

Human Capital Professional Enhancement Programme Series

A Programme with Job Opportunity Powered by ManpowerGroup Greater China Limited

Level 1 – Human Capital Executive Foundation Programme

Level 2 – Human Capital Executive Development Programme

Level 3 – Human Capital Professional Master Programme



Complimentary Access of E-Book for Level 2 & 3 Programmes

Level 1 - Human Capital Executive Foundation Programme

OBJECTIVES

This programme aims at equipping fresh graduates with hands-on skills in the human resources management skills. This programme covers all necessary practical skills in the field with job opportunity.

CONTENTS

1. An Overview of HR Management
2. Staffing & Recruitment
3. Job Analysis & Job Specification
4. Reward Management
5. HR Processes & System
6. Performance Management
7. Payroll & Leave Management
8. HR Policies & Procedures
9. Project Management & Implementation
10. Labour Law

DESIGNED FOR

- Fresh graduates who are passionate to be HR professionals.

BENEFITS

Upon successful course completion, students will be considered for job exposure as intern with Manpower Group. Trainees who did not opt for working at ManpowerGroup would receive a placement opportunity subject to job roles availability at Manpower's client organisations.

LANGUAGE MEDIUM

Cantonese (supplemented with English materials).

DATE TIME & VENUE

Total: 30 hours to be delivered in 5 workdays. Please refer to enclosed timetable.

FEES

HKMA Member: HK\$4,300

Non-member: HK\$4,500

Early Bird Discount: HK\$200 less per person

(For those who enrol and pay one month before the course commencement date)

Group Discount: HK\$100 less per person

(For a total of 3 or more participants enrolling the course at the same time)

* Participants enjoy one discount offer only.

[Register Now](#)

AWARD OF CERTIFICATE

A participant who has maintained a minimum of 80% attendance of total lecture hours will be awarded the certificate of "Human Capital Executive Foundation Programme".

Level 2 - Human Capital Executive Development Programme

OBJECTIVES

This programme aims at upskilling the capabilities of human capital executives to develop their career field in the following areas:

CONTENTS

1. Basic Components of a Professional & Robust Set of HR Policies
2. Employment Contracts - Terms & Conditions of Employment (T&Cs) & Psychological Contract of Employment
3. Human Resources Policies & Procedures (P&Ps)
4. Sensitive Critical Policy Areas
5. Strategic Workforce Strategy & Planning
6. Job Profiling & Job Evaluation (AI-augmented workplace)
7. Diversity & Inclusion – Unconscious Bias
8. Special T&Cs Formulation, e.g. Restrictive Covenant
9. Code of Conduct
10. Project Management & Planning

DESIGNED FOR

- Human capital management executives who have 2 to 5 years of work experience and are passionate to be HR professionals and People Managers.

BENEFITS

Outstanding performers in the programme will be considered by ManpowerGroup to join The Group; or they would be assisted by the Group to discuss their career aspiration and to match any available job roles with its client organisations.

LANGUAGE MEDIUM

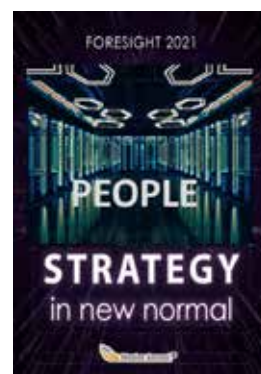
Cantonese (supplemented with English materials).

DATE TIME & VENUE

Total: 20 hours to be delivered in 10 sessions. Please refer to enclosed timetable.

FEES

- | | | |
|---|-------------------------|------------------------------|
| HKMA Member: | HK\$6,300 | Register Now |
| Non-member: | HK\$6,600 | |
| Early Bird Discount: | HK\$300 less per person | |
| (For those who enrol and pay one month before the course commencement date) | | |
| Group Discount: | HK\$100 less per person | |
| (For a total of 3 or more participants enrolling the course at the same time) | | |
| * Participants enjoy one discount offer only. | | |



Complimentary Access of E-Book

AWARD OF CERTIFICATE

A participant who has maintained a minimum of 80% attendance of total lecture hours will be awarded the certificate of "Human Capital Executive Development Programme".

Level 3 - Human Capital Professional Master Programme

OBJECTIVES

This programme aims at upskilling people management capabilities of C level and accredited HR professionals and managers who are managing business units.

CONTENTS

1. Strategic HR Business Partner Certification
2. People Analytics for HR Certification
3. Strategic Workforce Planning Certification
4. Strategic HR Leadership Certification
5. Learning & Development Strategies for a High-Performance Organisation
6. Human Capital Strategist Certification
7. Strategic Employee Experience: Strategy, Programmes and Analytics
8. Job Evaluation & Grade Structures Masterclass
9. HR Policies & Procedures Masterclass
10. HR Analytics - Gleaning People Inside from Data

DESIGNED FOR

- Human capital management executives who have over 8 years of work experience and are passionate to be HR professionals;
- People Managers who would like to receive on-going and continuous professional development in the HR field.

LANGUAGE MEDIUM

Cantonese (supplemented with English materials).

DATE TIME & VENUE

This 2-day programme will be delivered on Friday and Saturday. Please refer to enclosed timetable.

FEES

HKMA Member: HK\$6,600

Non-member: HK\$6,900

[Register Now](#)

Early Bird Discount: HK\$300 less per person

(For those who enrol and pay one month before the course commencement date)

Group Discount: HK\$100 less per person

(For a total of 3 or more participants enrolling the course at the same time)

Participants enjoy one discount offer only.

AWARD OF CERTIFICATE

A participant who has maintained a minimum of 80% attendance of total lecture hours will be awarded the certificate of "Human Capital Professional Master Programme".



Complimentary Access of E-Book

PROGRAMME LEADERS

Ms Polly YIP



Ms Polly Yip is a seasoned HR Leader, with over 25 years of experiences, at the different fields of human resource and business management, including talent acquisition, talent management and development, reward and performance management, strategic operational development, staff engagement, succession and career planning. Her last corporate appointment as Group Head of HR was with UCF Group where she managed full spectrum of HR services to provide a proactive, one-stop and business-focused HR services to the Group's companies and subsidiaries. She played a critical role in supporting the Chairman and board members in designing the overall HR strategy and plans for the Group's organic and inorganic growth in the region. Prior to UCF Group, Ms Yip worked for HSBC, Standard Chartered Bank, Deloitte & KPMG. She possesses a wealth of experience and insights in setting up the HR policy and system for the bank & insurance operations, building Bohai Bank (joint-stock bank of Standard Chartered Bank)

in Tianjin and HSBC Insurance Beijing Branch in 2005 and 2011 respectively; and supports various M&A initiatives and special projects. She stationed in Beijing between 2010 and 2012 as the Deputy Branch head for HSBC Insurance Beijing Branch.

Ms Brenda CHAN



Ms Brenda Chan is a dynamic HR practitioner with over 20 years' regional operation and corporate-based experience in Hong Kong, China, and Macau. Her industry expertise includes mostly hospitality, financial service and professional recruitment service. In addition to possessing proven success in facilitating change management with organisation redesign, staffing strategies, improving on operation and workforce excellence, Ms Chan is sound in championing startup projects for full spectrum of human resources functions encompassing local market and compliance research, pre-opening budget, operation setup, talent resourcing, mass recruitment, and onboarding to effectively support operation and business. Her other areas of expertise

include cultural diversity management, talent engagement strategy, performance management, HR risk management, and promote employee wellness. For the recent 10 years, Ms Chan engaged broadly in special projects for new start-ups, management changeover, business closure, and organisation transformation in China, Hong Kong, Malaysia, and Singapore and acquired valuable exposure to diverse business partners including SOEs and NGOs. Throughout her tenure, she served management and senior management roles with international brands i.e. Banyan Tree Hotels and Resorts, Lanson Place Hospitality Management Ltd, Marriott Hotels International and ING Group.

MANPOWERGROUP GREATER CHINA LIMITED

ManpowerGroup Greater China Limited is the largest workforce solutions provider in the Greater China region by revenue in 2018 according to CIC (China Insights Consultancy Limited). They provide comprehensive workforce solutions and other HR services to clients located in each market in Greater China, namely, the Mainland China, Hong Kong, Macau and Taiwan. Their largest stakeholder, ManpowerGroup Inc., (NYSE: MAN) is a New York Stock Exchange-listed world leader in workforce solutions and services.

ENQUIRIES

Ms Winnie Co: 2774 8594 / winnieco@hkma.org.hk

HKMA website: www.hkma.org.hk/certificate & www.hkma.org.hk/seminar

For course enquiries and reservations, please contact:

Customer Service Department on 2774-8500 / 2774-8501 or hkma@hkma.org.hk

APPLICATION FORM

HUMAN CAPITAL PROFESSIONAL ENHANCEMENT PROGRAMME SERIES

- Level 1 – Human Capital Executive Foundation Programme (SGC-A0208-2021-2-FC)
 Level 2 – Human Capital Executive Development Programme (SGC-A0209-2021-2-P)
 Level 3 – Human Capital Professional Master Programme (SG-A6980-2021-2-FC)

FEES

- i. Level 1 – Human Capital Executive Foundation Programme HKMA Member: HK\$4,300 Non-member: HK\$4,500
ii. Level 2 – Human Capital Executive Development Programme HKMA Member: HK\$6,300 Non-member: HK\$6,600
iii. Level 3 – Human Capital Professional Master Programme HKMA Member: HK\$6,600 Non-member: HK\$6,900

For Level 1

- Early Bird Discount: HK\$200 less per person (For those who enrol and pay one month before the course commencement date)
Group Discount: HK\$100 less per person (For a total of 3 or more participants enrolling the course at the same time)
* Participants enjoy one discount offer only.

For Level 2 & 3

- Early Bird Discount: HK\$300 less per person (For those who enrol and pay one month before the course commencement date)
Group Discount: HK\$100 less per person (For a total of 3 or more participants enrolling the course at the same time)
* Participants enjoy one discount offer only.

* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given.
The Association will issue certificates based on the details and name format as given in this form.

Name (Mr / Ms): _____
(Surname) (Other Names)

HKID Card No. (For verification of the applicant's identity): _____ HKMA Membership No.: _____

Position: _____

Company: _____

Address of Company: _____

Job Function (e.g. Accounting), please specify: _____

Nature of Business (e.g. Retail), please specify: _____

Telephone No. (Office): _____ (Residence): _____ (Mobile): _____

Email: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Name and Title of Nominator (Mr / Ms): _____

Nominator Email / Address: _____

Sponsorship Company-sponsored Self-sponsored

Education Level: Doctoral degree Master's degree Bachelor's degree HKMA Diploma

Other Diploma Matriculation F. 5 / HKDSE Others (Please specify): _____

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA Direct Mail by Post

HKMA Website Others (please specify): _____

Note for application

- This form together with a crossed cheque payable to The Hong Kong Management Association should be returned to: Executive Director, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For **ENROLMENT** and **ENQUIRIES** please call **2774-8500/2774-8501** (Customer Service Department) during normal office hours or fax **2365-1000**.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The HKMA reserves the right to make alterations regarding the details. For course details, please contact Customer Services Department on 2774-8500/2774-8501 or Ms Winnie Co on 2774-8594. Website: www.hkma.org.hk
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

Please tick the box to indicate your consent. Please tick the box to indicate your objection.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____

HUMAN CAPITAL PROFESSIONAL ENHANCEMENT PROGRAMME SERIES

Timetable

Level	Date	Time	Venue
Level 1 – Human Capital Executive Foundation Programme (SGC-A0208-2021-2-FC) Register Now	Monday - Friday 10, 11, 12, 13, 14 May 2021	10:00am – 5:00pm	FC
Level 2 – Human Capital Executive Development Programme (SGC-A0209-2021-2-P) Register Now	Tuesday & Thursday 20, 27 May; 1, 3, 8, 10, 15, 17, 22, 24 June 2021	7:00pm – 9:00pm	P
Level 3 – Human Capital Professional Master Programme (SG-A6980-2021-2-FC) Register Now	Friday & Saturday 21 & 22 May 2021	9:00am – 6:00pm	FC

Center	Location
W Haking Management Development Centre (F)	The Hong Kong Management Association 14/F Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong (Tel: 2526 6516)
CYMA Charity Fund Management Development Centre (P)	The Hong Kong Management Association 2/F-4/F Pico Tower, 66 Gloucester Road, Wanchai, Hong Kong (Tel: 2866 4551)
Dr Kennedy Y H Wong Management Development Centre (FC)	The Hong Kong Management Association 1/F – 6/F, First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong (Tel: 2574 2238)
HKMA Advanced Management Development Centre (SS)	The Hong Kong Management Association 3/F, Tower 2, South Seas Centre, 75 Mody Road, Tsim Sha Shui, Kowloon (Tel: 2574 9346)

For more detailed information, please visit our website at:
www2.hkma.org.hk/general/support/#centres

General Enquiry

Customer Service Department: 2774-8501 / hkma@hkma.org.hk

Programme Enquiry

Ms Winnie Co:

2774 8594

Enquiry email:

winnieco@hkma.org.hk

HKMA website:

www.hkma.org.hk/certificate (for Level 1 & 2)

www.hkma.org.hk/seminar (for Level 3)

Notes for Application

- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For ENROLMENT and ENQUIRIES please call 2774-8501 (Customer Service Department) during normal office hours or Email: enrol@hkma.org.hk or fax 2365-1000.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars.
- HKMA Website: WWW.HKMA.ORG.HK