

# ITP



September 1998, Issue 3

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The Newsletter for Members of the Institute of Training Professionals

Member of the International Federation of Training and Development Organizations (IFTDO)

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## The Institute of Training Professionals

### FORMATION

The Institute of Training Professionals (ITP) was formed in June 1996 by some concerned members of the now defunct HK Branch of the UK Institute of Personnel & Development (IPD) as an independent body in its stead. It is a Full Member of the International Federation of Training and Development Organizations (IFTDO).

### OBJECTIVES

- To represent the interests of training professionals of all levels.
- To develop and promote public understanding of the training profession.
- To promote and maintain recognized standards for training through continuous professional development.
- To provide, through local and international seminars/meetings and publications, a regular service of information and advice to members, outside bodies and individuals requiring guidance on training matters.
- To maintain contacts with other local institutions and overseas bodies engaged in the profession.

### THE EXECUTIVE COMMITTEE (1998-1999)

<i>Chairman</i>	Mr. Fred KWAN (2309 2678)		
<i>Vice-Chairmen</i>	Mr. Denny CHOW (2345 7140), Mr. Richard LUI (2835 3100)		
<i>Hon. Secretary</i>	Mr. Kelvin SZE		
<i>Hon. Treasurer</i>	Mr. David LAU		
<i>Immediate Past Chairman</i>	Dr. Lanard AU		
<i>Committee Member</i>	Mr. Victor CHAN Mr. Sam YING Mr. David CHUNG	Mr. Aaron CHIANG Mr. Robbie CHAN Mr. Tommy CHOY	Mr. Joseph CHOW Mr. Sunny CHAN Mr. Spencer HUI
<i>Hon. Academic Advisers</i>	Dr. Charles POON Dr. LAU Chung-ming Mr. P.H. WONG	(The Chinese University of Hong Kong) (The Chinese University of Hong Kong) (Hong Kong Institute of Education)	

## **SOME SERVICES, FUNCTIONS AND ACTIVITIES AT A GLANCE**

- ◇ Organizing conference, seminars, and workshop, networking sessions, social gatherings and visits to organizations of interest to HRD professionals from time to time.
- ◇ Administering a unique Continuing Professional Development (CPD) Scheme with organized presentations, which not only works to enhance Members' professional status, but also helps them to qualify for membership upgrading.
- ◇ Sponsoring the Certificate of Training and Development Program run by the Hong Kong Institute of Education and the Diploma in Training Management Program run by The Chinese University of Hong Kong.
- ◇ Organizing a Joint Program on 'Supervisory Management in China' with the Management Development Center (MDC) of VTC.
- ◇ Providing speaker ex-gratis for professional bodies in the PRC, such as Guangzhou HRD Service Center.
- ◇ Producing a quarterly bulletin of HRD interest, and accepting Ad inserts from Members' organizations at nominal fees.

## **MEMBERSHIP GRADES AND CRITERIA** \*Designation of Professional Member

<b>Grade / Designation</b>	<b>Academic Qualification or Requirements</b>	<b>Years in Training</b>	<b>Annual Subscription</b>
Fellow *(FITP)	By invitation only.	10 years in senior HRD position	\$500
Member *(MITP)	Diploma in Training Management; MSc/MBA in HRD; Degree major in training; or equivalent	3 full years in HRD	\$300
Associate *(AMITP)	Certificate in Training offered by recognized educational institutes; a recognized tertiary Degree/Diploma; or equivalent	Actively engaged in HRD	\$200
Affiliate	Individuals interested in maintaining contacts with ITP or students undertaking related studies	N/A	\$150
Organization Member	By invitation only. <u>Note:</u> Each can have 5 nominees eligible to join all the Institute's events		\$1,500

Note: Final admission decision rests with the Executive Committee.

## **INVITATION**

On behalf of the Institute, I invite you to join us. For more information, please feel free to contact any of the committee officials whose telephone numbers are listed beside their names. We look forward to welcoming you and having your support.

Yours sincerely,

Denny Chow  
Public Relations Sub-committee

**培訓專業學會**

**INSTITUTE OF TRAINING PROFESSIONALS**

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# TM Theme Management for Continuous Improvement

By Mr. Denny Chow, FITP

## **Introduction - How can enterprise achieve greater competitiveness?**

Amid Asia's economic slump, 'survival of the fittest' best describes today's enterprises, especially Senior Managing Executives (SME). To enable owners and managers of enterprises achieve greater competitiveness; it is of paramount importance that they can make real continuous improvements. The ultimate aim is to be both proactive and adequately responsive to their customers needs and, at the same time, achieve greater cost-benefit-effectiveness for greater competitiveness.

Grand, complicated and time-consuming change endeavors do not necessarily guarantee success or reap good results, but sustainable and cumulative improvements in vital business areas do work to build a great enterprise. There are of course quite a number of management programs that promise to help enterprises make continuous improvements and TM could well be your choice.

## **What is TM Theme Management?**

TM Theme Management is a simple pragmatic do-it-yourself management tool for achieving

continuous improvement in a team approach, one Theme/Improvement Program in every 2 months, or 6 in a year. It's complete with a special Theme identification process, measurement and prioritization, Question Bank, Action Plan, the 328 Implementation Schedule, and other user-friendly toolkits.

TM is a forward-looking tool. It learns from the mistakes of the past, builds on the strengths of the present, and harvests on the creative thinking for the future. It advocates better understanding of self and others for continuous improvement. To put it simply, TM helps to turn both your brilliant ideas and the otherwise untapped creative thoughts of your valued employees into realities.

After acquiring the necessary TM knowledge and skills, managers and professionals can easily apply the TM skills to the benefit of their respective enterprises. As a matter of fact, many managers and professionals have been practicing some kind of TM in one way or another themselves but they may not call it TM or may just lack the will-power to continually and systematically carry out such improvement programs.

## **How does TM Process**

## **work?**

First of all, a TM Team comprising key personnel of a management or operating team is formed. TM Team Members then undergo a TM training workshop that normally lasts two days. A clear understanding of the corporate direction, department/division functions as well as their onerous responsibilities kicks off the TM process.

Themes can then be jointly identified by the TM Team from the Seven M's of management, i.e. Men, Money, Machines, Materials, Methods, Media, and Markets, within the context of the enterprise concerned. These themes will then be measured and prioritized, and then put into action with the aid of the Question Bank and TM Action Plan. One theme at a time. The 328-implementation schedule, which entails some subsequent review sessions, will come into play. In practice, a TM Team could have six successful Themes/Improvement Programs in a year. With 3 to 4 hours quality time well spent on TM work every two months, you can never imagine how much it can bring to you in terms of greater competitiveness!

*Denny Chow* is the Director of **Denny Chow & Associates Management and Training Consultants**, Designer of (a) *TM Theme Management for Continuous Improvement* and (b) *MBQ Management by Questioning for Reviews*. Contact: (852) 2345 7140 or E-mail [denny.DCA@hotmail.com](mailto:denny.DCA@hotmail.com).

# The British Chevening Scholarships 1999

The British Chevening Scholarships provide high potential Hong Kong postgraduate students and young professionals the opportunity to develop their academic and management skills at major British universities and colleges. The scheme is administered in Hong Kong by the British Consulate General and the British Council.

Up to 50 full scholarships are offered each year, covering tuition fees, a contribution towards living expenses and international air travel. The average value of a scholarship in 1999/2000 will be HK\$230,000.

There are three types of scholarship:

- (i) Postgraduate scholarships for one year taught Masters degree courses. Chevening scholarships are usually only available for one-year course. Long periods of study will be considered in very exceptional circumstances; but the scholarships will only cover the first year of study.
- (ii) Business scholarships for three months intensive management development for young professionals with at least two years management experience.
- (iii) Specialist business scholarships for three month intensive management development in either manufacturing or healthcare for professionals from relevant sector.

Application forms will be available from November at the British Council library and from university Student Affairs Offices. The deadline for application to the scholarships for study in the academic year will be 8 February 1999. Candidates are responsible for their own placement on a course of study, short-listed candidates will sit an English language test at the British Council (free of charge) on 12 March 1999, and must have a university offer by 30 April 1999. The British Council can offer assistance with choosing and applying to universities.

Applications for the British Chevening scholarships are accepted in any discipline, however, preference will be given to the following areas: *Economics, law, management, project planning, international relations, diplomatic training, media studies, banking, business administration, environmental studies and technology, computer and information technology, political science, engineering and design.*

Candidates must be permanent Hong Kong residents in possession of, or expecting to gain this year, a good Bachelors degree. Candidates must not be living or studying in the UK in the year of application to the scholarships.

For information please contact Ms Mariam Moore at **The British Council**, 3, Supreme Court Road, Admiralty, Tel 2913 5263, Fax 2913 5265, Email <mariam\_moore@britcoun.org>