

HKQAA TRAINING PLANNER (2020)

| Courses Title | Master Code | Duration (Day) | Fees HKS | Aug | Sep | Oct | Nov |
|--|-------------|----------------|----------------|---|---|---|---------------------------|
| 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 | 1 | 1580 | VM1C/HK-08A 3-Aug | VM1C/HK-09A // VM1C/HK-09B 4-Sep // 7-Sep | VM1C/HK-10A // VM1C/HK-10B 5-Oct // | VM1C/HK-11A 2-Nov |
| 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-08A 17-18 Aug | VM3C/HK-09A 10-11 Sep | VM3C/HK-10A 22-23 Oct | VM3C/HK-11A 23-24 Nov |
| 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/08 17-21 Aug | 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-11A 3-4 Nov |
| 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* | | | | |
| 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 | | |
| 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 | 1 | 1730/ 1630* | EMS2C/HK-08A 28-Aug | EMS2C/HK-09A 15-Sep | EMS2C/HK-10A 6-Oct | EMS2C/HK-11A 4-Nov |
| 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-08A 20-21 Aug | EMS3C/HK-09A 29-30 Sep | EMS3C/HK-10A 27-28 Oct | EMS3C/HK-11A 5-6 Nov |
| 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/09 TBC | | |
| 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 | EM21C/HK-08A 7-Aug | | | |
| 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 | 1 | 1730/ 1630* | OH19C/HK-08A 11-Aug | OH19C/HK-09A 10-Sep | OH19C/HK-10A 8-Oct | OH19C/HK-11A 3-Nov |
| 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-08A 17-18 Aug | OH20C/HK-09A 24-25 Sep | OH20C/HK-10A 29-30 Oct | OH20C/HK-11A 24-25 Nov |
| 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/10 TBC | OHSM/IRCA/10 |
| 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 | GP02C/HK-08A 10-Apr | | GP02C/HK-10A 5-Oct | |
| 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-08A 7-Aug | HA5C/HK-09A 4-Sep | HA5C/HK-10A 9-Oct | HA5C/HK-11A 6-Nov |
| 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-08A 13-14 Aug | HA7C/HK-09A 7-8 Sep | HA7C/HK-10A 21-22 Oct | HA7C/HK-11A 23-24 Nov |
| 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* | | | | |
| 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 | | HA14C/HK-10A 12-Oct | |
| 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-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-08E (English) 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 | | | | |
| 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 | | | | |
| HCS 學校/教育機構抗衛管人員實務工作坊 (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 | | | | |
| Foundation of HKQAA Wine Storage Management Systems Specifications 建立優良存酒設備 - 基礎課程 | QM04 | 1 | 1500 | | | | |
| 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-09A 12-Sep(Sat) | M800C/HK-10A 17-Oct | |
| Pharmaceutical Labelling Requirement & Legal Aspect of Secondary Packaging 香港藥物標籤條例 | M801 | 4 hours | 1600 | | M801C/HK-09A 19-Sep(Sat) | M801C/HK-10A 24-Oct | |
| 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-08A 7-Aug | MT22C/HK-09A 1-Sep | MT22C/HK-10A 12-Oct | MT22C/HK-11A 3-Nov |
| ISO13485:2016 Medical Devices - QMS - Requirements for Regulatory Purposes - Internal Auditor | MT77 | 1 | 1580 | MT77C/HK-08A 27-28 Aug | MT77C/HK-09A 29-30 Sep | MT77C/HK-10A 29-30 Oct | MT77C/HK-11A 18-19 Nov |
| 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 | IS10 | 1 | 1600/ 1500* | IS10C/HK-08A 7-Aug | IS10C/HK-08A | | |
| 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 | 1730/ 1630* | ISE3C/HK-08A 24-Aug | | ISE3C/HK-10A 9-Oct | |
| 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 | 3400/ 3300* | | 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/10 19-23 Oct | ISMS/IRCA/10 19-23 Oct |
| Implementation of ISO/IEC 27001:2013 ISMS ISO/IEC 27001:2013 實踐信息安全體系 | ISE5 | 2 | 3500/ 3300* | | | | |
| 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-08A 17-Aug | | | |
| Legal Fundamentals of Tendering 招標法律基礎 | M909 | 1 | 1500 | M909C/HK-08A 3-Aug | | | M909C/HK-11A 2-Nov |
| 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-10A 5-Oct | |
| 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-11A 18-Nov |
| 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 | | | M925C/HK-11A 9-Nov |
| Legal Aspects for Financial Technology 金融科技的法律需知 | M933 | 1 | 1500 | | | | |
| Essential Laws for Premises and Facilities Management 場所與設施管理必用法律 | M923 | 1 | 1500 | | | | M923C/HK-11A 16-Nov |
| 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-09A 14-Sep | | M926C/HK-11A 23-Nov |
| Legal Essentials for Business Uses of Social Media 商用社交媒體的法律精要 | M929 | 1 | 1500 | | | M929C/HK-10A 12-Oct | |
| Updates on Insurance Law and Practice in Hong Kong 香港保險法與實務最新修訂 | M932 | 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 | M907 | 1 | 1500 | | | M907C/HK-10A 21-Oct | |
| 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 | | | | M932C/HK-11A 4-Nov |
| 10 Common Mistakes in Negotiating and Drafting Contracts --- And How to Avoid Them | M944 | 1 | 1500 | M944/HK-08A 21-Aug | | M944/HK-10A 7-Oct | |
| 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 | | |

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|---|-------------|----------------|--------------|-------------------------|------------------------|---------------------------|------------------------|
| 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 | MT14 | 1 | 1580 | MT14C/HK-08A 20-Aug | MT14C/HK-09A 4-Sep | | MT14C/HK-11A 2-Nov |
| 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 | 3300 | MT56C/HK-08A 3-4 Aug | | MT56C/HK-10A 22-23 Oct | |
| 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-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-08A 7-Aug | EW53C/HK-09A 10-Sep | EW53C/HK-10A 15-Oct | EW53C/HK-11A 18-Nov |
| 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 | ED01 | 1 | 1580 | ED01C/HK-08A 21-Aug | ED01C/HK-09A 5-Sep | ED01C/HK-10A 19-Oct | |
| 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**HOT!** | RM01 | 1 | 1600 | RM01C/HK-08A 11-Aug | RM01C/HK-09A 25-Sep | RM01C/HK-10A 5-Oct | |
| 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-08A 10-Aug | RM04C/HK-09A 16-Sep | RM04C/HK-10A 6-Oct | |
| ISO 37001 Anti-Bribery Management Systems - Introduction ISO 37001 防貪管理體系入門 | A001 | 9:00am-12:00pm | 980 | | | | |
| 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* | | | | |
| 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-09A 18-Sep | SM04C/HK-10A 20-Oct | |
| Soft Skills Training Program | | | | | | | |
| 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* | | | M024C/HK-10A 23-Oct | |
| 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 個人績效管理培訓工作坊 | 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 | | M026C/HK-11A 18-Nov |
| 點子爆發與創新思維工作坊 Idea Exploration and Creative Thinking Workshop | M940 | 1 | 1380 / 1280* | 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-08A 18-Aug | M941C/HK-09A 22-Sep | | |
| 入型入格識人術訓練班 | M942 | 1 | 1380 / 1280* | 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-08A 3-Aug | M945C/HK-09A 29-Sep | | |
| Entrepreneur Management Tools | | | | | | | |
| 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-09A 9-Sep | GP03C/HK-10A 16-Oct | |
| Team Building | | | | | | | |
| Zodiac: 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>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)</p> | | | | | | | |
| <p>* 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 : 24 July 2020</p> | | | | | | | |
| <p>Website: http://www.hkqaa.org Email : training@hkqaa.org LinkedIn: HKQAA</p> | | | | | | | |
| <p>19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong Tel: 2202 9111 Fax: 2202 9198</p> | | | | | | | |