


HKQAA TRAINING PLANNER (May-Aug 2017)

| Courses Title | Duration (Day) | Fees HKS | Course Code & Date | | | |
|--|----------------|------------------|-----------------------------|-----------------------------|-----------------------------|--|
| | | | May | Jun | Jul | Aug |
| Quality & Integrated Management Systems | | | | | | |
| ISO 9001:2008 Quality Management Systems - Understanding & Application | 1 | 1580 | | | | VM1C/HK-08B 1-Aug |
| ISO 9001:2008 Quality Management Systems - Internal QMS Auditor Training | 2 | 3300 | | | | VM3C/HK-08B 3-4 Aug |
| 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-05A 2-May | VM1C/HK-06A 1-Jun | VM1C/HK-07A 6-Jul | VM1C/HK-08A 2-Aug |
| ISO 9001:2015 Quality Management Systems - Internal QMS Auditor Training | 2 | 3300 | VM3C/HK-05A 22-23 May | VM3C/HK-06A 12-13 Jun | VM3C/HK-07A 17-18 Jul | VM3C/HK-08A 14-15 Aug |
| ISO 9001:2015 Quality Management Systems Documentation | 1 | 1680/ 1580* | | | QMS4C/HK-07A 20-Jul | QMS4C/HK-08A 14-Aug |
| ISO 9001:2015 Quality Management Systems - Advanced Internal Auditing Techniques | 2 | 3500/ 3300* | | | QMS5C/HK-07A 12-13 Jul | |
| ISO 9001:2015 Series - QMS Auditor/Lead Auditor Transition Training Course (IRCA Approved) (English) | 2 | 4800/ 4300* | QM06E/HK-05A 15-16 May | | QM06E/HK-07A 17-18 Jul | |
| CQI & IRCA Certified ISO 9001:2015 Lead Auditor (Quality Management Systems) Training Course (18030) (English) | 5 | 12000/ 11500* | QMS/IRCA/05 8-12 May | | QMS/IRCA/07 10-14 Jul | |
| Integrated Management Systems Set Up & Audit Approach | 2 | 3500/ 3300* | | IMS2C/HK-06A 6 & 8 Jun | | |
| Understanding and Application of an Integrated Management System | 2 | 3500/ 3300* | | IMS5C/HK-06A 6 & 8 Jun | | |
| Environmental Conservation | | | | | | |
| ISO 14001:2004 Environmental Management Systems - Understanding & Application | 1 | 1730/ 1630* | | | EMS2C/HK-07B 27-Jul | |
| ISO 14001:2004 Environmental Management Systems - Internal EMS Auditor Training | 2 | 3400/ 3300* | EMS3C/HK-05B 4-5 May | | | EMS3C/HK-08B 1-2 Aug |
| ISO 14001:2015 Environmental Management Systems - Understanding & Application | 1 | 1730/ 1630* | EMS2C/HK-05A 31-May | | EMS2C/HK-07A 4-Jul | |
| ISO 14001:2015 Environmental Management Systems - Internal EMS Auditor Training | 2 | 3400/ 3300* | | EMS3C/HK-06A 20-21 Jun | | EMS3C/HK-08A 3-4 Aug |
| ISO 14001: 2015 Environmental Management Systems - Implementation and Documentation | 1 | 1680/ 1580* | | | EMS8C/HK-07A 26-Jul | |
| Risk and Opportunities based approach and Aspect Identification with Life Cycle Perspective | 1 | 1680 | | | | EM19C/HK-08A 7-Aug |
| CQI & IRCA Certified ISO 14001:2015 Lead Auditor (Environmental Management Systems) Training Course (18040) | **NEW** | 12000/ 11500* | | EMS/IRCA/06 5-10 Jun | | |
| CQI & IRCA Certified ISO 14001:2015 Auditor Transition (Environmental Management Systems) (17967) (English) | **NEW** | 4800/ 4300* | | EM20E/HK-06A 12-13 Jun | | |
| ISO 50001:2011 Energy Management Systems - Understanding & Application | 1 | 1200/ 1080* | | | EM07C/HK-07A 28-Jul | |
| 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-08A 14-18 Aug |
| ISO 50001:2011 Energy Management Systems Auditor/Lead Auditor Conversion Training | 3 | 6000/ 5500* | | | | EM11C/HK-08A 14-16 Aug |
| GreenHouse Gas Verifier Training | 2 | 3500/ 3300* | | EM09C/HK-06A 8-9 Jun | | |
| Environmental Management Course | **NEW** | 2500 | | M067C/HK-06A 12 & 19 Jun | | |
| Occupational Health and Safety Management | | | | | | |
| OHSAS 18001:2007 Occupational Health and Safety Management Systems - Understanding & Application | 1 | 1730/ 1630* | OHS8C/HK-05A 19-May | | OHS8C/HK-07A 6-Jul | |
| OHSAS 18001:2007 Occupational Health and Safety Management Systems - Internal OHS Auditor Training | 2 | 3400/ 3300* | OHS9C/HK-05A 18-19 May | | | OHS9C/HK-08A 16-17 Aug |
| Preparatory Course for ISO 45001 (Occupational Health & Safety Management Systems) | **NEW** | 1680/ 1580* | | | OH18C/HK-07A 7-Jul | |
| Understanding of Factories and Industrial Undertakings (Safety Management) Regulation (F&IU(SM)R) for OHSAS 18001 Practitioners | **NEW** | 1500 | | | | OH15C/HK-08A 16-Aug |
| OHSAS 18001 Auditor Course for Registered Safety Officers / Auditors | **NEW** | 3200 | | OH16C/HK-06A 20-21 Jun | | |
| 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-07A 19-Jul | |
| Hygiene, Food Safety & Wine Storage | | | | | | |
| ISO 22000:2005 Food Safety Management Systems - Understanding and Application | 1 | 1600/ 1500* | | | HA5C/HK-07A 31-Jul | |
| ISO 22000 Food Safety Management Systems - Internal FSMS Auditor Training | 2 | 3500/ 3300* | HA7C/HK-05A 8-9 May | | | HA7C/HK-08A 28-29 Aug |
| ISO 22000:2005 Food Safety Management Systems Implementation Course | 2 | 3700/ 3500* | | 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 19-Jun | | |
| Foundation of HKQAA Wine Storage Management Systems Specifications | 1 | 1500 | | QM04C/HK-06A 12-Jun | | |
| Nutritious Soft Meals Course | **NEW** | 2500 | M064C/HK-05A 25 & 29 May | | | |
| Team Building | | | | | | |
|  Countdown®: A Strategy Game for Project Teams / Zodiac: 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 | | | |
| 大笑瑜伽領袖認證課程 | **NEW** | 2700/ 2400* | | | M082C/HK-07A 18 & 24 Jul | |
| True Colors® 證書課程 個人致勝關鍵 | **NEW** | 1800/ 1600* | | M083C/HK-06A 12-Jun | | |

| Personal Enrichment & Certification | | | | | | | |
|---|---------|----------|--------------|-----------------------------|---------------------------|---------------------------|------------------------|
| The 7 Habits of Highly Effective People Signature Program | | 2 | 10000/9000* | PC01C/HK-05A 17 & 18 May | | | |
| Hogan Assessment Certification Workshop 2017 | | 2 | 18500 | | 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 | | | M911C/HK-08A 10-Aug |
| 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-07A 18-Jul | |
| Fundamental Law for Education Administrators | | 1 | 1500 | | M917C/HK-06A 30-Jun | | |
| Hong Kong Competition Law Fundamentals for Managers and Professionals | | 1 | 1500 | | | M914C/HK-07A 5-Jul | |
| Legal Fundamentals of Tendering | | 1 | 1500 | | M909C/HK-06A 6-Jun | | |
| Fundamental Contract Law for Managers and Professionals | | 1 | 1500 | M906C/HK-05A 29-May | | | M906C/HK-08A 29-Aug |
| Fundamentals of Negligence for Managers and Professionals | | 1 | 1500 | | | M907C/HK-07A 31-Jul | |
| Safety and Environmental Offences in Construction Projects | | 1 | 1500 | | M908C/HK-06A 14-Jun | | |
| 香港食物安全管理法律實務 | **NEW** | 1 | 1500 | | | M922C/HK-07A 7-Jul | |
| 場所與設施管理必用法律 | **NEW** | 1 | 1500 | | M923C/HK-06A 26-Jun | | |
| Essential of Employment Ordinance | **NEW** | half-day | 750 | | | | M924C/HK-08A 2-Aug |
| Management Tools, Skill for Improvement | | | | | | | |
| ISO 37001 Anti-Bribery Management Systems - Introduction | **NEW** | 1 | 1680/1580* | | | A001C/HK-07A 24-Jul | |
| ISO 55001:2014 Asset Management System - Understanding & Application | **NEW** | 1 | 1600/1500* | | | | SM04C/HK-08A 4-Aug |
| Implementation of HKQAA 5S in the Workplace Operation | | 1 | 1600/1500* | GP03C/HK-05A 12-May | | | GP03C/HK-08A 24-Aug |
| Workshop on Transforming HR Role as Strategic Partners | | 1 | 1080/980* | | | M063C/HK-07A 14-Jul | |
| Workshop on Developing Supervisory Skills & Leadership Charisma | | 1 | 1080/980* | M022C/HK-05A 26-May | | | |
| Workshop on Performance Management through KPI Setting | | 1 | 1080/980* | | | M021C/HK-07A 24-Jul | |
| Workshop on Strategic Compensation System Design | | 1 | 1080/980* | | | M023C/HK-07A 21-Jul | |
| Workshop on Business Process Improvement | | 1 | 1080/980* | | M024C/HK-06A 26-Jun | | |
| Workshop on Effective Project Management | | 1 | 1080/980* | M025C/HK-05A 23-May | | | M025C/HK-08A 22-Aug |
| Workshop on Effective Performance Appraisal | | 1 | 1080/980* | | M026C/HK-06A 8-Jun | | |
| Workshop on Effective Communication & Influencing Skills | | 1 | 1080/980* | | M028C/HK-06A 22-Jun | | M028C.HK-08A 18-Aug |
| Workshop on Competency-based Interviewing Skills | **NEW** | 1 | 1080/980* | | | M081C/HK-07A 5-Jul | |
| Logical Thinking for Problem Solving Workshop | **NEW** | 1 | 1700 / 1500* | | M069C/HK-06A 23-Jun | | |
| Business Crisis Management for Managers | **NEW** | 1 | 1800/1500* | | 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** | 2 hours | 350 | M075C/HK-05A 12-May | | M075C/HK-07A 7-Jul | |
| Workshop on Building Your Influencing Power | **NEW** | 1 | 1400/1150* | M079C/HK-05A 9-May | | | |
| Corporate Wellness Program | **NEW** | 2 | 2800/2300* | | M080C/HK-06A 19-20 Jun | | |
| Business English Series | | | | | | | |
| Professional Written Replies to Complaints Workshop | **NEW** | 1 | 1400 / 1150* | | | M065E/HK-06A 2-Jun | |
| Report Writing Workshop | **NEW** | 1 | 1400 / 1150* | | | M066E/HK-07A 7-Jul | |
| Effective Proposal Writing Workshop | **NEW** | 1 | 1400 / 1150* | M068E/HK-05A 4-May | | | M068E/HK-08A 4-Aug |
| Effective Communication in Meetings | **NEW** | 1 | 1400 / 1150* | | | M076E/HK-07A 10-Jul | |
| Effective Presentation Skills | **NEW** | 1 | 1400 / 1150* | M077E/HK05A 9-May | | | M077E/HK08A 9-Aug |
| Business continuity Management, Risk and Crises Management | | | | | | | |
| ISO 22301 Business Continuity Management Systems - Understanding & Application | | 1 | 1600 | | | RM01C/HK-06A 19-Jun | |
| ISO 31000:2009 Principles and Guidelines for Risk Management - Understanding & Application | | 1 | 1600 | | | 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-08A 4-Aug |
| 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-06A 7-Jun | SR01C/HK-07A 21-Jul |
| Telecommunications, Information Security and Management | | | | | | | |
| ISO 27001:2013 Information Security Management Systems - Internal Auditor Training | | 2 | 3500/3200* | | | ISE7C/HK-06A 14-15 Jun | |
| ISO 27001:2013 Information Security Management Systems - Understanding & Application | | 1 | 1600/1500* | | ISE3C/HK-05A 10-May | | ISE3C/HK-08A 16-Aug |
| Implementation of ISO 27001:2013 Information Security Management Systems | **NEW** | 2 | 3500/3300* | | | ISE5C/HK-06A 14-15 Jun | |
| HKQAA Sustainable Building Index (HKQAA SBI) | | | | | | | |
| HKQAA Sustainable Building Index (HKQAA SBI) - Understanding & Verification | | 1 | 1550 | | | | SB11C/HK-07A 26-Jul |

* Please refer the early bird payment deadline to our web-site
Last Updated Date : 25 Apr 2017



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