

報名表格 Enrollment Form (Fax: 2877 7600)

請以中文或英文填寫報名表格。 Please fill in the enrollment form in Chinese or English.

姓名 Name: 先生Mr. 女士Ms _____

機構名稱 Organisation Name: _____

部門 Department: _____ 職位 Post Title: _____

電話 Telephone: _____ 傳真 Facsimile: _____

郵寄地址 Postal Address: _____

電郵地址 Email Address: _____

平等機會之友會會員 EO Club Member: 是Yes 否No

曾否參加平等機會委員會的課程 Attended previous EOC's training course(s):

是Yes (課程名稱 Title of course(s): _____) 否No

支票號碼 Cheque Number: _____

報讀課程資料 Course Enrollment Details:

課程 Course	日期及時間 Date & Time	請 Please ☑	費用 Cost	一個月前 報名及繳費 Early Bird
委員會與法例 The Commission and the Ordinances	● 21/03/2012 (星期三 Wed) 1430 — 1630	<input type="radio"/> EOCO-1	免費** Free**	---
	● 13/04/2012 (星期五 Fri) 1430 — 1630	<input type="radio"/> EOCO-2		
	● 11/05/2012 (星期五 Fri) 1030 — 1230	<input type="radio"/> EOCO-3		
	● 05/06/2012 (星期二 Tue) 1030 — 1230	<input type="radio"/> EOCO-4*		
轉承責任 Vicarious Liability	● 23/03/2012 (星期五 Fri) 1430 — 1700	<input type="radio"/> VCL-1		
	● 23/04/2012 (星期一 Mon) 0930 — 1200	<input type="radio"/> VCL-2		
無障礙設施與你 Access for All	● 27/03/2012 (星期二 Tue) 1430 — 1630	<input type="radio"/> ACC-1		
	● 16/05/2012 (星期三 Wed) 1430 — 1630	<input type="radio"/> ACC-2		
預防及處理工作間性騷擾 Preventing and Managing Sexual Harassment in the Workplace	● 01/06/2012 (星期五 Fri) 0930 — 1300	<input type="radio"/> PMSH-1	\$600	\$540
處理招聘及甄選程序 Managing Recruitment and Selection Processes	● 20/04/2012 (星期五 Fri) 1400 — 1730	<input type="radio"/> MRSP-1	\$600	\$540
	● 29/05/2012 (星期二 Tue) 1400 — 1730	<input type="radio"/> MRSP-2	\$600	\$540
如何處理工作間的投訴 Managing Complaints in the Workplace	● 03/04/2012 (星期二 Tue) 0930 — 1630	<input type="radio"/> MCW-1	\$1000	\$900
	● 09/05/2012 (星期三 Wed) 0930 — 1630	<input type="radio"/> MCW-2	\$1000	\$900
	● 08/06/2012 (星期五 Fri) 0930 — 1630	<input type="radio"/> MCW-3	\$1000	\$900
《性別歧視條例》、《家庭崗位歧視條例》與人力資源管理 Issues in Human Resources Management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance	● 30/05/2012 (星期三 Wed) 1400 — 1730	<input type="radio"/> IHSF-1	\$600	\$540
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	● 24/04/2012 (星期二 Tue) 1400 — 1730	<input type="radio"/> IHDD-1	\$600	\$540
	● 15/05/2012 (星期二 Tue) 0930 — 1300	<input type="radio"/> IHDD-2	\$600	\$540
調解技巧入門 Introduction to Mediation	● 28/03/2012 (星期三 Wed) 0930 — 1630	<input type="radio"/> IMED-1	\$1000	\$900
	● 08/05/2012 (星期二 Tue) 0930 — 1630	<input type="radio"/> IMED-2	\$1000	\$900
總額 TOTAL				

平等機會之友會會員免費課程 Free gift for EO Club member (課程編號 Course Code: _____)

* 此課程以英語授課。其他課程均以粵語授課。

This workshop will be conducted in English. All other workshops will be conducted in Cantonese.

** 參加免費課程需以支票繳交100元按金，支票將在出席課程當日發還。

A security deposit of \$100 made by cheque is required for enrollment in each free session. The uncleared cheque will be returned to you on the day you attend the relevant session.

報名須知

報名及付款：

1. 填妥第7頁的報名表格後傳真至平等機會委員會（平機會）以預留名額。（傳真號碼：2877-7600）
2. 將報名表格及劃線支票（支票抬頭為：平等機會委員會）郵寄至：
香港太古城太古灣道14號太古城中心三座19樓平等機會委員會羅珮玲小姐。
3. 平機會收到報名費用後，將以電郵向參加者發出確認信。

特別優惠：

1. 如在開課前一個月報名及繳費，可享早報名優惠。
2. 如同一機構有兩人或以上成功報讀相同或不同日期舉行的同一課程，可獲九折優惠。
3. 參加者如同時符合索取特別優惠(1)及(2)的條件，可享八一折優惠。請致電2106-2119與我們確認有關安排。

注意：

1. 所有課程於香港太古城太古灣道14號太古城中心三座19樓平機會培訓室舉行。
2. 課程收費已包括課程教材及茶點。收費課程的參加者將獲發出席證書。
3. 報名截止日期為課程舉行前七日。逾期報名只會在該課程名額未滿的情況下才被考慮接納。
4. 如在課程舉行前七日取消報名，可獲發還已繳付的課程費用。
5. 平機會保留取消或改動課程的一切權利。
6. 本表格收集的個人資料只供平機會處理課程報名手續之用。根據《個人資料（私隱）條例》規定，課程參加者有權查閱、更改及索取在本表格所提供的個人資料。

Enrollment Details

Enrollment and Payment:

1. Fill in and fax the enrollment form on p.7 to the Equal Opportunities Commission (EOC) for reserving a place. (Fax: 2877-7600)
2. Send the completed enrollment form together with a crossed cheque payable to "Equal Opportunities Commission" to:
Equal Opportunities Commission, 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong. (Attn: Miss Kathy Lo)
3. The EOC will send you a letter of confirmation by email once we receive your payment.

Special Offers:

1. Those who enroll and pay one month before the course will enjoy the Early Bird discount.
2. If two or more applicants from one organisation successfully sign up for the same course held on the same or different dates, they can obtain a 10% discount.
3. Applicants can enjoy a 19% discount if they meet both requirements of the Special Offers (1) and (2). Please contact us at 2106-2119 to confirm the offer.

Notes:

1. All courses are held at the EOC's training room located at 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.
2. Course fees include course materials and refreshments. Certificates of attendance will be issued to the participants of fee-charging courses.
3. Enrollment deadline is 7 calendar days before the course commencement date. Late enrollment will only be considered if there are still vacant places.
4. Refund can be arranged if applicant cancels his/her application 7 calendar days before the course commencement date.
5. The EOC reserves the right to cancel or make any necessary changes to the courses.
6. The personal data collected on the enrollment form are used by the EOC only for purposes related to enrollment administration. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, amend, and ask for a copy of their personal data contained in the form.