


HKQAA TRAINING PLANNER (Dec 2016 - Mar 2017)

Courses Title	Duration (Day)	Fees HK\$	Course Code & Date			
			Dec	Jan	Feb	Mar
<b>Quality &amp; Integrated Management Systems</b>						
ISO 9001:2008 Quality Management Systems - Understanding & Application	1	1580		VM1C/HK-01B 3-Jan		
ISO 9001:2008 Quality Management Systems - Internal QMS Auditor Training	2	3300		VM3C/HK-01B 9-10 Jan		
The Must-know Essentials for Quality System Management Representative	1	1680/ 1580*			MT23C/HK-02A 21-Feb	
ISO 9001:2015 Quality Management Systems - Understanding & Application	1	1580	VM1C/HK-12A 6-Dec	VM1C/HK-01B 10-Jan	VM1C/HK-02A 6-Feb	VM1C/HK-03A 1-Mar
ISO 9001:2015 Quality Management Systems - Internal QMS Auditor Training	2	3300	VM3C/HK-12A 14-15 Dec	VM3C/HK-01A 19-20 Jan	VM3C/HK-02A 16-17 Feb	VM3C/HK-03A 29-30 Mar
ISO 9001:2015 Quality Management Systems Documentation	1	1680/ 1580*		QMS4C/HK-01A 5-Jan		
ISO 9001:2015 Quality Management Systems - Advanced Internal Auditing Techniques	2	3500/ 3300*	QMS5C/HK-12A 6-7 Dec			QMS5C/HK-03A 9-10 Mar
ISO 9001:2015 Series – QMS Auditor/Lead Auditor Transition Training Course (IRCA Approved)	2	4800/ 4300*		QM06E/HK-01A 16-17 Jan/18-19 Jan		
Quality Management Systems Auditor/Lead Auditor Training Course (IRCA Registration No. A17399)	5	12000/ 11500*		QMS/IRCA/01 9-13 Jan		
Integrated Management Systems Set Up & Audit Approach	2	3500/ 3300*		IMS2C/HK-01A 23-24 Jan		
Understanding and Application of an Integrated Management System	2	3500/ 3300*		IMS5C/HK-01A 23-24 Jan		IMS5C/HK-03A 23-24 Mar
<b>Environmental Conservation</b>						
ISO 14001:2015 Environmental Management Systems - Understanding & Application	1	1730/ 1630*		EMS2C/HK-01A 24-Jan		EMS2C/HK-03A 31-Mar
ISO 14001:2015 Environmental Management Systems - Internal EMS Auditor Training	2	3400/ 3300*	EMS3C/HK-12A 13-14 Dec		EMS3C/HK-02A 20-21 Feb	
ISO 14001: 2015 Environmental Management Systems - Implementation and Documentation	1	1730/ 1580*	EMS8C/HK-12A 22-Dec			
Risk and Opportunities based approach and Aspect Identification with Life Cycle Perspective	**NEW**	1680		EM19C/HK-01A 12-Jan		
IRCA Certified ISO 14001:2015 Auditor / Lead Auditor Training Course (EMS) (IRCA Reference A18040)	**NEW**	12000/ 11500*	EMS/IRCA/12 12-16 Dec			
IRCA Certified ISO 14001:2015 Auditor Transition Training Course (IRCA Reference: A17967)	**NEW**	4800/ 4300*	EM20E/HK-12A 19-20 Dec			
ISO 50001:2011 Energy Management Systems - Understanding & Application	1	1200/ 1080*		EM07C/HK-01A 13-Jan		
ISO 50001:2011 Energy Management Systems - Internal Auditor Training	2	3500/ 3300*			EM08C/HK-02A 23-24 Feb	
ISO 50001:2011 Energy Management Systems Auditor/Lead Auditor Training Course	5	9000/ 8000*				EM10C/HK-03A 20-24 Mar
ISO 50001:2011 Energy Management Systems Auditor/Lead Auditor Conversion Training	3	6000/ 5500*				EM11C/HK-03A 20-22 Mar
GreenHouse Gas Verifier Training	2	3500/ 3300*				EM09C/HK-03A 2-3 Mar
<b>Occupational Health and Safety Management</b>						
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Understanding & Application	1	1730/ 1630*		OHS8C/HK-01A 23-Jan		OHS8C/HK-03A 16-Mar
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Internal OHS Auditor Training	2	3400/ 3300*	OHS9C/HK-12A 28-29 Dec		OHS9C/HK-02A 9-10 Feb	
Understanding of Factories and Industrial Undertakings (Safety Management) Regulation (F&IU(SM)R) for OHSAS 18001 Practitioners	**NEW**	1500		OH15C/HK-01A 24-Jan		
OHSAS 18001 Auditor Course for Registered Safety Officers / Auditors	**NEW**	3200			OH16C/HK-02A 13-14 Feb	
Occupational Health and Safety Management Systems Auditor/Lead Auditor Training Course (IRCA Registration No. A17436)	5	11500/ 11000*	OHS/IRCA/12 19-23 Dec			
Risk Assessment for Safety Management Implementation	1	1600/ 1500*				OH04C/HK-03A 17-Mar
<b>Hygiene, Food Safety &amp; Wine Storage</b>						
Implementing HACCP for Food Businesses Programme	2	3500/ 3200*		HA10C/HK-01A 4-5 Jan		
ISO 22000:2005 Food Safety Management Systems - Understanding and Application	1	1600/ 1500*		HA5C/HK-01A 6-Jan		
ISO 22000 Food Safety Management Systems - Internal FSMS Auditor Training	2	3500/ 3300*			HA7C/HK-02A 13-14 Feb	
ISO 22000:2005 Food Safety Management Systems Implementation Course	2	3700/ 3500*				HA9C/HK-03A 6-7 Mar
Hygiene Control System - Understanding & Implementation	1	1600			GP02C/HK-02A 8-Feb	
Foundation of HKQAA Wine Storage Management Systems Specifications	1	1500				QM04C/HK-03A 2-Mar
<b>Team Building</b>						
 Countdown®: A Strategy Game for Project Teams / Zodiac: The Game of Business Finance and Strategy	**NEW**	1 to 2				
Change Management / Team Collaboration in LEGO® SERIOUS PLAY®	**NEW**	1 to 2				
Team Collaboration in Meaningful Micro-Film Production	**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. Anson Wong (2202 9395 / 6111 3855) / anson.wong@hkqaa.org						
<b>Personal Enrichment &amp; Certification</b>						
Mind Map® 思維導圖 創意解難工作坊	1	2300/ 1980*	M504C/HK-12A 8-Dec		M504/HK-02A 21-Feb	
The 7 Habits of Highly Effective People Signature Program	2	10000/ 9000*	PC01C/HK-12A 5-6 Dec			PC01C/HK-03A 27-28 Mar
Hogan Assessment Certification Workshop 2017	2	18500		PC06E/HK-01A 18 & 19 Jan		PC06E/HK-03A 22 & 23 Mar

Law and Legislation ( Hong Kong, Macau & China)							
Negotiation and Mediation Skills for Managers and Professionals		1	1500			M911C/HK-02A 8-Feb	
Legal Aspects of Patents and Copyrights - Uses and Protection		1	1500			M921C/HK-02A 27-Feb	
Fundamental Law for Office Administrators		1	1500		M920C/HK-01A 19-Jan		
Fundamental Law for Education Administrators		1	1500				M917C/HK-03A 3-Mar
Hong Kong Competition Law Fundamentals for Managers and Professionals		1	1500		M914C/HK-01A 26-Jan		
Legal Fundamentals of Tendering		1	1500	M909C/HK-12A 20-Dec			M909C/HK-03A 22-Mar
Fundamental Contract Law for Managers and Professionals		1	1500	M906C/HK-12A 15-Dec		M906C/HK-02A 23-Feb	
Fundamentals of Negligence for Managers and Professionals		1	1500		M907C/HK-01A 16-Jan		
Safety and Environmental Offences in Construction Projects		1	1500				M908C/HK-03A 30-Mar
場所與設施管理必用法律	**NEW**	1	1500	M923C/HK-12A 14-Dec			
Management Tools, Skill for Improvement							
ISO 37001 DIS Anti-Bribery Management Systems - Introduction	**NEW**	1	1680/ 1580*	A001C/HK-12A 30-Dec			A001C/HK-03A 8-Mar
ISO 55001:2014 Asset Management System - Understanding & Application	**NEW**	1	1600/ 1500*	SM04C/HK-12A 30-Dec		SM04C/HK-02A 10-Feb	
Implementation of HKQAA 5S in the Workplace Operation		1	1600/ 1500*			GP03C/HK-02A 22-Feb	
Workshop on Transforming HR Role as Strategic Partners		1	1080/ 980*		M063C/HK-01A 11-Jan		
Workshop on Developing Supervisory Skills & Leadership Charisma		1	1080/ 980*		M022C/HK-01A 20-Jan		M022C/HK03A 31-Mar
Workshop on Performance Management through KPI Setting		1	1080/ 980*		M021C/HK-01A 24-Jan		
Workshop on Business Process Improvement		1	1080/ 980*				M024C/HK-03A 27-Mar
Workshop on Effective Project Management		1	1080/ 980*			M025C/HK-02A 21-Feb	
Workshop on Effective Performance Appraisal		1	1080/ 980*	M026C/HK-12A 14-Dec			M026C/HK-03A 1-Mar
Workshop on Effective Communication & Influencing Skills		1	1080/ 980*	M028C/HK-12A 20-Dec		M028C/HK-02A 9-Feb	
Professional Written Replies to Complaints Workshop	**NEW**	1	1400 / 1150*	M065E/HK-12A 8-Dec			M065E/HK-03A 3-Mar
Report Writing Workshop	**NEW**	1	1400 / 1150*		M066E/HK-01A 20-Jan		
Effective Proposal Writing Workshop	**NEW**	1	1400 / 1150*			M068E/HK-02A 9-Feb	
Logical Thinking for Problem Solving Workshop	**NEW**	1	1700 / 1500*	M069C/HK-12A 9-Dec			M069C/HK-03A 28-Mar
Business Crisis Management for Managers	**NEW**	1	1800/ 1500*		M070C/HK-01A 19-Jan		
職場管理核心技能課程-未來企業領導者的思維重整之旅~	**NEW**	1	1100/ 980*	M071C/HK-12A 9 & 10 Dec		M071C/HK-02A 11 & 18 Feb	
人力資源及客戶關係管理交流會暨工作坊	**NEW**	1	400/ 980*	M072C/HK-12A 21-Dec			
職時應對溝通術	**NEW**	1	1400/ 1150*	M073C/HK-12A 30-Dec			
幽默演說技巧工作坊	**NEW**	1	1100/ 980*		M074C/HK-01A 25-Jan		
「活學幽默-廣結人脈」工作坊	**NEW**	1	350				M075C/HK-03A 15-Mar
Business continuity Management, Risk and Crises Management							
ISO 22301 Business Continuity Management Systems - Understanding & Application		1	1600		RM01C/HK-01A 18-Jan		
ISO 31000:2009 Principles and Guidelines for Risk Management - Understanding & Application		1	1600		RM04C/HK-01A 18-Jan		
Customer Service: From Good To Great							
ISO 10002:2014 Customer Satisfaction - Guidelines for Complaints Handling - Understanding & Application		1	1280			MT14C/HK-02A 23-Feb	
Corporate Social Responsibility							
How to Prepare Corporate Sustainability Report?		1	1600		SR01C/HK-01A 23-Jan		SR01C/HK-03A 10-Mar
Telecommunications, Information Security and Management							
ISO 20000:2011 Information Technology Service Management System - Internal Auditor Training		2	3300/ 3200*				ISE7C/HK-03A 20-21 Mar
ISO 27001:2013 Information Security Management Systems - Understanding & Application		1	1600/ 1500*			ISE3C/HK-02A 15-Feb	
Implementation of ISO 27001:2013 Information Security Management Systems	**NEW**	2	3500/ 3300*	ISE5C/HK-12A 28-29 Dec			ISE5C/HK-03A 20-21 Mar
TL 9000 R5.5/R5.0 Quality Management System Auditing (QuEST Forum Sanctioned Training) (English)		3	10500/ 10200**				TL02E/HK-03A 13-15 Mar
HKQAA Sustainable Building Index (HKQAA SBI)							
HKQAA Sustainable Building Index (HKQAA SBI) - Understanding & Verification		1	1550			SB11C/HK-02A 7-Feb	

\* Please refer the early bird payment deadline to our web-site  
\*\* QuEST Forum member  
# NNTS approved course with 50% course fee reimbursement  
^ HKD400 per 1 session, HKD980 for 3 sessions  
Last Updated Date : 25 Nov 2016



Tel: 2202 9111



Fax: 2202 9198



<http://www.hkqaa.org>  
Email : [training@hkqaa.org](mailto:training@hkqaa.org)

19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong