

Workshop on Project Management for Business, Technology and Engineering

22th January 2010 (Friday)

Background

The program provides a basic project management framework to for those who need to carry out projects. Whatever the size or complexity of a project, effective management is essential to ensure its success in this highly competitive business world.

Who Should Attend

The program is designed for business owners, managers, engineers or technologists who from time to time have to run or manage projects, or to those prior to working on a project to gain an appreciation of how a project to be run, and why a formal approach is necessary.

Program Objectives

At the end of the program, participants would be able to:

1. Identify the principles and practices of effective project management and controlling in both business and industrial settings
2. Adopt a systematic and practical project management framework to ensure the goals are achieved to the desired standard on time

Program Outline

1. Definition of a project and project management
2. Project environments
3. Project management in service and business sectors
4. Project management in engineering and technology settings
5. Organization of a project team
6. Essential project stages
7. Types and levels of project plans
8. The planning process
9. Principles, types and approaches to controlling
10. Team management
11. Real case discussion

Methodology

Mini-lecture, plenary discussions, individual & group exercises and real case discussions

Organizers:



Please circulate this leaflet to those who are interested.

Advanced & Manufacturing Technology



Hong Kong
Productivity Council
香港生產力促進局

About the Speakers

Ms Yvonne Keung

As the company Founder and Principal Consultant of ProDynamic Asia, Ms Keung possesses more than 20 years extensive sales, management, training and staff development experience, providing Yvonne with wide-ranging employee effectiveness and project management background. Yvonne has managed & delivered over 200 training classes, workshops and events, specializing in increasing business results through strategic selling & practices, service culture development, professional grooming & dressing consultancy, team synergy enhancement through personality analysis & experiential learning. Participants who have attended her programs ranged from senior executives to frontline staff from different cultures. Apart from Hong Kong, Yvonne has conducted training, seminars and team events in different parts of the world, includes United States, Japan, Thailand, Macau and over 10 cities in mainland China. Prior to her training & image consultancy career, she has solid front-line sales, customer service and sales management experience selling Apple Macintosh computers, telecom, office equipment and banking services.

As the Reward & Motivation Manager for Hong Kong Telecom, she has developed & implemented different strategies, team building and recognition projects to motivate their 800 sales staff to achieve better sales results, create greater customer satisfaction and be more productive at work. She has managed various motivational-driven projects, such as Achievers' Club, Mentoring Program, China Sales Splash program, Sales Excellence Award Program, Customer Operations Trainee Scheme, the West Coast & Osaka Incentive Program. Yvonne holds a Master degree of Management in Human Resources, Diploma in Training Management and possesses recognized qualifications such as MBTI Step I & II Accredited Administrator, NLP Practitioner, Time Line Therapy Practitioner, Brain Gym Certificate by Educational Kinesiology Foundation (US) and trainer-trained in famous leadership, personal effectiveness and advanced selling programs.

Mr. Henry Lau

He received his M.Sc. and MBA degrees from UK and USA respectively. He has more than 21 years of experience in designing and managing development on RF systems, products and RFICs in both Hong Kong and US. He worked for Motorola and Conexant in US as Principal Engineer on developing RFICs for cellular phone and silicon tuner applications. Mr Lau holds five US patents and has one patent pending. He is currently running Lexiwave Technology Ltd., a fabless semiconductor company in Hong Kong and US developing and marketing RFICs.

Medium of Instruction

Cantonese (with English terminology)

Award of Certificate

A Certificate of Completion will be awarded to participants who have attended the training

Date 22th January 2010 (Friday)

Time 9:30 – 12:30 & 14:00 – 17:00

Venue 1/F., HKPC Building, 78 Tat Chee Avenue, Kowloon

Course Fee (including course materials)

Normal: HK\$1,500 / Early Bird: HK\$1,300 **(for those who enroll on / before 8/1/2010)**

Application

To enroll, please complete the attached enrolment form and send it together with the appropriate fee to Ms Catherine Lam PTI, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (All cheques should be crossed and made payable to 'Hong Kong Productivity Council')

Enquiries

Hong Kong Productivity Council

Tel: 2788 5563 or 2788 5716 Fax: 2788 5567

Email: catlam@hkpc.org

Lexiwave Technology (Hong Kong) Limited

Tel: 2144 2592 Fax: 2144 2595

Email: edward.lam@lexiwave.com

Enrolment Form 報名表

1. Course 課程 Workshop on Project Management for Business, Technology and Engineering
 Course Fee 學費 HK\$1,500 (Normal) / HK\$1,300 (Early Bird)
 Duration 日期 22th January 2010 (Fri) Course Code 課程編號 40110918
2. Name (English) (Mr/Mrs/Ms*) 姓名 (中文) (先生/女士/小姐*)
 Mobile / Pager 手提 / 傳呼機 _____ E-mail Address 電郵地址 _____
3. Organization (English) _____ 公司名稱 (中文) _____
 Position 職位 _____
 Mailing Address 通訊地址 _____
 Tel 電話 (Day 日間) _____ (Night 晚間) _____ Fax 傳真 _____

4. Payment Method 付款方法

- (A) By Credit Card (No.): _____ — _____ — _____ — _____ Expiry Date 有效日期 _____ (yy) _____ (mm)
 Please debit my credit card A/C for HK\$ _____ Name of Cardholder _____ VISA MASTER
 Signature _____ Date _____
- (B) Enclosed is my cheque of HK\$ _____. Cheque No. _____ (The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")

** For cheque payment, please send the cheque for the appropriate fee with this completed form to Productivity Training Institute, 3/F., Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon (Attn: Ms. Catherine Lam)

** For reservation (if applicable), please fax the completed form to (852) 2788 5567.

IMPORTANT NOTE 注意:

21.9.07

- Course fee must accompany this form (or its photocopy), otherwise enrolment may be rejected.
報名表(可用影印本)必須連同學費一併繳交, 否則報名可能無效。
- 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.
本局已實施個人資料(私隱)政策, 有關資料單張可於報名處索閱, 或閣下可與本局個人資料管理主任查詢。
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
本局建議申請者以信用卡、易辦事或支票繳交學費。學費收據以本局機印方為有效, 支票收妥作實。
- 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.
除非本局於課程開始前最少五個工作日收到申請者書面通知退學, 否則已繳學費概不退還。申請者申請退還學費需繳交手續費二百元正。
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
申請者可提名他人代替其本人出席課程, 惟事先須得本局同意。
- 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.
香港生產力促進局保留在任何情況下及以任何原因拒絕任何入學申請的權利。申請者繳付學費後, 仍須符合入學的所有條件, 其申請方可獲得接納。
- HKPC reserves the right to change the contents, venue and / or time as necessary.
香港生產力促進局保留在任何情況下更改課程內容、授課地點、日期及時間的權利。
- 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.
颱風及黑雨警告: 如課堂時間是在早上(9:00-12:00)、下午(2:00-5:00)或晚間(6:30-9:00), 將在下列情況下取消: (一)八號或以上颱風訊號或黑色暴雨警告訊號在早上 6:00、11:00 或下午 4:00 仍然懸掛; 或(二)香港天文台在早上 6:00、11:00 或下午 4:00 或之後, 宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知學員補課的日期及時間。