

課程時間表 Course Schedule

課程 Course	日期 Date	時間 Time	課程編號 Course Code		
免費課程 Free Courses					
委員會與法例 The Commission and the Ordinances	13/04/2018	Fri (五)	1430 - 1700	EOCO-1	
	20/04/2018	Fri (五)	1430 - 1700	EOCO-2	
	16/05/2018	Wed (三)	1430 - 1700	EOCO-3 (ENG)	
	20/06/2018	Tue (二)	1430 - 1700	EOCO-4	
轉承責任 Vicarious Liability	20/03/2018	Tue (二)	1430 - 1700	VCL-1	
	18/04/2018	Wed (三)	1430 - 1700	VCL-2	
	29/05/2018	Tue (二)	1430 - 1700	VCL-3 (ENG)	
認識性騷擾 Understanding Sexual Harassment	24/04/2018	Tue (二)	1600 - 1700	SH-1	
	30/05/2018	Wed (三)	1600 - 1700	SH-2 (ENG)	
工作間的多元文化 Promoting Culturally Inclusive Workplace	19/04/2018	Thur (四)	1430 - 1730	PCIW-1 (ENG)	
收費課程 Paid Courses					
預防及處理工作間性騷擾 Preventing and Managing Sexual Harassment in the Workplace	15/05/2018	Tue (二)	1400 - 1700	PMSH-1	\$760
處理招聘及甄選程序 Managing Recruitment and Selection Processes	10/04/2018	Tue (二)	1400 - 1730	MRSP-1	\$760
	18/05/2018	Fri (五)	1400 - 1730	MRSP-2	
《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	31/05/2018	Thur (四)	0930 - 1300	IHSF-1	\$760
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	08/06/2018	Fri (五)	1400 - 1730	IHDD-1	\$760
香港反歧視法例與人力資源管理 Issues in Human Resources Management under the Anti-discrimination Laws in Hong Kong	08/05/2018	Tue (二)	0930 - 1730	IHRM-1	\$1,300
	15/06/2018	Fri (五)	0930 - 1730	IHRM-2	
如何處理工作間的投訴 Managing Complaints in the Workplace	09/05/2018	Wed (三)	0930 - 1700	MCW-1	\$1,300
	13/06/2018	Wed (三)	0930 - 1700	MCW-2	

(ENG) 此課程以英語授課，其他課程以粵語授課。The workshops marked with (ENG) will be conducted in English while the other workshops are conducted in Cantonese.

報名須知

- 名額先到先得，額滿即止。報名截止日期為課程舉行前七個工作天。
- 平機會在收妥支票後，會以電郵或電話確認是否接受報讀課程。
- 報名一經確認，除非因平機會取消課程，否則已繳學費恕不退還。所有退款，將在該課程季度完結後一併處理及退還。
- 平機會保留取消、改動課程或收生的一切權利。
- 課程收費已包括課程教材及茶點。收費課程的參加者需註明是否需要出席證書及 / 或收據。
- 本表格收集的個人資料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。

Notes

- Seats would be assigned on a first-come-first-served basis. Enrolment deadline is 7 working days before course commencement date.
- The EOC will notify whether the enrolment is accepted by email or telephone call upon receipt of the cheque.
- Once the enrolment is confirmed, unless the enrolled course is cancelled by EOC, otherwise fees paid are non-refundable. All refund will be handled at the end of the course semester.
- The EOC reserves the right to administer admission, cancel or make any necessary changes to the courses.
- Course fees include course materials and refreshments. Participants enrolled in paid courses should indicate if they require a certificate of attendance and/or receipt.
- The personal data collected on the enrolment form are used by the EOC for purposes related to enrolment administration. In accordance with the Personal Data (Privacy) Ordinance, participants have the right to access, amend, and ask for a copy of their personal data contained in the form.