



平等機會委員會  
EQUAL OPPORTUNITIES COMMISSION

# 平等機會培訓課程

## Training Workshops on Equal Opportunities



# 2023

## 秋季課程時間表

### Fall Programme Course Schedule

- 制止職場性騷擾之主管有責 Dos and Don'ts  
Manager's Roles in Combating Workplace  
Sexual Harassment
- 反歧視條例之暢通易達無障礙  
Access for All under the  
Anti-Discrimination Ordinances

新課程  
New  
Courses

- 報名及課程詳情，請瀏覽  
For enrolment and course details, please visit  
[www.eoc.org.hk/training.html](http://www.eoc.org.hk/training.html)
- 報名方法 Method of enrolment  
填妥網上報名表格 Fill in the online enrolment form
- 付款方法 Method of payment  
(詳情請參閱委員會網頁  
Please refer to the Commission's website for details)
  - 轉數快 Faster Payment System (FPS)
  - 銀行入帳/轉帳 Bank account deposit/transfer
  - 郵寄支票 Mail in a crossed cheque

- 上課地點 Training Venue  
平等機會委員會  
香港黃竹坑香葉道41號16樓

Equal Opportunities Commission  
16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

- 有關課程簡介，請掃二維碼  
For course briefs,  
please scan the QR code



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  
Course

日期  
Date

時間  
Time

課程編號  
Course Code

費用  
Fee

## 免費課程 Free Courses

香港的歧視條例簡介【網上課程 Online】 Introduction to the Anti-Discrimination Ordinances in Hong Kong	13/10/2023	Fri	(五)	1430 – 1600	EOCO-1	全免 Free
	08/11/2023	Wed	(三)	1430 – 1600	EOCO-2	
	01/12/2023	Fri	(五)	1430 – 1600	EOCO-3	
	20/12/2023	Wed	(三)	1430 – 1600	EOCO-4 (ENG)	
認識歧視條例的違法騷擾【網上課程 Online】 Understanding the Unlawful Harassment under the Anti-Discrimination Ordinances	20/10/2023	Fri	(五)	1600 – 1700	UH-1	全免 Free
	22/11/2023	Wed	(三)	1600 – 1700	UH-2 (ENG)	
《性別歧視條例》如何保障餵哺母乳的婦女【網上課程 Online】 How Breastfeeding Women are Protected under the Sex Discrimination Ordinance	18/10/2023	Wed	(三)	1600 – 1700	BWP-1	全免 Free

## 收費課程 Paid Courses

營造種族共融的工作環境【網上課程 Online】 Promoting Racial Inclusion in the Workplace	15/11/2023	Wed	(三)	1430 – 1600	PRIW-1	\$420
歧視條例之暢通易達無障礙【新課程 NEW】 Access for All under the Anti-Discrimination Ordinances	20/11/2023	Mon	(一)	1430 – 1730	ACC-1	\$830
制止職場性騷擾之主管有責 Dos and Don'ts【新課程 NEW】 Manager's Roles in Combating Workplace Sexual Harassment	28/11/2023	Tue	(二)	1430 – 1730	SHM-1	\$830
處理招聘及甄選程序 Managing Recruitment and Selection Processes	14/11/2023	Tue	(二)	1430 – 1730	MRSP-1	\$830
	06/12/2023	Wed	(三)	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	27/11/2023	Mon	(一)	1430 – 1730	IHSF-1	\$830
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	05/12/2023	Tue	(二)	1430 – 1730	IHDD-1	\$830
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 (此課程分為兩節，參加者必須出席同一課程的兩節) (The course is divided into two sessions, participants are required to attend two sessions of the same course)	10/11/2023	Fri	(五)	1430 – 1730	MCW-1	\$1420
	& 13/11/2023	Mon	(一)	1430 – 1730		
	12/12/2023	Tue	(二)	1430 – 1730	MCW-2	\$1420
& 13/12/2023	Wed	(三)	1430 – 1730			

(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

1. 每項課程只需報讀一班。
2. 每個課程編號只接受屬同一機構最多兩名人士報名。
3. 名額先到先得，額滿即止。報名截止日期為課程舉行前七天。
4. 如報讀多於一項課程，可以一併繳付總額。
5. 參加者完成報名及繳費後，平機會將於截止日期或之前以電郵發出確認通知。
6. 課程收費已包括課程教材及出席證書。出席證書不適用於免費課程。
7. 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，亦不得更改參加者或轉讀其他課程。所有退款包括超額報名的學費，將在該課程季度完結後一併處理及退還。
8. 如未能上課，請於課程前最少兩個工作天，電郵至 [training@eoc.org.hk](mailto:training@eoc.org.hk) 通知本會，否則或影響日後報讀申請。
9. 平機會保留取消、改動課程或收生的一切權利。

### Notes

1. Select one class only for each course enrolled.
2. Up to two participants from the same organization would be accepted for each course code.
3. Seats would be assigned on a first-come-first-served basis. Enrolment deadline is 7 days before course commencement date.
4. If you enrol in more than one course, you can pay the total amount all at once.
5. The EOC will send enrollees the confirmation by email on or before enrolment deadline after enrollees complete the enrolment and payment process.
6. Course fees include course materials and a certificate of attendance. Certificate of attendance is not applicable to free courses.
7. Once the enrolment is confirmed, unless the enrolled course is cancelled by the EOC, no refund, or class transfer including change of the participant will be allowed. All refund including the payment of over-enrolment will be handled at the end of the course semester.
8. Notice of absence should be emailed to [training@eoc.org.hk](mailto:training@eoc.org.hk) at least 2 working days before the course. No-show records may affect future enrolment application.
9. The EOC reserves the right to administer admission, cancel or make any necessary changes to the courses.