

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				
香港的反歧視條例簡介 Introduction to the Anti-Discrimination Ordinances in Hong Kong	30/09/2019 Mon (一)	1430 - 1700	EOCO-1	
	18/10/2019 Fri (五)	1430 - 1700	EOCO-2	
	11/11/2019 Mon (一)	1430 - 1700	EOCO-3 (ENG)	
	02/12/2019 Mon (一)	1430 - 1700	EOCO-4	
認識反歧視條例的違法騷擾 Understanding the Unlawful Harassment under the Anti-discrimination Ordinances	02/10/2019 Wed (三)	1530 - 1700	UH-1	
	25/11/2019 Mon (一)	1530 - 1700	UH-2(ENG)	
工作間的多元文化 Promoting Culturally Inclusive Workplace	06/11/2019 Wed (三)	1430 - 1730	PCIW-1	
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	28/10/2019 Mon (一)	1430 - 1730	PMSH-1	\$790
	09/12/2019 Mon (一)	1430 - 1730	PMSH-2	
處理招聘及甄選程序 Managing Recruitment and Selection Processes	14/10/2019 Mon (一)	1430 - 1730	MRSP-1	\$790
	18/11/2019 Mon (一)	1430 - 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	30/10/2019 Wed (三)	1430 - 1730	IHSF-1	\$790
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	15/11/2019 Fri (五)	1430 - 1730	IHDD-1	\$790
如何處理工作間涉及歧視和騷擾的投訴 Managing Complaints of Discrimination and Harassment in the Workplace	09/10/2019 Wed (三)	0930 - 1700	MCW-1	\$1,350
	05/11/2019 Tue (二)	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。
- 平機會在收妥報名表格和支票後，參加者若成功報讀，平機會會於截止日期或以前以電郵發出確認通知。
- 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乃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.
- After receiving the enrolment form and cheque, the EOC will send the confirmation by email on or before enrolment deadline if the enrolment is accepted.
- 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.