77	WS13	2	3900/ 3700*		MT77C/HK-02A 28 Feb & 1 Mar		MT77C/HK-04A 21-22 Apr
Technology, Telecommunications, Information Security and Management								
ISO/IEC 20000:2018 ISMS - 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-02A 8-Feb		
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	WS14	1	1580/ 1380*	ISE3C/HK-01A 6-Jan			
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	WS15	2	3300/ 3100*		ISE7C/HK-02A 15-16 Feb		
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	WS16	5	9800/ 9300*	WS16E/HK-01A 10-14 Jan		WS16E/HK-03A 28 March - 1 April	
Implementation of ISO/IEC 27001:2013 ISMS ISO/IEC 27001:2013 實踐信息安全體系	ISE5	WS27	2	3500/ 3300*			ISE5C/HK-03A	
Customer Service: From Good To Great								
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	EW53		1	1380/ 1280*		EW53C/HK-02A		EW53C/HK-04A 22-Apr
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	WS20	1	1580/ 1380*		MT14C/HK-02A 10-Feb		
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	WS21	2	3300/ 3100*			MT56C/HK-03A 29-30 Mar	
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	WS22	1	1280			MT73C/HK-03A 4-Mar	
Communication Styles essential for Customer Services Professionals 服務人員應對必備的「溝通模式」	M525		1	1380/ 1280*				
Business Continuity Management, Risk and Crises Management								
ISO 22301:2019 Business Continuity Management Systems - Understanding & Application ISO 22301:2019 營運持續管理體系 - 理解與應用	RM01	WS17	1	1880/ 1580*			RM01C/HK-03A 17-Mar	
ISO 22301:2019 Lead Auditor (Business Continuity Management Systems) Training Course	WS24E		5	9800/ 9300*		WS24E/HK-02A 28 Feb - 4 Mar		
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	RM04	WS18	1	1880/ 1580*	RM04C/HK-01A 17-Jan			RM04C/HK-04A 18-Apr
ISO 55001:2014 Asset Management System - Understanding & Application ISO 55001:2014 資產管理體系 - 理解與應用	SM04	WS19	1	1880/ 1580*		SM04C/HK-02A 16-Feb		
ISO 37001 Anti-Bribery Management Systems - Introduction ISO 37001 防貪管理體系入門	A001		3 hours (9am-12pm)	980			A001C/HK-03A 14-Mar	

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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	M906		1	1500	M906C/HK-01A 28-Jan		M906C/HK-03A 11-Mar	
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-02A 15-Feb		M907C/HK-04A 1-Apr
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	M908		1	1500				
Legal Fundamentals of Tendering 招標法律基礎	M909		1	1500		M909C/HK-02A 25-Feb		M909C/HK-04A 6-Apr
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	M911		1	1500		M911C/HK-02A 9-Feb		M911C/HK-04A 22-Apr
HK Competition Law Fundamentals for Managers & Professionals 管理者必須認識的香港競爭法	M914		1	1500				
Fundamental Law for Office Administrators 行政人員基礎法律知識	M920		1	1500			M920C/HK-03A 25-Mar	
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-01A 4-Jan			
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-03A 8-Mar	
Essential Laws for Premises and Facilities Management 場所與設施管理必用法律	M923		1	1500	M923C/HK-01A 18-Jan			M923C/HK-04A 25-Apr
Introduction to Company Law for Non-lawyers 公司法入門 - 非法律人員必讀	M925		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				
Legal Essentials for Business Uses of Social Media 商用社交媒體的法律精要	M929		1	1500				
Updates on Insurance Law and Practice in Hong Kong 香港保險法與實務最新修訂	M932		1	1500	M932C/HK-01A 18-Jan			M932C/HK-04A 25-Apr
Legal Aspects for Financial Technology 金融科技的法律需求	M933		1	1500	M933C/HK-01A 17-Jan			
Essentials for Building Management 大廈管理法律實務精要	M943		1	1500			M943C/HK-03A 15-Mar	
10 Common Mistakes in Negotiating and Drafting Contracts --- And How to Avoid Them 「道歉條例」實用法律課程	M944		1	1500				
Essentials of Apology Ordinance for Managers and Professionals	M949		1	1500			M949C/HK-03A 21-Mar	
New Landscape for Business Manager and Professionals the Company Ordinance 便利企業營商必讀 - 香港新《公司條例》	M954		1	1500		M954C/HK-02A 11-Feb		
Management Tools & Soft Skills								
Workshop on Performance Management through KPI Setting 企業及部門績效管理培訓工作坊	M021		1	1380/ 1280*			M021C/HK-03A 15-Mar	
Workshop on Developing Supervisory Skills & Leadership Charisma 強勢督導管理培訓工作坊	M022		1	1380/ 1280*	M022C/HK-01A 20-Jan		M022C/HK-03A 24-Mar	
Workshop on Strategic Compensation System Design 策略性薪酬設計培訓工作坊	M023		1	1380/ 1280*		M023C/HK-02A 17-Feb		
Workshop on Business Process Improvement 業務流程改善培訓工作坊	M024		1	1380/ 1280*		M024C/HK-02A 24-Feb		
Workshop on Effective Project Management 有效項目管理培訓工作坊	M025		1	1380/ 1280*				
Workshop on Effective Performance Appraisal 個人績效管理工作坊	M026		1	1380/ 1280*				M026C/HK-04A 7-Apr
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-02A 17-Feb		
Training Workshop on Competency-based Interviewing Skills 以職能為主之招聘面試技巧培訓工作坊	M081		1	1380/ 1280*				M081C/HK-04A 20-Apr
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-02A 16-Feb		GP03C/HK-04A 11-Apr
Personal Enrichment & Certification								
廣東話商業用語工作坊	M131		1	800			M131C/HK-03A 16-Mar	
點子爆發與創新思維工作坊 Idea Exploration and Creative Thinking Workshop	M940		1	1380 / 1280*		M940C/HK-02A 24-Feb		
強勢、魅力演說訓練班 Powerful and Fascinating Presentation Training	M941		1	1380 / 1280*			M941C/HK-03A 24-Mar	
入型入格識人術訓練班	M942		1	1380 / 1280*	M942C/HK-01A 28-Jan			M942C/HK-04A 19-Apr
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-02A 16-Feb		
Corporate Social Responsibility								
Proficiency Certificate in Sustainable Development Planning 可持續發展規劃基礎證書課程	SR09		3.5 hours	500	SR09C/HK-01A 14-Jan	SR09C/HK-02A 25-Feb		
Information Management								
ISO 19650-1:2018 Information Management Using Building Information Modelling – Understanding & Application (E-learning)	WS26		3500					
Team Building								
Zodiak: The Game of Business Finance and Strategy			1 to 2 Day(s)		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 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)					

* Please refer the early bird payment deadline to our web-site
** QuEST Forum member
NITS approved course with 50% course fee reimbursement
Last Updated Date : 5 Aug 2021

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