



The Hong Kong Management Association
Advancing Management Excellence



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016



The Most Prestigious & Authoritative
Training and Development Award

Land of *Success*

Built on a tradition of partnership, integrity and excellence since 1889, our prestigious commercial and luxury retail properties are landmarks of success in Asia's leading cities.

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Hongkong Land is a listed leading property investment, management and development group. Founded in 1889, Hongkong Land's business is built on excellence, integrity and partnership.

The Group owns and manages almost 800,000 sq. m. of prime office and luxury retail property in key Asian cities, principally in Hong Kong and Singapore. Hongkong Land's properties attract the world's foremost companies and luxury brands.

Its Hong Kong Central portfolio represents some 450,000 sq. m. of prime property. It has a further 165,000 sq. m. of prestigious office space in Singapore mainly held through joint ventures, and a 50% interest in a leading office complex in Central Jakarta. The Group also has a number of residential and mixed-use projects under development in cities across Greater China and Southeast Asia, including a luxury retail centre at Wangfujing in Beijing. In Singapore, its subsidiary, MCL Land, is a well-established residential developer.

Hongkong Land Holdings Limited is incorporated in Bermuda and has a standard listing on the London Stock Exchange as its primary listing, with secondary listings in Bermuda and Singapore. The Group's assets and investments are managed from Hong Kong by Hongkong Land Limited. Hongkong Land is a member of the Jardine Matheson Group.





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Hong Kong - Central District



- | | | | |
|-------------------------|-------------------|-----------------------------------|----------------------|
| 1 One Exchange Square | 5 Jardine House | 8 Gloucester Tower | 10 York House |
| 2 Two Exchange Square | 6 Chater House | 9 Edinburgh Tower | 11 Landmark Atrium |
| 3 Three Exchange Square | 7 Alexandra House | 9a The Landmark Mandarin Oriental | 12 Prince's Building |
| 4 The Forum | | | |



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周大福

CHOW TAI FOOK

Chow Tai Fook Jewellery Group Limited ("the Group"; HKEx Stock Code:1929) is a world-class leading jeweller listed on the Main Board of The Stock Exchange of Hong Kong in 2011. The Group is selected a constituent stock of the Hang Seng Mainland 100 Index.

The Group's core business is manufacturing and retailing of mass luxury and high-end jewellery including gem-set, gold, platinum and karat gold products. It has earned over the years an unparalleled reputation for the trustworthiness and authenticity of its products that excel in design, quality and value.

With a solid foundation in the markets that it operates, the Group enjoys the largest market share and boasts an extensive retail network of over 2,300 Chow Tai Fook and Hearts on Fire points of sale in more than 500 cities in Greater China, Singapore, Malaysia, South Korea and the United States backed by a 33,500-strong talented staff force.

Riding on the growing popularity of online shopping these years, the Group has also succeeded in building a strong presence in e-commerce and optimising the increasingly important O2O synergy to drive omni-channel retailing for further expansion and development. The Group's remarkable digital competence has been rated number one in the jewellery category by various global market research institutions.

Chow Tai Fook, with 86 years' heritage and proudly upholds its corporate core value "sincerity · eternity" for decades, aspires to become the most trustworthy Asian jewellery brand in the world.



周大福

CHOW TAI FOOK

Reflections of Siem



股份代號：1929 • 香港上市市值最大珠寶公司

Stock Code : 1929 • The Largest Hong Kong Listed Jeweller by Market Capitalisation



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HSBC is one of the world's largest banking and financial services organisations. We serve around 48 million customers through four global businesses: Retail Banking and Wealth Management, Commercial Banking, Global Banking and Markets, and Global Private Banking. Our network covers 72 countries and territories in Europe, Asia, the Middle East and Africa, North America and Latin America.

With around 6,100 offices worldwide, we aim to be where the growth is, connecting customers to opportunities, enabling businesses to thrive and economies to prosper, and ultimately helping people to fulfil their hopes and realise their ambitions.

Listed on the London, Hong Kong, New York, Paris and Bermuda stock exchanges, shares in HSBC Holdings plc are held by about 213,000 shareholders in 131 countries and territories.

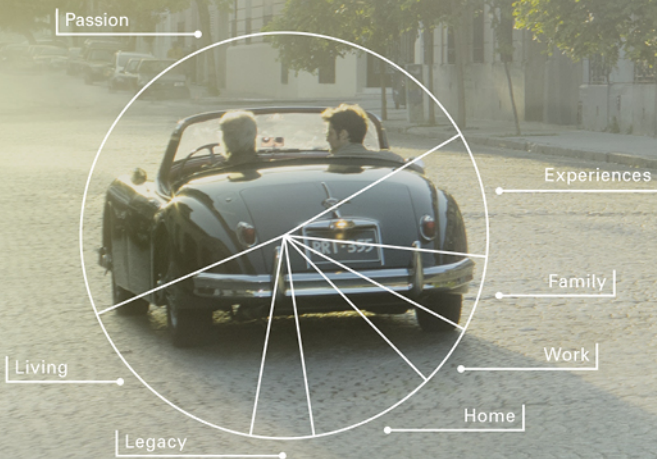


We focus
on the most
important
economy
in the world.
Yours.

Your personal economy represents the health of your financial life. It incorporates all the things that you value most - your family, your home, your passions, your work, your legacy. It is unique to you and constantly changing. So at HSBC Premier, our focus is on providing personal support for your personal economy, tailored to your individual needs.

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Founded in 1862, The Hong Kong and China Gas Company Limited (Towngas) was Hong Kong's first public utility company. Today, we are one of the largest energy suppliers in Hong Kong, operating with world-class corporate management and leading-edge business practices.

Our core business in Hong Kong consists of the production and distribution of gas, marketing and sale of gas, the sale of gas appliances, as well as comprehensive after-sales services. With a pipeline network consisting of more than 3,500km of gas pipes, we supply town gas to over 1.8 million customers in Hong Kong. Expanding our business horizons in recent years, we have diversified our business into telecommunications, building services, engineering and the new eco-energies, among many others, and have more than 200 projects in China across 25 provinces, municipalities and autonomous regions. These include piped city-gas projects, upstream and midstream developments, water and wastewater treatment schemes, natural gas filling stations, as well as new energy exploration and utilisation ventures.

To support our continuous business growth, Towngas makes every effort to attract, develop and engage our employees, who are able to fulfill their career objectives, while working together to achieve the business goals. We support our people's development by providing structured talent development programmes at every single step in their career ladders. At the entry level, our well-esteemed Graduate Trainee and Apprenticeship Schemes have been grooming our young talents as future leaders and qualified technicians. For middle management, we have customized various leadership acceleration programmes to fit the needs of our diversified businesses across different locations. As for senior management, we tailor make individual plans to cater for the unique development needs of our seasoned business leaders.

Emerging as a regional leader in the energy business, Towngas strives to become a socially responsible organization. We are devoted to the communities by providing clean and safe energy. We also provide a positive and rewarding work environment where people can unleash their potential and ignite their future.





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香港賽馬會
The Hong Kong Jockey Club
同心 同步 同進 RIDING HIGH TOGETHER

Founded in 1884, The Hong Kong Jockey Club is a world-class horse racing operator and Hong Kong's largest community benefactor, as well as one of Asia's most prestigious membership clubs. Operating as a not-for-profit organization, the Club allocates its surplus funds for charitable and community projects.

In 2014/15, its donations reached a record HK\$3.87 billion, and in the last decade alone it supported over 1,300 projects. The Club is also Hong Kong's largest single taxpayer, contributing a record HK\$20.05 billion in 2014/15. With about 70% of its revenue given back to society every year through donations and tax contributions, The Hong Kong Jockey Club delivers a significantly higher return to the community than any other racing and/or sports betting organisation in the world. As a socially responsible organisation, the Club helps Government combat illegal betting and advocates responsible gambling.

The Club is also one of Hong Kong's largest employers with over 24,000 full-time and part-time staff. Committed to global excellence and giving back to society, the Club is always "riding high together for a better future" with the people of Hong Kong.





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Founded in 1956, Hong Kong Maxim's Group is a leading food & beverage company comprising of Chinese, Asian and European restaurants, quick service restaurants, bakery shops and institutional catering, while providing a range of festive products, including the award-winning Maxim's Mooncakes. The Group is also the licensee of renowned brands including Starbucks Coffee, Genki Sushi and IPPUDO ramen and The Cheesecake Factory in various territories. Altogether, the Group operates over 929 outlets in Hong Kong, PRC and Vietnam.

Maxim's Group is devoted to develop and unleash the potentials of people to help consistently elevate product & service quality, hence uplifting customer satisfaction. Ultimately, the Group can achieve sustainable business growth and contribute to the service advancement in the Food & Beverage industry in Hong Kong.





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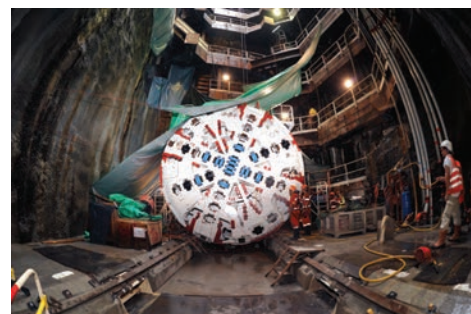
SPONSOR



Carrying an average of nearly 5.4 million passengers every weekday, MTR Corporation is regarded as one of the world's leading railways for safety, reliability, customer service and cost efficiency. At present, MTR employs around 17,000 staff in Hong Kong.

With the commitment in developing its staff and striving for service excellence, MTR is honoured to have received the recognitions from local and overseas professional associations in training and development in recent years, including the HKMA Award for Excellence in Training and Development (Gold Award), HKMA Quality Award (Gold Award), Asian Most Admired Knowledge Enterprise (MAKE) Award, Association for Talent Development - BEST Award (ranked first in Asia and second worldwide), China's Best Corporate University Award, Global HR Excellence Awards (T&D) and Brandon Hall Excellence Award (Learning Technology) - Gold Prize.

MTR believes that human capital is the gateway to excellence and commits whole-heartedly to advocating an environment of continuous learning to enable employees to unleash their full potential, and to provide better service for the Hong Kong community and the world.





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HR Magazine

Putting people first in HR

Leading the way with practical and strategic HR advice, HR Magazine provides a trusted, fully-independent platform for over 34,000 HR Directors, T&D Heads and CEOs across APAC and globally.

1. **HR Online:** up-to-minute HR updates
2. **HR Magazine:** published quarterly sharing the latest professional knowledge and industry insights from HR heavyweights
3. **HR Conferences:** face-to-face interaction for senior HR figureheads every quarter

Key content

- Latest HR news
- Roundup & sharing from key HR events
- Practical advice on recruiting, retaining & developing the best talent
- Candid interviews with HR leaders sharing best practices
- L&D tips & strategies
- Latest HR white papers, facts, figures and analysis
- Labour market trends
- Labour Law updates & important policy changes
- HRIS, social media & online HR platform updates

If it's important in HR, it's in HR Magazine...

 hrmagazine.com.hk

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Metro Finance (FM 102.4 -106.3)

Metro Finance is the first 24-hour Cantonese finance radio channel in the world. Its goal is to provide the audience in Hong Kong and other parts of the world with accurate, real-time and market-moving news and important information of global financial markets. Being a breakthrough in the local radio industry, Metro Finance provides the simulcast programmes with Radio Guangdong and Shanghai Media Group, to report up-to-date information of the financial market.

新城財經台 (FM 102.4 - 106.3)

新城財經台是全球首個廿四小時廣東話財經電台頻道，旨在為香港以及世界各地聽眾提供準確、實時以及緊貼環球金融市場的重要資訊。而新城財經台更開創廣播史先河，分別與廣東電台及上海第一財經頻道，同步直播節目《粵港股市快訊》、《粵港財金縱橫》及《滬港一線通》，第一時間報導兩地市場財金資訊。

Metro Finance Digital (DAB⁺11)

Our broadcasting sphere is further broadened and enhanced with diversity by bringing in the element of investment education and interaction between program hosts and listeners via new media platforms.

新城數碼財經台 (DAB⁺11)

注入投資教育元素，提供有關財金投資知識，並且增設更多問股環節和網上問股專欄，加強聽眾與節目主持的互動性，吸納有興趣學習投資的聽眾，豐富投資知識。



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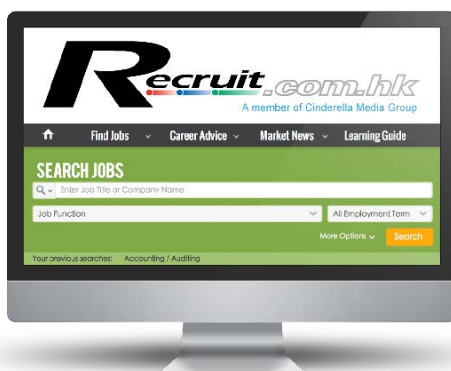
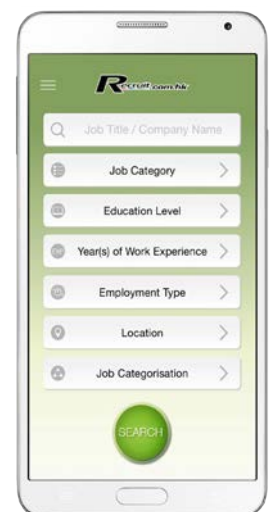


Founded in 1992, Recruit magazine is the number 1 free recruitment magazine in Hong Kong. As a pioneer recruitment publication inside MTR stations, Recruit magazine has succeeded in combining job and education advertisements with comprehensive articles on labour market and industry news. It also provides career related enrichment articles and activities to attract readers who strive for work-life balance.

Recruit magazine has an extensive distribution network to reach a large group of quality working population under various channels, including effective hand-to-hand distribution in high-traffic commercial district and hot spot, inside high-traffic designated MTR stations, 7-Eleven convenience stores & Starbucks stores, local universities & tertiary institutions.

Since 1996, Recruit has operated www.recruit.com.hk which is a comprehensive website providing solutions to job seekers and recruitment advertisers. Together with the mobile apps launched in 2011, Recruit has given job and education advertisements a greater prominence and wider reach to the target working population, meanwhile the job seekers can search and apply for jobs at anytime anywhere.

Recruit is dedicated to providing full services to jobseekers and recruitment advertisers. Starting from 2012, Recruit has extended the services to career fair. Over 31 education and career fairs along Hong Kong Island, Kowloon and New Territories were organized. Over 400 organizations joined the fairs and over 45,000 job vacancies were posted.





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Established in 1949, The Standard is Hong Kong's first and only free English daily newspaper, and enjoys a high-quality readership.

Published in a handy tabloid format, The Standard delivers a comprehensive coverage of local and international news, with special sections on sports, business and technology and an inside look of the market every Monday in Money Glitz. There are also special features on entertainment and lifestyle topics, plus the lively Weekend Glitz on Friday, all presented in an easy-to-read, colorful and compelling format.

From Monday to Friday, The Standard is widely distributed around town, but is also available in digital format on www.thestandard.com.hk, Apple iPad & iPhone app, Android app and Facebook (www.facebook.com/thestandardhk), all at no cost.



CANCER DRUG IN HK'S EBOLA ARSENAL

Many Are Beware
Hong Kong could lose a potent cancer drug to a rival Ebola vaccine in health authorities' search for the experimental Ebola drug from a 57-year-old oncologist.
The Centre for Health Protection said last night.
"The oncology expert" was used for breast cancer patients in the patients with antibody problems, but he has been only been reported for the study.
The Department of Health officials said last night that the United States Centers for Disease Control and Prevention approved the Ebola vaccine.
The center's scientific committee on oncology and oncology research said previously to approve the treatment regimen in the event of an outbreak of Ebola if a health care worker becomes infected by a patient with Ebola virus.
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OUTRAGE AT OZ TYCOON'S 'MONGREL CHINESE' ATTACK

Angry American tycoon's 31st birthday
The tycoon's 31st birthday was celebrated in a grand party at the Four Seasons Hotel in Hong Kong last night.
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TEN QUITS AS LIBERAL PARTY CHAIRMAN

Elite schools in clean sweep of DSE honors
A DOZEN TOP REASONS TO CELEBRATE

Obama 'a lame duck' as Republicans roar back

Obama's lame duck status
Obama's lame duck status is a topic of debate as Republicans prepare to take control of the House of Representatives.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

INTRODUCTION TO THE AWARD

INTRODUCTION

The Award for Excellence in Training and Development has been organized by the Human Resources Development Management Committee of The Hong Kong Management Association since 1990. It is the only award of its kind in Hong Kong that gives public recognition of achievements in training and development to individuals as well as organizations, whether large or small and whatever the nature of their businesses or services.

OBJECTIVES OF THE AWARD

- To give due recognition to HRD professionals and trainers for their achievements
- To help improve the quality of training and development in Hong Kong generally by giving examples of good training and development and by sharing experiences
- To continue to improve the extent to which training and development meets business/organizational needs, establishes direction and contributes to the success of the organization through improving the performance of employees

BENEFITS TO ORGANIZATIONS

- The Award will strengthen the reputation of the organization within the field of training and development and in the business community at large.
- The winners will be allowed to use the award logo on their stationery, promotional literature and in advertising.
- The Award will provide an excellent opportunity for publicity by the winners.
- The Award could be used as an aid to recruitment.

BENEFITS TO HRD PROFESSIONALS AND TRAINERS

- The Award offers HRD professionals and trainers the opportunity to have their efforts better recognized by their organizations, peer professionals and the community.
- The Award will provide additional motivation to HRD and training professionals to extend their efforts.
- The Award will help senior management better understand the value HRD professionals and trainers can bring to improve corporate results of the organization.

AWARD CATEGORIES

- Campaign Awards
- Individual Awards

ENQUIRIES

For enquiries, please contact:

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Fax: 2868 4387

WEBSITE

www.hkma.org.hk/trainingaward



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INTRODUCTION TO THE AWARD

The Board of Examiners comprises members of the Human Resources Development Management Committee 2015/16 and the Training and Development Awards Organizing Committee 2016. They include:

TRAINING AND DEVELOPMENT AWARDS ORGANIZING COMMITTEE

Mr Anthony Rushton (Chairman)

Regional Head of Learning, Asia Pacific
Human Resources
HSBC

Dr Salina Chan

Regional Learning & Development Director,
Human Resources - Asia Pacific
Fossil (East) Limited

Mr Ian Choy

Senior Director - People Resources
McDonald's Restaurants (HK) Limited

Ms Mimi Fu

Director, Learning and Development
Ocean Park Corporation

Ms Ivy Lau

Director - Talent Engagement &
Corporate Social Investment
Hong Kong Broadband Network Limited

Mr Steve Lawrence

Head of Training & Development - Airports
Cathay Pacific Airways Limited

Ms Ivy Leung

General Manager, Human Resources
and Administration Department
Octopus Holdings Limited

Mr Teddy Liu

General Manager -
Corporate and Talent Development
New World Development Company Limited

Ms Felicity Sam

Senior Director, Learning & Development
Ralph Lauren Asia Pacific Limited

Ms Carmen Ting

Principal, Learning and Development
KPMG China

Ms Bianca Wong

Group Human Resources & Corporate
Communications Director
Jebsen & Co Ltd

Mr Albert Yeung

Director (Human Resources)
Link REIT



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INTRODUCTION TO THE AWARD

HUMAN RESOURCES DEVELOPMENT MANAGEMENT COMMITTEE 2015/16

Dr Ritchie Bent (Chairman)

Group Head of Human Resources
Jardine Matheson Limited

Mr Graham Barkus

Head of Organization Development
Swire Properties Limited

Mr Morison Chan

Deputy General Manager - Corporate Planning
Chow Tai Fook Jewellery Group Limited

Ms Catherine Chau

Head of Human Resources
Hongkong Land Limited

Ms Kit Fan

Head of Corporate Human Resources
The Hong Kong & China Gas Company Limited

Ms Judy Feng

Head of Organizational Development
The Hong Kong Jockey Club

Mr Barry Ip

Regional Director,
Learning & Development - Asia
Jabil Circuit Inc

Mr Ellis Ku

Head of Learning & Organization Development
Maxim's Caterers Limited

Ms Maylie Lee

Head of Human Resources,
Hong Kong & Greater China
Marsh (Hong Kong) Limited

Mr Stephen Leung

Country Manager
Pfizer Corporation Hong Kong Limited

Mr Anthony Mak

Principal Assistant Secretary
Training and Development (Civil Service)
Civil Service Training and Development Institute
Civil Service Bureau

Ms Eliza Ng

Director, Human Resources
Fuji Xerox (Hong Kong) Limited

Mr Kelvin Ng

General Manager -
Training and Organization Development,
Human Resources Department
Nan Fung Development Limited

Mr Anthony Rushton

Regional Head of Learning, Asia Pacific
Human Resources
HSBC

Mr Chester Tsang

Acting General Manager - HK (China/International
Development)
MTR Corporation Limited

Mr Kenneth Wai

Area Director of Human Resources
Island Shangri-La Hotel

IMPORTANT POLICIES

All information and documents supplied by Award participants including their identities and written submissions are kept confidential and will only be used for the judging of the Award.

All Examiners and Adjudicators are required to declare in advance to the Award Secretariat on their conflict of interest. The Examiners and Adjudicators in question would be barred from reviewing the Award participants concerned or handling in any manner the materials submitted by the Award participants involved.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

CAMPAIGN AWARDS

ELIGIBLE PROGRAMMES

The Campaign Awards are intended to cover any training or development programmes that are initiated and delivered by Hong Kong, Mainland or overseas organizations for their staff members and service providers for the benefits of the organizations.

Programmes that include external consultants as part of the programme are also eligible for the competition. Nevertheless, the role of these consultants should be justified and clearly stated.

CATEGORIES

The Campaign Awards will be divided into two categories:

1. **Skills Training Category**

Any learning activity provided to improve job specific skills, knowledge and attitude that contributes to organizational performance/business results.

Examples:

- **Basic Training**
Formal training is given, in classrooms or by electronic delivery, in the skills, knowledge and attitude that staff require in order to perform their basic job.
- **Specific Skills Training**
A skill is being taught to a particular group of staff ranging from office computer skills to specific technical skills such as product maintenance or interpersonal skills such as negotiation skills.
- **Refresher Training**
Training programmes that are intended to revitalize a particular skill or knowledge to ensure the desired standards are still being achieved.

2. **Development Category**

Any activity, initiative or programme focused on people development that contributes to on-going enhancement of organizational capability, performance and business results.

Examples:

- **Leadership / Executive / Talent Development Programme**
Programme that has been developed to enhance the competencies of employees for the sustainable development of the organization such as succession planning programme and talent development programme.
- **Cultural Change Programme**
Programme that has been developed to support significant change initiatives of the organization such as vision, mission and core value programme.
- **Career Development Programme**
Programme that has been developed to support staff career development within the organization.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

CAMPAIGN AWARDS


AWARDS

The following awards will be granted to outstanding programmes in both "Skills Training Category" and "Development Category" by the Panel of Adjudicators:

- Gold Award
- Silver Award
- Bronze Award
- Excellence Awards

Recipients of Best Presentation Award in both categories will be selected by all participants attending the Final Presentation Seminar.

Recipients of the following awards in both categories will be selected by the Board of Examiners from among all the participating training or development programmes:

- Certificate(s) of Merit
-  Most Innovative Award(s)
- Special Award(s) for Organization with 500 Employees or Less
-  Special Award(s)*
- Best Presentation Award

(*recognize training or development programme(s) with outstanding performance in different individual areas.)

PARTICIPATION FEE

HKMA Member: \$9,900 per programme
Non-Member: \$12,900 per programme

The participation fee covers:

- THREE free seats at the Final Presentation Seminar
- ONE free seat at the Award Presentation Ceremony

Participating organizations are required to settle the participation fee before the entry deadline. Otherwise, they would not be invited for the judging process.

CAMPAIGN AWARDS SCHEDULE

Deadline for Entries

Friday, 26 February 2016

Deadline for Submission of Programme Summary

Wednesday, 9 March 2016

Shortlisting Interview

Tuesday, 15 March 2016
Wednesday, 16 March 2016
Thursday, 17 March 2016

Deadline for Written Submission (Finalists only)

Monday, 25 April 2016

Final Presentation Seminar

Tuesday, 14 June 2016

Award Presentation Ceremony

September 2016



JUDGING PROCESS

<p>Submission of Entry Form (Deadline: Friday, 26 February 2016)</p>	<p>All participating organizations have to submit an Entry Form.</p>
<p>Submission of Programme Summary (Deadline: Wednesday, 9 March 2016)</p>	<p>All participating organizations will be required to submit a programme summary in English in not more than two pages for the Examiners' reference. Please refer to Page 22 for Guidelines for Programme Summary.</p>
<p>Shortlisting Interview (Tuesday, 15 March 2016 Wednesday, 16 March 2016 Thursday, 17 March 2016)</p>	<p>All participating organizations will be invited to give a 15-minute verbal presentation on training or development programmes, followed by a 10-minute Question-and-Answer session. The verbal presentation, covering all the Judging Criteria, will be made to the Board of Examiners comprising members of the Training and Development Awards Organizing Committee and Human Resources Development Management Committee of the Association. Please refer to Page 22 for Guidelines for Shortlisting Interview.</p>
<p>Written Submission (Finalists Only) (Deadline: Monday, 25 April 2016)</p>	<p>Finalists of both categories will be invited to submit a five-page summary of their training or development programmes in English which will be reviewed by the Panel of Adjudicators. The written submissions should cover all the Judging Criteria.</p>
<p>Final Presentation Seminar (Tuesday, 14 June 2016)</p>	<p>The final selection of winners of both categories will take the form of an experience-sharing seminar open to all executives. The finalists will be invited to deliver a presentation before the Panel of Adjudicators. Presentations will be restricted to 20 minutes plus 10-minute Question-and-Answer session.</p> <p>The Adjudicators will decide on the winners of Gold, Silver, Bronze Awards and Excellence Awards for both categories.</p>
<p>Award Presentation Ceremony (September 2016)</p>	<p>An Award Presentation Ceremony will be held during the Susan Yuen Memorial Lecture and all the results of the Awards will be announced.</p>



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

GUIDELINES FOR PROGRAMME SUMMARY AND SHORTLISTING INTERVIEW

CATEGORIES

- **Skills Training Category:** Any learning activity provided to improve job specific skills, knowledge and attitude that contributes to organizational performance/business results.
- **Development Category:** Any activity, initiative or programme focused on people development that contributes to on-going enhancement of organizational capability, performance and business results.

GUIDELINES FOR PROGRAMME SUMMARY

- All participating organizations should submit a concise summary of the training or development programme in English.
- The summary will not be scored, but is critical for the Board of Examiners to have a basic understanding of the organization as well as the objectives, content and results of the programme.
- The summary should be limited to not more than two single-line spaced A4 pages, with character point size not less than 10.
- The programme summary should cover the following contents:
 - 1 Basic Information
 - 1.1 Brief profile of the organization
 - 1.2 Name of the skills training or development programme and purpose for delivering this programme
 - 2 Programme Objectives
 - 2.1 Description of the programme objectives
 - 3 Programme Design, Development and Implementation
 - 3.1 Description of the planning, design and execution of the programme
 - 4 Programme Outcomes
 - 4.1 Description of the programme outcomes and how it achieved objectives

GUIDELINES FOR SHORTLISTING INTERVIEW

- All participating organizations are invited to the Shortlisting Interview by the Board of Examiners comprising members of the Training and Development Awards Organizing Committee and Human Resources Development Management Committee of the Association.
- An organization can send a maximum of two representatives for the Shortlisting Interview.
- The presentation should be limited to 15 minutes, followed by a 10-minute Question-and-Answer Session.
- Presentations may be video-taped for judging purpose.
- The presentation can be supported with PowerPoint and/or a printed summary of keypoints in English if desired (in PowerPoint printout format).
- The presentation should cover all the Judging Criteria. Please refer to Page 23 and 24 for Judging Criteria.
- The presenter need not be the same person as would be used at later stages including the finals, but he or she should be someone who was directly involved in the training or development intervention.
- There will be no marks added or subtracted for the quality of the presentation, only for the content and the quality of the training or development intervention itself.



DEFINITION OF SKILLS TRAINING CATEGORY

Any learning activity provided to improve job specific skills, knowledge and attitude that contributes to organizational performance/business results.

	MARKS
1 NEEDS IDENTIFICATION AND OBJECTIVES SETTING	20
1.1 Training Needs Analysis The methods used for determining the objectives were rigorous and comprehensive; other workplace issues that affected performance had been considered.	10
1.2 Objectives Setting Business/Organizational needs related to improvement in relevant job specific skills, knowledge and behaviours were clearly stated; training objectives and results required were specific, measurable and relevant. The programme addressed challenging performance situation and requirements.	10
2 DESIGN, DEVELOPMENT AND IMPLEMENTATION	40
2.1 Quality of Design Appropriate approach and methods were used for participants to effectively learn and apply the skills, knowledge and attitude in their job environment.	10
2.2 Effectiveness of Content Development of training content is relevant to the intended learning outcomes.	10
2.3 Implementation Strategies Evidence of effective stakeholders' management, communication and resource deployment.	10
2.4 Integration with Work Line managers and other stakeholders were actively involved; appropriate pre and post event activities were included.	10
3 MEASUREMENT AND OUTCOMES	30
3.1 Measurement Process The methods used to measure outcomes were reliable.	5
3.2 Learning and Performance Results The training objectives were met. The participants achieved the learning goals. They were able to apply the learning and improve their performance to the required standards in a sustainable way.	15
3.3 Organizational Performance/Business Results The connection to organizational performance/business results was clearly demonstrated in a cost effective manner.	10
4 DEGREE OF INNOVATION	10
4.1 Innovative approaches and/or design were applied to enhance programme effectiveness.	
	Total 100



AWARD FOR
**EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

DEVELOPMENT CATEGORY JUDGING CRITERIA

DEFINITION OF DEVELOPMENT CATEGORY

Any activity, initiative or programme focused on people development that contributes to on-going enhancement of organizational capability, performance and business results.

MARKS

	MARKS
1 PROGRAMME OBJECTIVES	20
1.1 The programme addressed one or more specific business/organizational challenge(s) related to people development.	
1.2 The programme considered the people performance and development required to enhance organizational capability, performance and business results.	
2 DESIGN AND IMPLEMENTATION	30
2.1 The people development elements in this programme were effectively planned, designed and executed to meet the desired objectives.	
3 STAKEHOLDER ENGAGEMENT	10
3.1 Relevant stakeholders (e.g. top management, line managers) were involved and appropriately engaged in the objective setting, design, delivery and post intervention stages.	
4 ORGANIZATION INTEGRATION	10
4.1 The programme appropriately integrated relevant business/organizational and human resource practices/processes to achieve desired outcomes.	
5 MEASUREMENT AND OUTCOMES	20
5.1 The programme was implemented in a cost effective manner.	
5.2 The measurement process of the programme was rigorous and reliable.	
5.3 The programme achieved the stated business/organizational objectives.	
5.4 The programme has demonstrated sustainable outcomes.	
6 DEGREE OF INNOVATION	10
6.1 The programme was innovative in its concept, design, implementation, reinforcement and/or outcome measurement.	

Total 100



AWARD FOR
**EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

**CAMPAIGN AWARD
ENTRY FORM**

To: The Secretariat, Award for Excellence in Training and Development 2016
The Hong Kong Management Association
14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong

ACT-42846-2016-2-NL

Attn: Ms Ellis Yeung, Manager (Tel: 2826 0532 Email: ellisyeung@hkma.org.hk)
Ms Elsie Chan, Executive Officer (Tel: 2826 0535 Email: elsiechan@hkma.org.hk)
Fax: 2868 4387

Dear Sir/Madam

My organization intends to enter the competition for the Award for Excellence in Training and Development 2016

Category: Skills Training Development

Name of Programme: _____

Name of Organization: _____

Address: _____

Contact Person: (Mr/Ms) _____ Job Title: _____

Telephone: _____ Fax: _____

E-mail: _____ Mobile: _____

Description of Type of Business: _____

The following representative(s) (A maximum of two) of my organization will attend the Shortlisting Interview to be held on Tuesday, 15 March 2016; Wednesday, 16 March 2016 or Thursday, 17 March 2016.

1. Name: (Mr/Ms) _____ Job Title: _____

Telephone: _____ Mobile: _____ Email: _____ Fax: _____

2. Name: (Mr/Ms) _____ Job Title: _____

Telephone: _____ Mobile: _____ Email: _____ Fax: _____

A crossed cheque no: _____ of HK\$ _____ made payable to "The Hong Kong Management Association" is enclosed.
[HK\$9,900 (HKMA Member) / HK\$12,900 (Non-Member)]

Signature: _____ Date: _____

(not later than Friday, 26 February 2016)

(Companies may submit more than one entry. Please complete a separate form for each entry.)



AWARD FOR
**EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

PAST CAMPAIGN AWARD WINNERS

2015

Skills Training Category

Gold Award

Cathay Pacific Airways Limited

Silver Award

Synergis Management Services Limited

Bronze Award

Maxim's Caterers Limited

Excellence Awards

DBS Bank (Hong Kong) Limited
Federal Express (Hong Kong) Limited
Sun Life Hong Kong Limited

Development Category

Gold Award

The Hong Kong Society for the Aged

Silver Award

DBS Bank (Hong Kong) Limited

Bronze Award

McDonald's Restaurants (Hong Kong) Limited

Excellence Awards

CLP Power Hong Kong Limited
Midland Holdings Limited
Shangri-La Hotels and Resorts

25th Anniversary Awards

Most Dedicated Organizations to People Development

CLP Power Hong Kong Limited
The Hong Kong Jockey Club
The Hongkong and Shanghai Banking Corporation Limited
Maxim's Caterers Limited
MTR Corporation

2014

Skills Training Category

Gold Award

Hong Kong Broadband Network Limited

Silver Award

Synergis Management Services Limited

Bronze Award

RS Components Limited

Excellence Awards

Chow Tai Fook Jewellery Company Limited
Hotel ICON
Ma Belle Jewellery Company Limited

Development Category

Gold Award

Crystal Group

Silver Award

DFS Group Limited

Bronze Award

Bank of China (Hong Kong) Limited

Excellence Awards

Fuji Xerox (Hong Kong) Limited
Hotel ICON
Shun Tak- China Travel Ship Management Limited

2013

Skills Training Category

Gold Award

Maxim's Caterers Limited

Silver Award

MTR Corporation Limited

Bronze Award

The Hong Kong Jockey Club

Excellence Awards

The Hongkong and Shanghai Banking Corporation Limited
The Kowloon Motor Bus Company (1933) Limited
Sun Life Hong Kong Limited

Development Category

Gold Award

Chun Wo Development Holdings Limited

Silver Award

DFS Group Limited

Bronze Award

FedEx Express (China)

Excellence Awards

AIA International Limited
MTR Corporation Limited
Societe Generale, Asia-Pacific

2012

Skills Training Category

Gold Award

The Hong Kong Jockey Club

Silver Award

DHL Express (HK) Limited

Bronze Award

CLP Power Hong Kong Limited

Excellence Awards

Hong Kong Air Cargo Terminals Limited
Hong Kong Broadband Network Limited
Shanghai Feng Cheng Property Management Co Ltd - Subsidiary of Shui On Land (HK & China)

Development Category

Gold Award

The Hong Kong Society for the Aged

Silver Award

Hip Hing Construction Company Limited

Bronze Award

MTR Corporation Limited

Excellence Awards

Civil Service Training and Development Institute, Civil Service Bureau
The Dow Chemical Company
HSBC

2011

Gold Prize

BOC Group Life Assurance Co Ltd

Silver Prize

Shangri-La Hotels and Resorts

Bronze Prize

Kowloon Central Cluster, Hospital Authority

Excellence Awards

Fleet Management Limited
Maxim's Caterers Ltd
Standard Chartered Bank (HK) Ltd

2010

Gold Prize

Bank of China (Hong Kong) Limited

Silver Prize

Morgan Stanley

Bronze Prize

The Hong Kong Jockey Club

Excellence Awards

Aon Hong Kong Limited
Fuji Xerox (Hong Kong) Limited
Mandarin Oriental Hotel Group

2009

Gold Prize

MTR Corporation Ltd

Silver Prize

Synergis Management Services Ltd

Bronze Prize

Zurich Life Insurance Co Ltd

Certificates of Excellence

Hang Yick Properties Management Ltd
Hong Yip Service Co Ltd
InterContinental Grand Stanford Hong Kong

2008

Gold Prize

CLP Power Hong Kong Limited

Silver Prize

Maxim's Caterers Ltd and Hospital Authority

Bronze Prize

The Hong Kong Jockey Club

Certificates of Excellence

Canossa Hospital (Caritas)
Hong Kong CSL Limited
Inter Continental Hong Kong

2007

Gold Prize

Tao Heung Group Limited

Silver Prize

Kowloon-Canton Railway Corporation

Bronze Prize

The Hong Kong Jockey Club

Certificates of Excellence

Kowloon Shangri-La Hotel
Li & Fung (Trading) Limited
PCCW Limited

2006

Gold Prize

Langham Place Hotel

Silver Prize

Gammon Construction Limited

Bronze Prize

Hang Seng Bank

Certificates of Excellence

Hang Seng Bank
Jones Lang LaSalle - Management Solutions
Shun Hing Electric Service Centre Ltd

* The above list shows the Award recipients and their companies during the year of the Award indicated.



AWARD FOR
**EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

PAST CAMPAIGN AWARD WINNERS

2005

Gold Prize

Langham Place Hotel

Silver Prize

CLP Power Hong Kong Ltd

Bronze Prize

The Hong Kong and China Gas Company Ltd

Certificates of Merit

The Hongkong and Shanghai Banking

Corporation Ltd

PCCW Limited

Standard Chartered Bank (Hong Kong) Ltd

Special Award for SMEs

KC Maritime Ltd

2004

Gold Prize

The Hong Kong Jockey Club

Silver Prize

The Hongkong and Shanghai Banking

Corporation Ltd

Bronze Prize

AXA China Insurance Co Ltd

Certificates of Merit

ACNielsen (China) Ltd

Hong Kong Housing Authority

MTR Corporation Ltd

2003

Gold Prize

Cathay Pacific Airways Ltd

Silver Prize

Circle K Convenience Stores (HK) Ltd

Bronze Prize

The Hongkong and Shanghai Banking

Corporation Ltd

Certificates of Merit

Canossa Hospital (Caritas)

Kai Shing Management Services Ltd

Sun Hung Kai Properties Ltd

2002

Gold Prize

Hong Kong Housing Authority

Silver Prize

Hsin Chong Real Estate Management Ltd

Bronze Prize

Allen & Overy (HK) Limited

Certificates of Merit

American International Assurance Company

(Bermuda) Limited

Hong Yip Service Company Ltd

Shangri-La Hotels and Resorts

2001

Gold Prize

Hang Seng Bank Ltd

Silver Prize

Hongkong Post

Bronze Prize

Watson's The Chemist

Certificates of Merit

Giordano International Limited

Hang Yick Properties Management Limited

Hong Yip Service Company Ltd

2000

Gold Prize

Standard Chartered Bank

Silver Prize

Hong Kong Housing Authority

Bronze Prize

The Hong Kong Jockey Club

Certificates of Merit

Heraeus Ltd

Hospital Authority

MTR Corporation

1999

Gold Prize

Hang Seng Bank Ltd

Silver Prize

CLP Power Hong Kong Ltd

Bronze Prize

Hang Seng Bank Ltd

Certificates of Merit

Goodwell Property Management Ltd

The Jockey Club Kau Sai Chau Public Golf

Course Ltd

Kowloon-Canton Railway Corporation

1998

Gold Prize

Sheraton Hong Kong Hotel & Towers

Silver Prize

Tse Sui Luen Jewellery Co Ltd

Bronze Prize

DHL International (H.K.) Ltd

Certificates of Merit

The Hong Kong Jockey Club

Hong Kong Police

Shell Hong Kong Ltd

1997

Strategic HRD Category

Silver Prize

Regal Hotels International

Bronze Prize

DHL International (H.K.) Ltd

Skills Training and Development Category

Gold Prize

Hang Seng Bank Ltd

Silver Prize

Marks and Spencer (HK) Ltd

Bronze Prize

Regal Hotels International

1996

Overall Winner

Giordano Ltd

Strategic HRD Category

Giordano Ltd

Skills Training and Development Category

Mass Transit Railway Corporation

1995

Overall Winner

Hospital Authority

Strategic HRD Category

Hospital Authority

Skills Training and Development Category

Mass Transit Railway Corporation

1994

Overall Winner

Kowloon-Canton Railway Corporation

Strategic Management/Strategic HRD/

TQM Training Category

Kowloon-Canton Railway Corporation

Management/Supervisory Training Category

Cathay Pacific Catering Services (HK) Limited

Professional/Technical Training Category

Securair Limited

1993

Overall Winner

The Asian Sources Media Group

Strategic Management/Strategic HRD/

Customer Service/TQM Training Category

The Sino Group

Management/Supervisory Training Category

The Asian Sources Media Group

Professional/Technical Training/Others Category

Hong Kong Aircraft Engineering Company Limited

1992

Service Category

Mass Transit Railway Corporation

Commercial and Industrial Category

Shell Hong Kong Limited

1991

Service Category

Arthur Andersen & Company

Manufacturing Category

Computer Products Asia-Pacific Limited

Construction Category

Franki Kier Limited

Wholesale/Retail/Import/Export Category

Jardine Pacific Ltd - Pizza Hut Division

Utilities and Public Sector Category

Mass Transit Railway Corporation

1990

Multi-National Corporations Category

China Light & Power Company Limited

* The above list shows the Award recipients and their companies during the year of the Award indicated.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

INDIVIDUAL AWARDS

ELIGIBILITY

The Awards aim to recognize the outstanding achievement of trainers who have made significant contribution to the human resource development of their organizations as well as the whole community.

CATEGORIES

There are two categories for individual awards:

1. **Distinguished Trainer Awards**

Executives who have engaged in the human resource and/or training and development profession for a minimum of 5 years and are providing training for staff members of their own organization, service providers or their clients (for trainers from consulting business).

A **Trainer of the Year** will be selected by the Panel of Adjudicators from among the Distinguished Trainer Awardees.


2. **Outstanding New Trainer Awards**

Executives who have engaged in the human resource and/or training and development profession for less than 5 years and are providing training for staff members of their own organization, service providers or their clients (for trainers from consulting business).

Trainers from the consulting business may enter the Awards. However, if the training and/or development programmes described in the written submission and in the interview session are those of their clients, endorsement from their clients must be provided.

AWARDS

The following awards will be granted to outstanding trainers by the Board of Examiners:

- Outstanding New Trainer Awards
- Distinguished Trainer Awards
- A  **置地公司** **Hongkong Land** Trainer of the Year will be selected by the Panel of Adjudicators from among the Distinguished Trainer Awardees.

BENEFITS AND RECOGNITION

1. For **Distinguished Trainer Awardees**, they will be granted:
 - HKMA Professional Manager status. The membership fee and the CPD requirements for the first year will be waived; and
 - Membership at the HKMA Human Capital Management Society. The membership fee for the first year will be waived.
2. For **Outstanding New Trainer Awardees**, they will be granted:
 - HKMA Full Membership or Associate Membership status, depending on their work experience and academic qualifications. The membership fee for the first year will be waived; and
 - Membership at the HKMA Human Capital Management Society. The membership fee for the first year will be waived.

PARTICIPATION FEE

HKMA Member: \$6,900 per nominee

Non-Member: \$9,900 per nominee

The participation fee covers:

- ONE free seat at the Final Presentation Seminar
- ONE free seat at the Award Presentation Ceremony
- TWO free seats at the Seminar on 'The Way to Become a Top Trainer'

Participating organizations are required to settle the participation fee before the entry deadline. Otherwise, they would not be invited for the judging process.

INDIVIDUAL AWARDS SCHEDULE

Deadline for Nomination

Friday, 11 March 2016

Interview Session

Tuesday, 10 May 2016

Award Presentation Ceremony

September 2016

Deadline for Written Submission

Monday, 11 April 2016

Final Presentation Seminar

Tuesday, 14 June 2016



JUDGING PROCESS

<p>Nomination (Deadline: Friday, 11 March 2016)</p>	<p>All entrants have to be nominated by their organizations which are required to send in the Nomination Form. An organization can nominate a maximum of five trainers in each category to participate in the Award.</p>
<p>Written Submission (Deadline: Monday, 11 April 2016)</p>	<p>All entrants will be required to submit a four-page written submission covering all the Judging Criteria together with a one-page summary of personal information in English, which will be reviewed by the Board of Examiners. The signature campaign cited in the submission should be conducted and completed within the last five years.</p>
<p>Interview Session (Tuesday, 10 May 2016)</p>	<p>All entrants will be invited to an interview session.</p> <p><u>Distinguished Trainer Awards</u> The interview session will include a 15-minute presentation and a 10-minute Question-and-Answer session by the Board of Examiners. The presentation should cover all the Judging Criteria.</p> <p><u>Outstanding New Trainer Awards</u> The interview session will be divided into two parts:</p> <ol style="list-style-type: none"> 1. A 10-minute presentation, covering all the Judging Criteria, to be followed by a 5-minute Question-and-Answer session by the Board of Examiners. 2. A 10-minute short training. Participants would be informed of the training topic 30 minutes before the interview session. <p>Winners of the Distinguished Trainer Awards and Outstanding New Trainer Awards as well as finalists of the Trainer of the Year will be selected by the Board of Examiners.</p>
<p>Trainer of the Year Final Judging (Tuesday, 14 June 2016)</p>	<p>Finalists of the Trainer of the Year will be invited to deliver a 5-minute presentation on his / her written submission, followed by a 5-minute Question-and-Answer session by the Panel of Adjudicators at the Final Presentation Seminar. The Panel of Adjudicators will select a Trainer of the Year.</p>
<p>Award Presentation Ceremony (September 2016)</p>	<p>An Award Presentation Ceremony will be held during the Susan Yuen Memorial Lecture and all the results of the Awards will be announced.</p>



		<u>MARKS</u>
1	SIGNATURE CAMPAIGN	80
<p>The Trainer can demonstrate he/she has played a key role in contributing to the success of a training and/or development programme. From the programme, the Trainer has demonstrated his/her competencies as a good trainer which include the following areas:</p>		
1.1	Making sure that training is connected to business/organizational need and external environment	20
1.1.1	Meets regularly with sponsors to keep in touch with business/organizational needs	
1.1.2	Good at helping managers identify what they want their people to be able to do	
1.1.3	Establishes direction from sponsors as the first step in any new project	
1.1.4	Passionate about making sure that training needs are clearly identified	
1.1.5	Maintains relevance by refining training objectives/programme design in response to the business/organizational need and changing commercial context	
1.1.6	Effective in gaining management buy-in	
1.2	Ability to design purposeful learning processes	20
1.2.1	Conducts rigorous and holistic analysis and effectively addresses those factors contributing to the performance gap	
1.2.2	Actively involve sponsors in the training and/or development process	
1.2.3	Focuses on outcomes rather activities when setting training objectives	
1.2.4	Rigorous in making sure that courses are designed to be good learning experiences	
1.2.5	Makes explicit their assumptions about people and how they learn	
1.2.6	Makes sure that trainees can successfully apply new ideas into their workplace	
1.2.7	Creatively adapts training sessions to meet the needs of trainees	
1.3	Ability to manage and deliver a designed programme	20
1.3.1	Listens to and values participant contributions	
1.3.2	Illustrates new concepts and ideas with appropriate examples from the learners' workplace	
1.3.3	Regards training sessions as an opportunity to role model the behaviours being taught	
1.3.4	Encourages trainees to learn at their own pace and can cater for different learning styles	
1.3.5	Encourages trainees to be independent and think for themselves	
1.3.6	Creates interest and challenge in their approach to training	
1.3.7	Integrates training sessions so that trainees can see how it all fits together	
1.4	Ability to evaluate training	20
1.4.1	Based on trainees' satisfaction levels	
1.4.2	Based on improvement in trainees' competence	
1.4.3	Based on impact on job performance	
1.4.4	Based on improvement in targeted organizational performance/business results	
1.4.5	In partnership with managers and sponsors	
2	PERSONAL ACHIEVEMENTS AND CONTINUOUS DEVELOPMENT	20
2.1	The Trainer has achieved academic or professional awards and other public recognition related to training and development.	
2.2	The Trainer has demonstrated continuous self-improvement to further his/her career in training and development.	

Total 100



		<u>MARKS</u>
1	SIGNATURE CAMPAIGN	100
<p>The Trainer can demonstrate he/she has played a leading role in contributing to the success of a training and/or development programme. From the programme, the Trainer has demonstrated his/her competencies as a good trainer which include the following areas:</p>		
1.1	Making sure that training is connected to business/organizational need and external environment	20
1.1.1	Meets regularly with sponsors to keep in touch with business/organizational needs	
1.1.2	Good at helping managers identify what they want their people to be able to do	
1.1.3	Establishes direction from sponsors as the first step in any new project	
1.1.4	Passionate about making sure that training needs are clearly identified	
1.1.5	Maintains relevance by refining training objectives/programme design in response to the business/organizational need and changing commercial context	
1.2	Ability to design purposeful learning processes	20
1.2.1	Conducts rigorous and holistic analysis and effectively addresses those factors contributing to the performance gap	
1.2.2	Actively involves sponsors in the training and/or development process	
1.2.3	Focuses on outcomes rather activities when setting training objectives	
1.2.4	Rigorous in making sure that courses are designed to be good learning experiences	
1.2.5	Makes explicit their assumptions about people and how they learn	
1.2.6	Makes sure that trainees can successfully apply new ideas into their workplace	
1.2.7	Creatively adapts training sessions to meet the needs of trainees	
1.3	Ability to manage and deliver a designed programme	20
1.3.1	Listens to and values participant contributions	
1.3.2	Illustrates new concepts and ideas with appropriate examples from the learners' workplace	
1.3.3	Regards training sessions as an opportunity to role model the behaviours being taught	
1.3.4	Encourages trainees to learn at their own pace and can cater for different learning styles	
1.3.5	Encourages trainees to be independent and think for themselves	
1.3.6	Creates interest and challenge in their approach to training	
1.3.7	Integrates training sessions so that trainees can see how it all fits together	
1.4	Role in the internal marketing of training plans to stakeholders	20
1.4.1	Effective in gaining senior management buy-in	
1.4.2	Authentically engages and inspires diverse group of stakeholders	
1.5	Ability to evaluate training	20
1.5.1	Based on trainees' satisfaction levels	
1.5.2	Based on improvement in trainees' competence	
1.5.3	Based on impact on job performance	
1.5.4	Based on improvement in targeted organizational performance/business results	
1.5.5	In partnership with managers and sponsors	
2	PERSONAL ACHIEVEMENTS AND CONTINUOUS DEVELOPMENT	20
2.1	The Trainer has achieved substantial academic or professional awards and other public recognition related to training and development.	
2.2	The Trainer has contributed to training and development as a profession in the business community.	
3	ACHIEVEMENT IN ENHANCING TRAINING AND DEVELOPMENT CAPABILITY	20
<p>The Trainer has helped improve and enhance the training and development capability of the current and/or previous organizations and contributed to the strategic direction of the organization.</p>		

Total 140



AWARD FOR
**EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

TRAINER OF THE YEAR JUDGING CRITERIA

	<u>MARKS</u>
1. Does this trainer ensure that activities are based on real business/organization and individual need?	20
2. Can this trainer design courses that work well with learners to deliver real results back in the workplace?	20
3. Is this trainer actively engaged in the business in personally designing and delivering courses?	20
4. Is this trainer flexible enough to balance the needs of different trainees and the overall objectives set?	30
5. Can this trainer determine the success of training at the individual, job and business/organization impact levels?	20
6. Overall can this trainer impact individual performance to meet business/organizational challenges, and go beyond the classroom to develop organizational capabilities, and even beyond the organization to contribute to the development of training as a profession?	20

Total 130



**AWARD FOR
EXCELLENCE IN
TRAINING AND
DEVELOPMENT 2016**

**INDIVIDUAL AWARD
COMPANY NOMINATION FORM**

To: The Secretariat, Award for Excellence in Training and Development 2016
The Hong Kong Management Association
14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong

ACT-42846-2016-3-NL

Attn: Ms Ellis Yeung, Manager (Tel: 2826 0532 Email: ellisyeung@hkma.org.hk)
Ms Elsie Chan, Executive Officer (Tel: 2826 0535 Email: elsiechan@hkma.org.hk)
Fax: 2868 4387

Dear Sir/ Madam

My organization would like to submit _____ nomination(s) for the Distinguished Trainer Awards as well as _____ nomination(s) for the Outstanding New Trainer Awards of the Award for Excellence in Training and Development 2016.

Name of Organization: _____

Address: _____

Name of Nominator: (Mr/Ms) _____ Job Title: _____

Contact Person: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

A. Nomination(s) for Distinguished Trainer Awards

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

B. Nomination(s) for Outstanding New Trainer Awards

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

Nominee: (Mr/Ms) _____ Job Title: _____

Tel: _____ Mobile: _____ Email: _____ Fax: _____

A crossed cheque no: _____ of HK\$ _____ made payable to

"The Hong Kong Management Association" is enclosed.

[HK\$6,900 (HKMA Member) / HK\$9,900 (Non-Member) for each nomination]

Signature: _____ Date: _____

(not later than Friday, 11 March 2016)



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

PAST INDIVIDUAL AWARD WINNERS

2015

Trainer of the Year

Mr Alan Leung
DFS Group Limited

Distinguished Trainer Awardees

Mr Alan Leung
DFS Group Limited
Mr Desmond Mok
Maxim's Caterers Limited
Ms Dorothy Wong
ICC Limited
Ms Elsa Wong
Bank of China (Hong Kong) Limited

Outstanding New Trainer Awardees

Mr King Chan
McDonald's Restaurants (Hong Kong) Limited
Ms Eliza Cheng
CLP Power Hong Kong Limited
Mr Keith Chu
McDonald's Restaurants (Hong Kong) Limited
Ms Becky Chung
Standard Chartered Bank (Hong Kong) Limited
Mr Lynn Lai
China Life Insurance (Overseas) Company Limited
Mr Charles Tang
MTR Corporation
Ms Amy Tong
G2000 (Apparel) Limited
Mr Penny Tsang
Pure International (Hong Kong) Limited
Ms Stephanie Wong
HSBC Life (International) Limited
Mr Kim Wu
Maxim's Group – Starbucks Hong Kong
Ms Psyche Yau
MTR Corporation
Ms Willy Yuen
BOC Group Life Assurance Company Limited

2014

Trainer of the Year

Ms Yvonne Yam
RS Components Limited

Distinguished Trainer Awardees

Ms Maggie Chan
Bank of China (Hong Kong) Limited
Mr Leo Lee
CSL Limited
Ms Amy Leung
DFS Group Limited
Ms Jasmine Lok
Maxim's Caterers Limited
Ms Maria Tong
Cathay Pacific Airways
Mr Vincent Woo
Maxim's Caterers Limited
Ms Yvonne Yam
RS Components Limited
Ms Snowy Zheng
Australia and New Zealand Banking Group Limited

Outstanding New Trainer Awardees

Mr David Chan
Maxim's Caterers Limited
Mr Max Cheng
DFS Group Limited

Ms Novem Chung

Midland Holdings Limited
Ms Kathy Kwong
New World Development Company Limited

Mr Kenny Lai
Bank of China (Hong Kong) Limited

Ms Rebecca Leung
Maxim's Caterers Limited

Ms Jacqueline Ng
Maxim's Caterers Limited

Mr Jovi Yan
The Hong Kong Jockey Club

Ms Karin Yeung
MTR Corporation

2013

Trainer of the Year

Dr Kelvin Wan
The Hongkong and Shanghai Banking Corporation Limited

Distinguished Trainer Awardees

Mr Tomas Bay
Ethos International Limited
Mr Rex Choi
CSL Limited
Mr Charles Ho
MTR Corporation Limited
Ms Mandy Hong
CLP Power Hong Kong Limited
Mr Billy Ip
The Hong Kong Jockey Club
Ms Jessie Kwong
The Hongkong and Shanghai Banking Corporation Limited
Ms Angelina Lee
CSL Limited
Dr Kelvin Wan
The Hongkong and Shanghai Banking Corporation Limited

Outstanding New Trainer Awardees

Mr Anthony Chan
Standard Chartered Bank (Hong Kong) Limited
Mr Ray Chan
Bank of China (Hong Kong) Limited
Mr Frankie Fang
Standard Chartered Bank (Hong Kong) Limited
Mr Gene Fung
Australia and New Zealand Banking Group Limited
Mr Vikas Grewal
Fleet Management Limited
Ms Jannet Kan
McDonald's Restaurants (Hong Kong) Limited
Mr Donald Lai
Standard Chartered Bank (Hong Kong) Limited
Ms Lolita Lei
Richemont Asia Pacific Limited – Alfred Dunhill
Mr Andrew Li
The Hongkong and Shanghai Banking Corporation Limited
Ms Jessica Siu
The Hong Kong Jockey Club
Mr Simon Wong
CLP Power Hong Kong Limited
Mr Raymond Yip
McDonald's Restaurants (Hong Kong) Limited

2012

Trainer of the Year & Distinguished Trainer Awardee

Ms Vinky Lau
The Hong Kong and China Gas Company Limited

Outstanding New Trainer Awardees

Ms Charissa Chan
Swire Hotels
Mr Takki Chan
The Hong Kong Jockey Club
Mr Anthony Chau
DBS Bank (Hong Kong) Limited
Ms Belli Chui
Standard Chartered Bank (HK) Limited
Ms Gloria Kam
The Hong Kong Jockey Club
Ms Goldia Kong
Miramar Group
Mr Leo Lee
CSL Limited
Ms Angie Li
BOC Group Life Assurance Co Ltd
Mr Chris Ng
McDonald's Restaurants (Hong Kong) Limited
Ms Carmen Tam
Ocean Park Corporation
Mr Tony Wo
Zurich Insurance (Hong Kong)
Mr Kenneth Wong
MTR Corporation Limited
Ms Rose Wong
Hong Kong Air Cargo Terminals Limited
Ms Joice Yan
Toys"R"us (Asia) Limited

2011

Trainer of the Year

Ms Prudence Sze
CLP Power Hong Kong Limited

Distinguished Trainer Awardees

Ms Sonia Lui
Civil Service Training and Development Institute, Civil Service Bureau, HKSAR
Ms Prudence Sze
CLP Power Hong Kong Limited
Mr Bob Xie
The Hong Kong & China Gas Co Ltd

Outstanding New Trainer Awardees

Mr Nicky Lam
Island Shangri-La, Hong Kong
Ms Amy Law
HSBC
Mr Lee Chee King
The Hong Kong Jockey Club
Ms Priscilla Lim
HSBC
Ms Katherine Lo
American International Assurance Company, Limited
Mr Kelvin Lo
The Hong Kong Jockey Club
Ms Amy Yu
HSBC

* The above list shows the Award recipients and their companies during the year of the Award indicated.

* The order of presentation of individual awardees receiving the same award is based on the alphabetical order of their surname.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

PAST INDIVIDUAL AWARD WINNERS

2010

Trainer of the Year
Ms Lee Chung Lim, Natalie
HSBC

Distinguished Trainer Awardees
Ms Lau Shuk Han
Ageas Insurance Company (Asia) Ltd
Ms Lee Chung Lim, Natalie
HSBC
Ms Jacqueline Moyses
Mandarin Oriental Hotel Group
Mr Bradley Wadsworth
Pacnet

Outstanding New Trainer Awardees
Mr Jason Furness
HSBC
Ms Angelina Lee
CLP Power Hong Kong Limited
Mr Lawrence Luk
General Mills Hong Kong Ltd

2009

Trainer of the Year
Ms Elsa Lam
Ageas Insurance Company (Asia) Limited

Distinguished Trainer Awardees
Mr Joseph Chan
HSBC
Ms Elsa Lam
Ageas Insurance Company (Asia) Limited
Mr Thomas Robillard
FedEx Express
Mr Wilkins Wong
Civil Service Training
& Development Institute,
Civil Service Bureau

Outstanding New Trainer Awardees
Ms Fanny Chan
HSBC
Ms Effie Cheng
McDonald's Restaurants (HK) Limited
Mr Andy Lau
HSBC
Mr Nelson Wong
The Hong Kong Jockey Club
Mr Will Wong
HSBC

2008

Trainer of the Year
Mr Kelvin Ju
AIG Companies

Distinguished Trainer Awardees
Mr Kelvin Ju
AIG Companies
Ms Amy Kwong
CLP Power Hong Kong Limited
Ms May Li
Civil Service Training &
Development Institute,
Civil Service Bureau
Mr Frankie Lo
Ageas Insurance Company (Asia) Limited
Mr Vincent Tang
HSBC
Ms Catherine Tong
The Hong Kong Jockey Club
Mr Christopher Yang
HSBC

Outstanding New Trainer Awardees
Mr Jonathan Bok
HSBC
Ms Viola Chan
AIG Companies
Mr Andy Clark
ClarkMorgan Corporate Training
Ms Ivy Poon
The Great Eagle Properties
Management Company Ltd
Mr Vincent Woo
PCCW Limited
Ms Susane Yan
HSBC
Mr Lester Yeung
PCCW Limited

2007

Trainer of the Year
Ms Carroll Chu
Island Shangri-La, Hong Kong

Distinguished Trainer Awardees
Ms Carroll Chu
Island Shangri-La, Hong Kong
Ms Selina Kam
HSBC
Mr Kenny Mak
HSBC
Ms Shirley Ng
Hong Kong Disneyland Resort

Outstanding New Trainer Awardees
Mr Mark Chan
HSBC
Mr Peter Cheung
Hong Kong Disneyland Resort
Mr Desmond Ho
HSBC
Mr Badhri Nath Rama Iyer
HSBC

2006

Trainer of the Year
Ms Michelle Yam
Shangri-La Hotels & Resorts

Distinguished Trainer Awardees
Ms Sara Ho
The Hong Kong Jockey Club
Ms Doris Ip
The Aberdeen Marina Club
Ms Jessie Lau
HSBC
Ms Carrie Wong
HSBC
Ms Michelle Yam
Shangri-La Hotels & Resorts

Outstanding New Trainer Awardees
Ms Iris Chow
HSBC
Ms Angela Tsui
CLP Power Hong Kong Ltd
Ms Joyce Wai
HSBC

2005

Trainer of the Year
Mr Shekhar Visvanath
HSBC

Distinguished Trainer Awardees
Ms Marianne Chung
HSBC
Mr Allen Kuo
HSBC
Mr Gary Liu
The Dairy Farm Company Ltd
Ms Theresa Sham
The Excelsior, Hong Kong
Dr Chester Tsang
Hospital Authority / Institute of Health Care
Mr Shekhar Visvanath
HSBC

Outstanding New Trainer Awardees
Ms Elsie Gung
HSBC
Mr King Lee
Kowloon-Canton Railway Corporation

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* The order of presentation of individual awardees receiving the same award is based on the alphabetical order of their surname.



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

QUOTES FROM 2015 WINNERS

SKILLS TRAINING CATEGORY

Gold Award Winner

In 2014 the Passenger Services System that manages passenger check-in was nearing the end of its life. Migrating to the new system spawned Cathay's largest ever skills training programme. Tim Catling, Passenger Services System Transformation Programme Manager explained, "Moving from a legacy to a modern system was also an opportunity to change the way we work and exploit new functionality. 8,500 check-in agents and airport staff worldwide needed training in the new system and new ways of working." 90% of participants who attended the programme found it helpful and effective. Catling noted, "All the employees were fully trained to time and budget. One of the biggest measurable changes has been a reduction in average check-in processing time of 18% across our network."

Mr Tim Catling
Passenger Services System Transformation Programme Manager
Cathay Pacific Airways Limited

Silver Award Winner

Aiming to improve staff's safety awareness and create a safe workplace culture, Synergis has launched the Synergis Safety Inspector Programme. Over 160 estate management office staff members were trained by our registered safety officers. Through various classroom lectures, inspection drills and training, the employees gained useful insights regarding safety management and safety inspection skills.

Serving as safety inspectors, trained participants help monitor workplace safety, as well as promote healthy work habits and safety awareness among their teammates. Due to overwhelming support and high participation, our work accident rate dropped more than 15 per cent for two consecutive years.

Brenda Yau, acting managing director of Synergis Management Services Limited, says, "Caring for people is one of the five key areas in Synergis's CSR principles. We care for our staff's well-being and will spare no effort in building up a work safe culture."

Ms Brenda Yau
Acting Managing Director
Synergis Management Services Limited

Bronze Award Winner

Maxim's Sushi Master Training Programme is aimed at developing a team of sushi experts for the rapid expansion of Genki Sushi, focusing on quality improvement, new products development and training for new chefs.

The programme adopts a 3S model, which stands for Smile-positive attitude and passion, Standards-quality improvements and betterment, and Skill-skills and techniques. Through the nine-month training programme, an experiential learning approach and highly practical simulations are adopted as key training interventions. Finally, participants need to pass a comprehensive assessment in order to be qualified as Sushi Master.

The Sushi Master programme has successfully trained more than 1,000 staff in the past 1.5 years, and the tea set they designed has significantly boosted sales revenue. Most important, the programme has effectively cultivated a sense of professionalism and passion for sushi among the employees.

Mr Vincent Woo
Training Manager, Japanese Chain Restaurants
Maxim's Caterers Limited



AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2016

QUOTES FROM 2015 WINNERS

DEVELOPMENT CATEGORY

Gold Award Winner

The Hong Kong Society for the Aged (SAGE) launched the SAGE Joyful Care – Make A Difference Programme in 2010 with the aim of bolstering staff initiative and achievement, to further develop the skill sets and knowledge bases of staff, cultivate person-centered care culture, and utilize the hidden community HR potentials in serving elderly population.

Four key approaches are adopted in the programme, namely promoting innovation, cultivating professionalism, reflective practice and creating new job codes. Some of the highlighted activities included the use of information and communications technology (ICT) equipment and horticulture therapy.

The programme's success in increasing the well-being level of our clients, measured by the Dementia Care Mapping (DCM) framework, is attributed to the positive changes in staff's attitude, care competency and Person-centered Care (PCC) skills.

Dr Kim Mak BBS JP

Chairman

The Hong Kong Society for the Aged

Silver Award Winner

The Management Associate Programme is a 24-month leadership development programme that seeks the brightest talents to take on leadership roles, and by providing them with a holistic career development.

Following a nine-week campus induction and training programme in Singapore, the Management Associates embark on a series of three seven-month rotations with different business areas across the entire franchise.

The programme benefits the bank by helping to ensure a sustainable development of the organization. Under the programme, talents are groomed to take up senior positions, and will continue to grow and develop for many years to come.

"It is essential to build a pipeline of high performing young talent for the future of banking."

Ms Sharon Cheng

Managing Director and Head of Human Resources, Hong Kong & China

DBS Bank (Hong Kong) Limited

Bronze Award Winner

McDonald's Hong Kong's High-Potentials Development Programme (Hi-Po) is an 18-month-long talent development programme to groom restaurant managers into consultants for the restaurant management teams.

Hi-Po focuses on talent selection, individual career development planning, hands-on learning and practice, as well as a high-level talent review process. It follows the "3Es" approach of Education, Experience and Exposure, which emphasizes classroom learning, tapping into participants' work experience and new learning opportunities.

To date, about one in three of all Hi-Po alumni have been promoted to consultants, while all newly-promoted consultants in the past five years were alumni who were assessed by an independent panel of management.

Ms Susanna Li

Vice President

McDonald's Restaurants (Hong Kong) Limited

TRAINER OF THE YEAR

I would like to say a big thank you to my DFS L&D team, judges and staff of the HKMA, for their support which facilitates me to be awarded the Trainer of the Year 2015. This is a great honour in my life. The Award also recognizes my effort in training and encourages me to remain "passionate" in my future training career.

Mr Alan Leung

Regional Training Manager

DFS Group Limited

LEAD SPONSOR

Hongkong Land Limited



MAIN SPONSORS

Chow Tai Fook Jewellery Group Limited



The Hongkong and Shanghai
Banking Corporation Limited



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