


HKQAA TRAINING PLANNER (Mar - Jun 2017)

Courses Title	Duration (Day)	Fees HK\$	Course Code & Date			
			Mar	Apr	May	Jun
Quality & Integrated Management Systems						
ISO 9001:2008 Quality Management Systems - Understanding & Application	1	1580		VM1C/HK-04B 18-Apr		
ISO 9001:2008 Quality Management Systems - Internal QMS Auditor Training	2	3300		VM3C/HK-04B 27-28 Apr		
The Must-know Essentials for Quality System Management Representative	1	1680/ 1580*			MT23C/HK-05A 15-May	
ISO 9001:2015 Quality Management Systems - Understanding & Application	1	1580	VM1C/HK-03B 9-Mar	VM1C/HK-04A 3-Apr	VM1C/HK-05A 2-May	VM1C/HK-06A 1-Jun
ISO 9001:2015 Quality Management Systems - Internal QMS Auditor Training	2	3300	VM3C/HK-03A 29-30 Mar	VM3C/HK-04A 25-26 Apr	VM3C/HK-05A 22-23 May	VM3C/HK-06A 20-21 Jun
ISO 9001:2015 Quality Management Systems Documentation	1	1680/ 1580*		QMS4C/HK-04A 24-Apr		
ISO 9001:2015 Quality Management Systems - Advanced Internal Auditing Techniques	2	3500/ 3300*	QMS5C/HK-03A 21-22 Mar			
ISO 9001:2015 Series – QMS Auditor/Lead Auditor Transition Training Course (IRCA Approved) (English)	2	4800/ 4300*			QM06E/HK-05A 15-16 May	
CQI & IRCA Certified ISO 9001:2015 Lead Auditor (Quality Management Systems) Training Course (18030) (English)	5	12000/ 11500*			QMS/IRCA/05 8-12 May	
Integrated Management Systems Set Up & Audit Approach	2	3500/ 3300*				IMS2C/HK-06A 22-23 Jun
Understanding and Application of an Integrated Management System	2	3500/ 3300*	IMS5C/HK-03A 23-24 Mar			IMS5C/HK-06A 22-23 Jun
Environmental Conservation						
ISO 14001:2004 Environmental Management Systems - Understanding & Application	1	1730/ 1630*		EMS2C/HK-04B 12-Apr		
ISO 14001:2004 Environmental Management Systems - Internal EMS Auditor Training	2	3400/ 3300*			EMS3C/HK-05B 4-5 May	
ISO 14001:2015 Environmental Management Systems - Understanding & Application	1	1730/ 1630*	EMS2C/HK-03A 3-Mar		EMS2C/HK-05A 31-May	
ISO 14001:2015 Environmental Management Systems - Internal EMS Auditor Training	2	3400/ 3300*		EMS3C/HK-04A 18-19 Apr		EMS3C/HK-06A 19-20 Jun
ISO 14001:2015 Environmental Management Systems - Implementation and Documentation	1	1680/ 1580*		EMS8C/HK-04A 7-Apr		
Risk and Opportunities based approach and Aspect Identification with Life Cycle Perspective	1	1680		EM19C/HK-04A 7-Apr		
CQI & IRCA Certified ISO 14001:2015 Lead Auditor (Environmental Management Systems) Training Course (18040)	**NEW**	12000/ 11500*				EMS/IRCA/06 12-16 Jun
CQI & IRCA Certified ISO 14001:2015 Auditor Transition (Environmental Management Systems) (17967) (English)	**NEW**	4800/ 4300*				EM20E/HK-06A 5-6 Jun
ISO 50001:2011 Energy Management Systems - Understanding & Application	1	1200/ 1080*		EM07C/HK-04A 7-Apr		
ISO 50001:2011 Energy Management Systems - Internal Auditor Training	2	3500/ 3300*				EM08C/HK-05A 22-23 Jun
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			EM09C/HK-06A 8-9 Jun
Environmental Management Course	**NEW**	2500	M067C/HK-03A 30-31 Mar			
Occupational Health and Safety Management						
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Understanding & Application	1	1730/ 1630*	OHS8C/HK-03A 16-Mar		OHS8C/HK-05A 19-May	
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Internal OHS Auditor Training	2	3400/ 3300*		OHS9C/HK-04A 5-6 Apr		OHS9C/HK-06A 27-Jun
Preparatory Course for ISO 45001 (Occupational Health & Safety Management Systems)	**NEW**	1680/ 1580*		OH18C/HK-04A 11-Apr		
Understanding of Factories and Industrial Undertakings (Safety Management) Regulation (F&LU(SMR)) for OHSAS 18001 Practitioners	**NEW**	1500		OH15C/HK-04A 3-Apr		
OHSAS 18001 Auditor Course for Registered Safety Officers / Auditors	**NEW**	3200			OH16C/HK-05A 18-19 May	
CQI & IRCA Certified OHSAS 18001:2007 Lead Auditor (OH&S Management Systems) Training Course (17436) (English)	5	12000/ 11500*				OHS/IRCA/06 5-9 Jun
Risk Assessment for Safety Management Implementation	1	1600/ 1500*	OH04C/HK-03A 17-Mar			
Hygiene, Food Safety & Wine Storage						
Implementing HACCP for Food Businesses Programme	2	3500/ 3200*		HA10C/HK-04A 27-28 Apr		
ISO 22000:2005 Food Safety Management Systems - Understanding and Application	1	1600/ 1500*		HA5C/HK-04A 27-Apr		
ISO 22000 Food Safety Management Systems - Internal FSMS Auditor Training	2	3500/ 3300*			HA7C/HK-05A 8-9 May	
ISO 22000:2005 Food Safety Management Systems Implementation Course	2	3700/ 3500*	HA9C/HK-03A 6-7 Mar			HA9C/HK-06A 8-9 Jun
CQI & IRCA Certified FSSC 22000 Lead Auditor (Food Safety Management Systems based on ISO22000:2005 & ISO/TS22002-	5	12000/ 11500*			IRCA/FSMS/05 15-19 May	
Hygiene Control System - Understanding & Implementation	1	1600				GP02C/HK-06A 22-Jun
Foundation of HKQAA Wine Storage Management Systems Specifications	1	1500	QM04C/HK-03A 6-Mar			QM04C/HK-06A 15-Jun
Nutritious Soft Meals Course	**NEW**	2500	M064C/HK-03A 2-3 Mar			
Team Building						
 Countdown®: A Strategy Game for Project Teams / Zodiak: The Game of Business Finance and Strategy	**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		
Change Management / Team Collaboration in LEGO® SERIOUS PLAY®	**NEW**		1 to 2			
Team Collaboration in Meaningful Micro-Film Production	**NEW**		1 to 2			
Personal Enrichment & Certification						
Mind Map® 思維導圖創意解難工作坊	1	2300/ 1980*			M504/HK-05A 25-May	

Personal Enrichment & Certification							
The 7 Habits of Highly Effective People Signature Program		2	10000/9000*	PC01C/HK-03A 27-28 Mar		PC01C/HK-05A 17 & 18 May	
Hogan Assessment Certification Workshop 2017		2	18500	PC06E/HK-03A 22 & 23 Mar			PC06E/HK-06A 7 & 8 Jun
Law and Legislation (Hong Kong, Macau & China)							
Negotiation and Mediation Skills for Managers and Professionals		1	1500			M911C/HK-05A 5-May	
Legal Aspects of Patents and Copyrights - Uses and Protection		1	1500			M921C/HK-05A 17-May	
Fundamental Law for Office Administrators		1	1500		M920C/HK-04A 19-Apr		
Fundamental Law for Education Administrators		1	1500	M917C/HK-03A 3-Mar			M917C/HK-06A 30-Jun
Hong Kong Competition Law Fundamentals for Managers and Professionals		1	1500		M914C/HK-04A 5-Apr		
Legal Fundamentals of Tendering		1	1500	M909C/HK-03A 22-Mar			M909C/HK-06A 6-Jun
Fundamental Contract Law for Managers and Professionals		1	1500			M906C/HK-05A 29-May	
Fundamentals of Negligence for Managers and Professionals		1	1500		M907C/HK-04A 28-Apr		
Safety and Environmental Offences in Construction Projects		1	1500	M908C/HK-03A 30-Mar			M908C/HK-06A 14-Jun
香港食物安全管理法律實務	**NEW**	1	1500		M922/HK-04A 7-Apr		
場所與設施管理必用法律	**NEW**	1	1500				M923/HK-06A 26-Jun
Management Tools, Skill for Improvement							
ISO 37001 Anti-Bribery Management Systems - Introduction	**NEW**	1	1680/1580*		A001C/HK-04A 18-Apr		A001C/HK-06A 2-Jun
ISO 55001:2014 Asset Management System - Understanding & Application	**NEW**	1	1600/1500*				SM04C/HK-06A 14-Jun
Implementation of HKQAA 5S in the Workplace Operation		1	1600/1500*			GP03C/HK-05A 31-May	
Workshop on Transforming HR Role as Strategic Partners		1	1080/980*		M063C/HK-04A 12-Apr		
Workshop on Developing Supervisory Skills & Leadership Charisma		1	1080/980*	M022C/HK03A 31-Mar		M022C/HK-05A 26-May	
Workshop on Performance Management through KPI Setting		1	1080/980*		M021C/HK-04A 25-Apr		
Workshop on Business Process Improvement		1	1080/980*	M024C/HK-03A 27-Mar			M024C/HK-06A 26-Jun
Workshop on Effective Project Management		1	1080/980*			M025C/HK-05A 23-May	
Workshop on Effective Performance Appraisal		1	1080/980*	M026C/HK-03A 1-Mar			M026C/HK-06A 8-Jun
Workshop on Effective Communication & Influencing Skills		1	1080/980*		M028C/HK-04A 20-Apr		M028C.HK-06A 22-Jun
Logical Thinking for Problem Solving Workshop	**NEW**	1	1700 / 1500*	M069C/HK-03A 28-Mar			M069C/HK-06A 27-Jun
Business Crisis Management for Managers	**NEW**	1	1800/1500*		M070C/HK-04A 6-Apr		M70C/HK-06A 2-Jun
幽默演說技巧工作坊	**NEW**	1	1100/980*				M074C/HK-06A 20-Jun
「活學幽默 - 廣結人脈」工作坊	**NEW**	1	350	M075C/HK-03A 15-Mar		M075C/HK-05A 12-May	
Workshop on Building Your Influencing Power	**NEW**	1	1400/1150*			M079C/HK-05A 9-May	
Corporate Wellness Program	**NEW**	1	2800/2300*	M080C/HK-03A 30 & 31 Mar			
Business English Series							
Professional Written Replies to Complaints Workshop	**NEW**	1	1400 / 1150*	M065E/HK-03A 3-Mar			M065E/HK-06A 2-Jun
Report Writing Workshop	**NEW**	1	1400 / 1150*		M066E/HK-04A 7-Apr		
Effective Proposal Writing Workshop	**NEW**	1	1400 / 1150*			M068E/HK-05A 4-May	
Effective Communication in Meetings	**NEW**	1	1400 / 1150*		M076E/HK-04A 12-Apr		
Effective Presentation Skills	**NEW**	1	1400 / 1150*			M077E/HK05A 9-May	
English for Food and Beverage Industry	**NEW**	1	1400 / 1150*	M078E/HK-03A 27-Mar			
Business continuity Management, Risk and Crises Management							
ISO 22301 Business Continuity Management Systems - Understanding & Application		1	1600		RM01C/HK-04A 3-Apr		RM01C/HK-06A 19-Jun
ISO 31000:2009 Principles and Guidelines for Risk Management - Understanding & Application		1	1600		RM04C/HK-04A 3-Apr		RM04C/HK-06A 19-Jun
Customer Service: From Good To Great							
ISO 10002:2014 Customer Satisfaction - Guidelines for Complaints Handling - Understanding & Application		1	1280			MT14C/HK-05A 16-May	
ISO 10002:2014 Customer Satisfaction - Guidelines for Complaints Handling - Internal Auditor Training		2	3200/3000*		MT56C/HK-04A 20-21 Apr		
Effective Compliant Handling and Risk Management in the Customer Service Centre		1	1200			EW53C/HK-05A 15-May	
Corporate Social Responsibility							
How to Prepare Corporate Sustainability Report?		1	1600	SR01C/HK-03A 10-Mar			SR01C/HK-06A 7-Jun
Telecommunications, Information Security and Management							
ISO 27001:2013 Information Security Management Systems - Internal Auditor Training		2	3500/3200*	ISE7C/HK-03A 20-21 Mar			ISE7C/HK-06A 14-15 Jun
ISO 27001:2013 Information Security Management Systems - Understanding & Application		1	1600/1500*			ISE3C/HK-05A 10-May	
Implementation of ISO 27001:2013 Information Security Management Systems	**NEW**	2	3500/3300*	ISE5C/HK-03A 20-21 Mar			ISE5C/HK-06A 14-15 Jun

* Please refer the early bird payment deadline to our web-site

** QuEST Forum member

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