

# 平等機會培訓課程

Training Workshops on Equal Opportunities

2018

春季課程  
Spring Programme



平等機會委員會  
EQUAL OPPORTUNITIES COMMISSION



有關課程的簡介及報名情況，請瀏覽  
For course briefs and enrolment status, please visit

[www.eoc.org.hk/training.html](http://www.eoc.org.hk/training.html)

## 報名方法：

1. 郵寄：寄回填妥表格及支票
2. 網上報名：填妥網上表格並於十四天內寄回支票

## 郵寄地址：

平等機會委員會  
香港黃竹坑香葉道41號16樓  
信封面請註明「報讀培訓課程」

## Methods of enrolment:

1. By post: Mail in the filled enrolment form and cheque
2. Online: Fill in the online form and mail in a crossed cheque within 14 days

## Mailing Address:

Equal Opportunities Commission  
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong  
Please mark "Enrol in Training Workshops" on the envelope

如機構需要度身訂造的培訓服務或需要平機會以英語提供其他課程，請致電2106-2155與我們聯絡。  
If your organisation needs tailor-made corporate training services or would like to discuss possible arrangements for workshops in English, please contact us at 2106-2155.

# 課程時間表 Course Schedule

課程 Course	日期 Date	時間 Time	課程編號 Course Code		
<b>免費課程</b> 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	Wed (三)	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)	
<b>收費課程</b> 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.

# 報名表格

(請儘量以英文正楷填妥此表格，連同支票一併寄回平等機會委員會。)

參加者姓名：(身份證或護照上姓名)	姓	名	
身份證號碼或護照號碼：	(連英文字首 4 位數字，例如：A123)		
機構：			
職位：			
電郵地址：	(請清楚填寫電郵地址，以便直接聯絡)		
日間聯絡電話：			
郵寄地址：			
<b>備註：</b> 1. 每項課程只需報讀一班。 2. 如報讀多於一項課程，可以一張支票繳付總額。劃線支票抬頭為：平等機會委員會。 3. 請在支票背後寫上機構、參加者姓名及所報讀的相關課程編號。 4. 如透過網上報名者，請在 14 天內寄回支票。	<b>免費課程 # 請在空格內加上「✓」號</b>		
	<input type="checkbox"/> EOCO-1 <input type="checkbox"/> EOCO-2 <input type="checkbox"/> EOCO-3 (ENG) <input type="checkbox"/> EOCO-4		
	<input type="checkbox"/> VCL-1 <input type="checkbox"/> VCL-2 <input type="checkbox"/> VCL-3 (ENG)		
	<input type="checkbox"/> SH-1 <input type="checkbox"/> SH-2 (ENG)		
	<input type="checkbox"/> PCIW-1 (ENG)		
	<b>收費課程 # 請在空格內加上「✓」號</b>		<b>費用</b>
			此欄為平等機會之友會會員專用。 如使用迎新禮物，請在以下空格加上「✓」號。
	<input type="checkbox"/> MRSP-1 <input type="checkbox"/> MRSP-2		\$760
	<input type="checkbox"/> IHSF-1		\$760
	<input type="checkbox"/> IHDD-1		\$760
	<input type="checkbox"/> PMSH-1		\$760
	<input type="checkbox"/> IHRM-1 <input type="checkbox"/> IHRM-2		\$1,300
	<input type="checkbox"/> MCW-1 <input type="checkbox"/> MCW-2		\$1,300
	總額：		
發票銀行及支票號碼：			
		需要收據： <input type="checkbox"/> 是 <input type="checkbox"/> 否	
		收據 (如需要)： <input type="checkbox"/> 電郵 <input type="checkbox"/> 正本	
需要出席證書：		<input type="checkbox"/> 是 <input type="checkbox"/> 否	
<b>若就報名或課程安排事宜，聯絡人與上述參加者不同，請提供聯絡人的資料：</b>			
聯絡人姓名：	姓	名	
日間聯絡電話：			

## 平等機會之友會會員：

如與以上電郵地址不同，請填寫電郵地址 \_\_\_\_\_

我們擬使用你的姓名、電話號碼、電郵及通訊地址以宣傳平機會主辦、協辦或支持的活動。如你**不同意**，請在空格加上「✓」號。

本人**不同意**平機會使用本人的個人資料作以上用途。

參加者簽署：\_\_\_\_\_

日期：\_\_\_\_\_



# Enrolment Form

(Please fill in the form in block letters and send the form together with the cheque to the Equal Opportunities Commission.)

Participant's name: (name on HKID card or passport)	Last name	First name		
HKID or passport number:	(First 4 digits including English letter, e.g. A123)			
Organisation:				
Position title:				
Email address:	(Clearly provide email address for direct contact)			
Daytime telephone number:				
Postal address:				
<b>Notes:</b> 1. Select one class only for each course enrolled. 2. If you enroll in more than one course, please fill in the total amount in a crossed cheque. Payee: Equal Opportunities Commission 3. At the back of the cheque, please write the organisation, participant's name and respective course code(s). 4. For online enrolment, payment by cheque must be sent to EOC within 14 days.	<b>Free Courses # Please 「✓」 tick the box(es)</b>			
	<input type="checkbox"/> EOCO-1 <input type="checkbox"/> EOCO-2 <input type="checkbox"/> EOCO-3 (ENG) <input type="checkbox"/> EOCO-4			
	<input type="checkbox"/> VCL-1 <input type="checkbox"/> VCL-2 <input type="checkbox"/> VCL-3 (ENG)			
	<input type="checkbox"/> SH-1 <input type="checkbox"/> SH-2 (ENG)			
	<input type="checkbox"/> PCIW-1 (ENG)			
	<b>Paid Courses # Please 「✓」 tick the box(es)</b>		<b>Cost</b>	<b>This column is for EO Club member only . Please 「✓」 below to use the free gift.</b>
	<input type="checkbox"/> MRSP-1 <input type="checkbox"/> MRSP-2		\$760	
	<input type="checkbox"/> IHSF-1		\$760	
	<input type="checkbox"/> IHDD-1		\$760	
	<input type="checkbox"/> PMSH-1		\$760	
	<input type="checkbox"/> IHRM-1 <input type="checkbox"/> IHRM-2		\$1,300	
	<input type="checkbox"/> MCW-1 <input type="checkbox"/> MCW-2		\$1,300	
	Total:			
	Issuing bank and cheque number:			
		Require receipt : <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Receipt (if required) : <input type="checkbox"/> Email <input type="checkbox"/> Official		
Require attendance certificate:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>For enrolment or course arrangement matters, if the contact person is not the participant, please provide further details below:</b>				
Contact person's name:	Last name	First name		
Daytime telephone number:				

**For EO Club member:**

If the email address is different from the above, please provide email address: \_\_\_\_\_

We intend to use your name, telephone number, email address and mailing address for publicising the activities organised, assisted or supported by the EOC. If you disagree with such use, please tick the box below

I disagree to the proposed use of my personal data for the above mentioned purposes.

Participant's signature: \_\_\_\_\_

Date: \_\_\_\_\_