

平等機會培訓課程

Training Workshops on Equal Opportunities



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

2020 夏季課程時間表

Summer Programme Course Schedule



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

現已接受報名 Start Enrolment Now

報名方法：

1. 填妥網上報名表格並於十四天內寄回支票
2. 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
3. 只接受支票繳交報名費用，抬頭請寫上「平等機會委員會」

郵寄及上課地址：

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. Fill in the online enrolment form and mail in a crossed cheque within 14 days
2. At the back of the cheque, please write the organisation, participant's name and each participant's respective course code(s).
3. Only cheque made payable to "Equal Opportunities Commission" would be accepted for the payment

Mailing Address and Training Venue:

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
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	09/06/2020 Tue (二)	1430 - 1700	EOCO-1
	17/06/2020 Wed (三)	1430 - 1700	EOCO-2
	03/07/2020 Fri (五)	1430 - 1700	EOCO-3 (ENG)
	17/07/2020 Fri (五)	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	10/06/2020 Wed (三)	1530 - 1700	UH-1
	24/06/2020 Wed (三)	1530 - 1700	UH-2(ENG)
工作間的多元文化 Promoting Culturally Inclusive Workplace	12/06/2020 Fri (五)	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	08/06/2020 Mon (一)	1430 - 1730	PMSH-1
	14/07/2020 Tue (二)	1430 - 1730	PMSH-2
處理招聘及甄選程序 Managing Recruitment and Selection Processes	03/06/2020 Wed (三)	1430 - 1730	MRSP-1
	07/08/2020 Fri (五)	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	04/08/2020 Tue (二)	1430 - 1730	IHSF-1
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	27/07/2020 Mon (一)	1430 - 1730	IHDD-1
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)	01/06/2020 Mon (一)	1430 - 1730	MCW-1AB
	02/06/2020 Tue (二)	1430 - 1730	
	06/07/2020 Mon (一)	1430 - 1730	MCW-2AB
07/07/2020 Tue (二)	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

- 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。如接近截止日期時報名，請於五天內寄回支票。
- 平機會在收受網上報名表格和支票後，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，亦不得更改參加者或轉讀其他課程。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. Please mail in the cheque to the EOC within 5 days when your enrolment is close to the deadline.
- After receiving the online 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 the EOC, no refund, or class transfer including change of the participant will be allowed. 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.