



SME Seminar

“Coaching for Performance”

In the competition for talents, enterprises tend to nurture talents within the organisations instead of scouting from competitors. In this regard, staff coaching is particularly useful to SMEs as a manpower development strategy in view of their limited resources. Through coaching by experienced trainers, staff could achieve breakthrough in career development. Effective coaching could also improve staff performance and morale. This seminar will introduce coaching methods and techniques, and explain how to establish a coaching culture within SMEs, thus improving staff performance.

Details

Date: 21 November 2014 (Fri)
Time: 3:00 – 5:00 p.m.
Venue: Support and Consultation Centre for SMEs (SUCCESS)
M/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon
(MTR Mongkok Station Exit B1)
Language: Cantonese

Topic: Coaching for Performance

- What is Coaching
- Requirements for Effective Coaching
- Coaching Procedure and Techniques
- How to Establish a Coaching Culture

Speaker : Ms Angie Yu, Chairman, Institute of Training Professionals

Registration

Interested persons are welcome to participate in this seminar. Admission is free.

Please visit **SUCCESS Website** (www.success.tid.gov.hk) for online registration, or fill in the registration form below and fax it to **2375 7105**. The deadline for registration is **19 November 2014 (Wed)** but registration will be closed once seats are all taken. Enquiry Hotline: **3403 6111**.

(Ref: 141121V)	Registration Form	*compulsory
Name*:	(Mr / Mrs / Miss) _____	Age*: <input type="checkbox"/> <20 <input type="checkbox"/> 20-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> >60
Email*:	_____	Tel*: _____ Fax: _____
Address:	_____	
Company:	_____	
Status*:	<input type="checkbox"/> Business Owner (Year Established: ____; No. of Employees: ____) <input type="checkbox"/> Managerial Staff <input type="checkbox"/> Consultant <input type="checkbox"/> Potential Business Starter (Proposed Year of Establishing Company: ____) <input type="checkbox"/> Academic <input type="checkbox"/> Others	
Industry*:	<input type="checkbox"/> Import/Export Trade <input type="checkbox"/> Wholesale and Retail <input type="checkbox"/> Restaurants and Hotels <input type="checkbox"/> Financing, Insurance and Real Estate <input type="checkbox"/> Business Services <input type="checkbox"/> Community, Social and Personal Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Transport, Storage and Communications <input type="checkbox"/> Construction <input type="checkbox"/> Media <input type="checkbox"/> Others	
Disclosure of Personal Data*	I agree to receive updates on the latest business development and information on activities and services of the Support and Consultation Centre for SMEs of the Trade and Industry Department (“SUCCESS”) through e-newsletters and e-mail alerts. <input type="checkbox"/> Yes <input type="checkbox"/> No I agree that SUCCESS can disclose my personal data to the co-organisers and speakers of the activity in question <input type="checkbox"/> Yes <input type="checkbox"/> No	

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