

HKQAA TRAINING PLANNER (Oct 2017 - Jan 2018)

Courses Title	Duration (Day)	Fees HK\$	Course Code			
			Oct	Nov	Dec	Jan
<b>Quality &amp; Integrated Management Systems</b>						
ISO 9001:2008 Quality Management Systems - Understanding & Application	1	1580		VM1C/HK-11B 1-Nov		
ISO 9001:2008 Quality Management Systems - Internal QMS Auditor Training	2	3300		VM3C/HK-11B 9-10 Nov		
ISO 9001:2015 Quality Management Systems - Understanding & Application	1	1580	VM1C/HK-10A 3-Oct	VM1C/HK-11A 2-Nov	VM1C/HK-12A 1-Dec	VM1C/HK-01A 2-Jan
ISO 9001:2015 Quality Management Systems - Internal QMS Auditor Training	2	3300	VM3C/HK-10A 30-31 Oct	VM3C/HK-11A 7-8 Nov	VM3C/HK-12A 18-19 Dec	VM3C/HK-01A 10-11 Jan
ISO 9001:2015 Quality Management Systems Documentation	1	1680/ 1580*		QMS4C/HK-11A 24-Nov		
ISO 9001:2015 Quality Management Systems - Advanced Internal Auditing Techniques	2	3500/ 3300*				QMS5C/HK-01A 25-26 Jan
ISO 9001:2015 Series – QMS Auditor/Lead Auditor Transition Training Course (IRCA Approved) (English)	2	4800/ 4300*	QM06E/HK-10A 12-13 Oct			
CQI & IRCA Certified ISO 9001:2015 Lead Auditor (Quality Management Systems) Training Course (18030) (English)	5	12000/ 11500*	QMS/IRCA/10 16-20 Oct			
<b>Environmental Conservation</b>						
ISO 14001:2015 Environmental Management Systems - Understanding & Application	1	1730/ 1630*	EMS2C/HK-10A 4-Oct	EMS2C/HK-11A 28-Nov		EMS2C/HK-01A 31-Jan
ISO 14001:2015 Environmental Management Systems - Internal EMS Auditor Training	2	3400/ 3300*	EMS3C/HK-10A 25-26 Oct		EMS3C/HK-12A 13-14 Dec	EMS3C/HK-01A 25-26 Jan
ISO 14001: 2015 Environmental Management Systems - Implementation and Documentation	1	1730/ 1630*		EMS8C/HK-11A 27-Nov		
Risk and Opportunities based approach and Aspect Identification with Life Cycle Perspective	1	1680		EM19C/HK-11A 1-Nov		EM19C/HK-01A 12-Jan
CQI & IRCA Certified ISO 14001:2015 Lead Auditor (Environmental Management Systems) Training Course (18040)	5	12000/ 11500*		EMS/IRCA/11 6-10 Nov		
CQI & IRCA Certified ISO 14001:2015 Auditor Transition (Environmental Management Systems) (17967) (English)	2	4800/ 4300*		EM20E/HK-11A 30 Oct - 1 Nov		
ISO 50001:2011 Energy Management Systems - Understanding & Application	1	1200/ 1080*	EM07C/HK-10A 18-Oct			EM07C/HK-01A 19-Jan
GreenHouse Gas Verifier Training	2	3500/ 3300*				EM08C/HK-01A 30-31 Jan
<b>Occupational Health and Safety Management</b>						
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Understanding & Application	1	1730/ 1630*		OHS8C/HK-11A 16-Nov		OHS8C/HK-01A 15-Jan
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Internal OHS Auditor Training	2	3400/ 3300*	OHS9C/HK-10A 31 Oct - 1 Nov		OHS9C/HK-12A 28-29 Dec	
Preparatory Course for ISO 45001 (Occupational Health & Safety Management Systems)	**NEW**	1680/ 1580*			OH18C/HK-12A 28-Dec	
Understanding of Factories and Industrial Undertakings (Safety Management) Regulation (F&IU(SM)R) for OHSAS 18001	**NEW**	1500			OH15C/HK-12A 27-Dec	
OHSAS 18001 Auditor Course for Registered Safety Officers / Auditors	**NEW**	3200			OH16C/HK-12A 28-29 Dec	OH16C/HK-01A 16-17 Jan
Risk Assessment for Safety Management Implementation	1	1600/ 1500*			OH04C/HK-12A 28-Dec	
<b>Hygiene, Food Safety &amp; Wine Storage</b>						
Implementing HACCP for Food Businesses Programme	2	3500/ 3200*		HA10C/HK-11A 20-21 Nov		
ISO 22000:2005 Food Safety Management Systems - Understanding and Application	1	1600/ 1500*		HA5C/HK-11A 10-Nov		
ISO 22000:2005 Food Safety Management Systems - Internal FSMS Auditor Training	2	3500/ 3300*				HA7C/HK-01A 22-23 Jan
ISO 22000:2005 Food Safety Management Systems Implementation Course	2	3700/ 3500*				HA9C/HK-01A 8-9 Jan
Foundation of HKQAA Wine Storage Management Systems Specifications	1	1500		QM04C/HK-11A 2-Nov		
營養軟餐課程	**NEW**	3300				M064C/HK-01A 24-26 Jan
食品衛生經理證書課程	**NEW**	1500			M091C/HK-12A 23 & 30 Nov, 4 Dec	
餐飲業食品安全評估員	**NEW**	3500		M092C/HK-11A 3, 7 & 10 Nov		
<b>Team Building</b>						
 Zodiak: The Game of Business Finance and Strategy	**NEW**	1 to 2				
 Team Collaboration in LEGO® SERIOUS PLAY®	**NEW**	1 to 2				
 Team Collaboration in Meaningful Micro-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 Mr. Kerwin Ho (2202 9367 / 6050 6127) / kerwin.ho@hkqaa.org						
<b>Personal Enrichment &amp; Certification (M501)</b>						
Mind Map® 思維導圖激發創造力及創意解難	**NEW**	1	2300/ 1980*			M504C/HK-01A 31-Jan
The 7 Habits of Highly Effective People Signature Program		2	10000/ 9000*	PC01C/HK10A 26-27 Oct		PC01C/HK-12A 7-8 Dec

Hogan Assessment Certification Workshop 2017		2	18500		PC06E/HK-11A 22-23 Nov	
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Law and Legislation ( Hong Kong, Macau & China) (M901)						
Negotiation and Mediation Skills for Managers and Professionals		1	1500		M911C/HK-11A 3-Nov	
Fundamental Law for Office Administrators		1	1500	M920C/HK-10A 18-Oct		
Fundamental Law for Education Administrators		1	1500		M917C/HK-12A 29-Dec	
管理者必須認識的香港競爭法		1	1500	M914C/HK-10A 4-Oct		M914C/HK-01A 30-Jan
Legal Fundamentals of Tendering		1	1500		M909C/HK-12A 7-Dec	M909C/HK-01A 11-Jan
Fundamental Contract Law for Managers and Professionals		1	1500		M906C/HK-11A 23-Nov	
Fundamentals of Negligence for Managers and Professionals		1	1500	M907C/HK-10A 30-Oct		
Safety and Environmental Offences in Construction Projects		1	1500		M908C/HK-12A 13-Dec	
香港食物安全管理法律實務	**NEW**	1	1500	M922C/HK-10A 6-Oct		
場所與設施管理必用法律	**NEW**	1	1500		M923C/HK-12A 19-Dec	
Essential of Employment Ordinance	**NEW**	half-day	750		M924C/HK-11A 20-Nov	
Introduction to Company Law for Non-lawyers	**NEW**	1	1500		M925C/HK-11A 15-Nov	
《商品說明條例》法律進階班	**NEW**	1	1500	M926C/HK-10A 9-Oct		
Management Tools, Skill for Improvement (M001)						
ISO 37001 Anti-Bribery Management Systems - Introduction	**NEW**	half-day	980	A001C/HK-10A 23-Oct		A001C/HK-01A 12-Jan
Implementation of HKQAA 5S in the Workplace Operation		1	1600/ 1500*		GP03C/HK-12A 21-Dec	
Workshop on Developing Supervisory Skills & Leadership Charisma		1	1080/ 980*	M022C/HK-09A 26-Oct		
Workshop on Performance Management through KPI Setting		1	1080/ 980*	M021C/HK-10A 23-Oct		M021C/HK-01A 18-Jan
Workshop on Strategic Compensation System Design		1	1080/ 980*		M023C/HK-12A 15-Dec	
Workshop on Business Process Improvement		1	1080/ 980*	M024C/HK-09A 12-Oct		M024C/HK-12A 18-Dec
Workshop on Effective Project Management		1	1080/ 980*		M025C/HK-11A 23-Nov	
Workshop on Effective Performance Appraisal		1	1080/ 980*		M026C/HK-12A 11-Dec	
Workshop on Effective Communication & Influencing Skills		1	1080/ 980*			M028C/HK-01A 26-Jan
Workshop on Transforming HR Role as Strategic Partners		1	1080/ 980*			M063C/HK-01A 3-Jan
Introduction to Design Thinking	**NEW**	1	1800/ 1500*		M084C/HK-12A 21-Dec	
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-11A 20-Nov	M071C/HK-01A 15-Jan
Business English Series						
Professional Written Replies to Complaints Workshop	**NEW**	1	1400 / 1150*			M065E/HK-12A 4-Dec
Report Writing Workshop	**NEW**	1	1400 / 1150*	M066E/HK-10A 31-Oct		
Effective Proposal Writing Workshop	**NEW**	1	1400 / 1150*		M068E/HK-11A 7-Nov	
Effective Communication in Meetings	**NEW**	1	1400 / 1150*	M076E/HK-10A 9-Oct		
Effective Presentation Skills	**NEW**	1	1400 / 1150*		M077E/HK-11A 13-Nov	
Business continuity Management, Risk and Crises Management						
ISO 22301 Business Continuity Management Systems - Understanding & Application		1	1600		RM01C/HK-11A 13-Nov	
ISO 31000:2009 Principles and Guidelines for Risk Management - Understanding & Application		1	1600		RM04C/HK-11A 13-Nov	
Customer Service: From Good To Great						
ISO 10002:2014 Customer Satisfaction - Guidelines for Complaints Handling - Understanding & Application		1	1280	MT14C/HK-10A 6-Oct		MT14C/HK-12A 20-Dec
ISO 10002:2014 Customer Satisfaction - Guidelines for Complaints Handling - Internal Auditor Training		2	3200/ 3000*	MT56C/HK-10A 16-17 Oct		MT56C/HK-01A 24-25 Jan
Corporate Social Responsibility						
How to Prepare Corporate Sustainability Report?		1	1600		SR01C/HK-11A 1-Nov	
Telecommunications, Information Security and Management						
ISO/IEC 27001:2013 Information Security Management Systems - Understanding & Application		1	1600/ 1500*		ISE3C/HK-11A 6-Nov	
Implementation of ISO/IEC 27001:2013 Information Security Management Systems		2	3500/ 3300*			ISE5C/HK-12A 27-28 Dec
ISO/IEC 27001:2013 Information Security Management Systems - Internal Auditor Training		2	3500/ 3200*			ISE7C/HK-12A 27-28 Dec
TL 9000 R6.0/R5.0 Quality Management System Auditing (QuEST Forum Sanctioned Training) (English)		3	10500/ 10200**	TL02E/HK-10A 23-25 Oct		
HKQAA Sustainable Building Index (HKQAA SBI)						
HKQAA Sustainable Building Index (HKQAA SBI) - Understanding & Verification		1	1550		SBI1C/HK-11A 9-Nov	

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

\*\* QuEST Forum member

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