

Diploma in Learning and Development

10 June 2009 – 28 October 2009

Professional Recognition

This Diploma programme is endorsed and recognized by the Institute of Training Professionals (ITP), as one of the basic qualifications approved for admission to its membership. Participants joining this programme automatically become Student Members of ITP and the first year's membership fee will be waived.



Introduction

Facing fierce competition, everyone in the workforce (whether executives or junior staff) has to be multi-skilled and perform multi-tasks. These qualities are important for both the individual's career development as well as a company's business growth. The Hong Kong Productivity Council (HKPC), in collaboration with the Institute of Training Professionals (ITP), launches the Diploma in Learning and Development to provide participants with in-depth knowledge and skills in training programme design and delivery. Through presentations on the latest trends and practical cases in learning and development, this programme enables the participants to apply the relevant skills and knowledge in various training functions.

About ITP

ITP was established in June 1996 by some concerned members of the defunct Hong Kong Branch of the UK Institute of Personnel & Development (IPD) as an independent body in its stead. Previously known as the Institute of Training and Development (Hong Kong Branch), ITP is a dedicated institute for training and development professionals in Hong Kong. It is a Full Member of the International Federation of Training and Development Organizations (IFTDO). For more information of ITP, please visit the website www.itp.org.hk or email to info@itp.org.hk.

Programme Objectives

- To develop capabilities in managing the training function;
- To equip participants with multi-disciplinary skills to serve as professional trainer within a wide range of human resources disciplines in an organization;
- To plan and conduct training programmes according to learning objectives;
- To demonstrate effective presentation and facilitation skills for training delivery;
- To understand the latest trend of learning and development.

Target Participants

- HR and training executives who would like to enhance their professional capabilities in learning and development.
- Managers, supervisors, and professionals who need to coach their subordinates to acquire multi-skills and perform multi-tasks efficiently.
- Non-HR executives and professionals who wish to embark on a rewarding career in learning and development.

Organizer :



Co-Organizer :





Programme Structure & Timetable

The programme consists of the following modules totaling 60 teaching hours.

<i>Module Topics</i>	<i>Duration (hrs)</i>
M1 Training and Development Concepts & Adult Learning	3
M2 Finding out & Gauging Training Needs	9
M3 Instructional Design and Programme Development	6
M4 Action Learning & Experiential Learning	3
M5 e-Learning and Use of Technology for Training	6
M6 Essential Training Skills: Presentation – Preparation & Delivery	6
M7 Essential Training Skills : Facilitation	3
M8 Coaching Skills	3
M9 Consulting Skills	6
M10 Training Evaluation & Validation	6
M11 Organization Development – Theories and Processes	3
Project Presentation	6

Duration of the Programme

10 June 2009 – 28 October 2009

20 training sessions will be held on Wednesday evening from 7:00p.m. to 10:00p.m., totaling 60 hours.

Admission Requirements

- Holder of a recognized university degree in any discipline; OR
- Holder of a recognized post-secondary diploma/certificate in any discipline; OR
- Mature student aged 23 or above with full matriculation plus 6 years' working experience; OR
- Associate member of the Institute of Training Professionals

Programme Fee

HK\$8,800 /HK\$7,800* per participant for *early enrolment or members of ITP

* Early enrolment rate will be applied to those who settle the payment on or before 27 May 2009.

Venue

Hong Kong Productivity Council, 1/F., HKPC Building, 78 Tat Chee Avenue, Kowloon

Medium of Instruction

The sessions will be conducted in Cantonese and supplemented with English terminologies.

Award of Diploma

Students who have successfully completed the programme will be awarded the "Diploma in Learning and Development" by HKPC. They are required to complete and pass the final project presentation and achieve a 75% attendance rate for the whole programme.

Speakers

Mr. S.C. Chan, MBA, BBA, FITP, DTM, DMS

Mr. Chan is an internationally acclaimed training and development professional. He is now the Regional Director of Training at an international integrated resort hotel in Macau. His background includes senior regional management positions in organizational development, management development, and training in international organizations with responsibilities in Australia, Hong Kong, PRC, Taiwan, Singapore, Thailand, Malaysia, Korea, and Indonesia. Mr. Chan is now Executive Committee Member of the Institute of Training Professionals and a consultant editor of “Managing Training and Development Hong Kong Manual” by CCH. He has more than 20 years of practical experience in change management, total performance management, and competency-based training.

Dr. Denny Chow, PhD, FITP, Chartered MCIPD

Denny Chow is General Manager of the Institute of Training Professionals and SME adviser of the Trade and Industry Department. He has over 30 years of experience in HRM, training & development, business and management consultancy.

Prof. Alfred Ho, MBA, M.Sc.I.S., FITP, FILM, FIMC, CMC

Alfred Ho has 30 years’ experience in line operation, change management, tertiary education, R&D in management development, and management consulting. Besides helping government, NGOs, and firms set strategies and develop their directors and managers, he also co-authors books and training manuals on management topics.

Ms. Nancy Hui, BA, 國家人力資源管理師 國家企業培訓師

Nancy Hui is a Consultant of Business Management Division of the Hong Kong Productivity Council. She is currently working in Human Resources consultancy associated with the projects of Competency Model Development, Performance Appraisal and Assessment Center, Balanced Scorecard, Corporate Culture Development, Policy Deployment, Talent Management and Performance Management. She is also actively involved in different in-company training. She has attained the “National Qualification for HR Professional – Grade 2 (Intermediate level) [中國「人力資源管理師」— 企業人力資源管理國家職業資格]” as well as the “National Qualification for Training & Development Professional – Grade 2 (Intermediate Level) [國家企業培訓師]” from the People’s Republic of China.

Ms. Vicky Si, MA, BBA,

Vicky Si is a Consultant of Business Management Division of the Hong Kong Productivity Council with over 10 years experience in service improvement and staff training and development. She possesses a Master of Arts in Training and Human Resources Development and a Bachelor in Business Administration. She is a member of the Institute of Human Resources Management (IHRM) and Institute of Training Professionals (ITP). Vicky is a regular trainer on customer service skills, management skills and event organizing topics for public programs and in-company training programs.

Mr. Philippe Tang, MSc, BA, 國家人力資源管理師

Philippe Tang is a Senior Consultant of the Business Management Division of the Hong Kong Productivity Council, leading a team of specialists in providing enterprise and people performance advices and services. He has over 10 years’ extensive experience in delivering a range of consultancy projects, including strategic planning, culture reshape, talent management and integrated performance management system for various prestigious listed companies and multinational organizations. He is also an experienced trainer in carrying out in-company and public training services. His expertise includes but not limited to people management, change management, performance management and problem solving.

Mr. Sam Ying, B.Sc, MBA, FITP

Sam Ying is a Director of Hong Kong Management Development Centre Ltd., which provides management training solutions to business corporations. He possesses over twenty years’ experience as management consultant and management trainer serving owner-managers operating in Hong Kong and the Mainland.

Ms. Angie Yu, MBA, FITP

With more than 15 years’ experience in training and education field and currently managing the training and development function of a multinational corporation, Angie Yu is a knowledgeable training and development practitioner. Participants will benefit from her experience in course design, delivery and management of the function.

or Guest Speakers of the Hong Kong Productivity Council and the Institute of Training Professionals

Application

To apply, please send the following to Ms. Angie Lee, Productivity Training Institute, 3/F., HKPC Building 78 Tat Chee Avenue, Kowloon:

- a completed enrolment form;
- a photocopy of your academic qualifications, professional qualifications or reference letter(s) showing your working experience
- a crossed cheque for the appropriate fee made payable to the **Hong Kong Productivity Council**

Alternatively, you may submit the enrolment materials in person at the following location. You may pay by cash, cheque or credit card (VISA/MASTER)

- Enrolment Counter, 1/F., HKPC Building, 78 Tat Chee Avenue, Kowloon, Tel: 2788 5923

Application Deadline

3 June 2009 (Due to limited vacancies, admission will be accepted on a first-come-first served basis.)

Enquiries: Please call 2788 5028 (Ms. Angie Lee) or 2788 5923 **E-mail:** angielee@hkpc.org **Fax:** 2788 5011

Course Organizer: Ms. Peggy Fung (Tel: 2788 5024) **E-mail:** peggyfung@hkpc.org

Website: <http://www.hktrainingonline.com>



Enrolment Form

(*Please delete whichever inappropriate)

- Course / Seminar Diploma in Learning and Development
Course Code 40099188 Fee HK\$8,800 / HK\$7,800* Duration 10 Jun – 28 Oct 2009
- Name (Mr/Mrs/Ms*)
Mobile/Pager _____ E-mail Address _____
- Organization _____
Position _____
Mailing Address _____
Tel. (Day) _____ (Night) _____ Fax _____
- Payment Method
Enclosed is my cheque of HK\$_____. Cheque No._____. (The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")

Signature _____ Date _____

**** For cheque payment, please send the cheque with the appropriate fee with this completed form to Ms Angie Lee, Productivity Training Institute, Hong Kong Productivity Council, 3/F., HKPC Building, 78 Tat Chee Avenue, Kowloon.**

IMPORTANT NOTE:

- Course fee must be accompanied with this form (or its photocopy), otherwise enrolment may be rejected.
- HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
- Enrolment fee is **not refundable** unless HKPC is notified in writing of your withdrawal **at least 5 working days** before the course commences. A handling charge of HK\$200 will also be levied.
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
- HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
- HKPC reserves the right to change the contents, venue and / or time as necessary.
- Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.