



香港都會大學 李嘉誠專業進修學院
Hong Kong Metropolitan University
Li Ka Shing School of Professional and
Continuing Education

人才 · 企業發展之本
Your Wise Choice in
Manpower Development





香港都會大學

香港都會大學於1989年由政府創立，提供遙距教育，並於2001年起開辦全日制課程。本校致力於推動學生學習、增進知識和提升研究工作，並着重發展專業及應用課程，以配合學生對學習的期望及回應社會對人才的需求。作為一所提供多元學習模式的大學，我們秉承公正、誠信、堅毅和創新等核心價值，採用先進的教學方法和教育科技，為學生提供世界級的優質教育。

Hong Kong Metropolitan University

Established by the Hong Kong Government in 1989 as a provider of distance education, HKMU began offering full-time programmes in 2001. To advance learning, knowledge and research that meet students' learning aspirations and society's talent needs, focusing on practical and professional programmes. As a multi-mode university guided by the core values of fairness, integrity, perseverance and innovation, we offer world-class education using innovative teaching and education technology.



李嘉誠專業進修學院

1. 李嘉誠專業進修學院成立於1992年6月，是香港都會大學七所學院之一。學院的使命是「推動職專教育鼓勵終身學習」，致力提供優質、創新及別具特色的課程，滿足進修人士在不同階段的學習和增值需要。
2. 學院一向重視創新和與業界知名機構合作，多年來先後推出多個全港首創課程，當中包括財務策劃、航空地勤服務、度假區及主題樂園服務、婚禮統籌、時裝形象設計、餐酒品評、電台主持、漫畫、商業攝影、電影編劇、腎科護理、兒童心理學和紀律部隊實務等，深受各界歡迎。
3. 現時，學院開辦的課程可分為：
 - 海外學士課程
 - 文憑及高級文憑課程
 - 專業證書及文憑課程（部份課程與業界知名機構合作，並獲專業學會、政府和其他專上院校認可）
 - 應用教育文憑
 - 企業培訓課程

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The Li Ka Shing School of Professional and Continuing Education (LiPACE)

1. Being one of the seven academic units of Hong Kong Metropolitan University, the Li Ka Shing School of Professional and Continuing Education (LiPACE) was established in June 1992, with the mission to provide quality programmes and courses distinguished by creativity, novelty, and the creation of value for learners at different stages of their learning needs.
2. Through its partnerships with leading organizations from different industries, LiPACE has offered many trendsetting programmes over the years. These innovative programmes cover an extensive range of specialized areas including financial planning, airline ground services, resort and theme park management, wedding planning, wine tasting, broadcasting programme hosting, comic creation, commercial photography, screenwriting, renal nursing, child psychology and disciplinary forces, etc.
3. The Institute is offering programmes at different levels:
 - Overseas Degree Programmes
 - Diploma and Higher Diploma Programmes
 - Professional Diploma and Certificate Programmes (in partnership with leading organizations and recognized by professional associations, government and other institutes)
 - Diploma of Applied Education
 - Corporate Training Programmes

現代化的教學設施 • Sophisticated Teaching Facilities



演講廳
Lecture Theatre

華夏文化區
Chinese Culture Zone



犯罪現場鑑證室
Crime Scene Investigation (CSI) Room



賽馬會STEAM教育實驗室
Jockey Club STEAM Education Laboratory



心目·間
Inner Covent

模擬病房教室
Mock-up Ward



航空服務培訓區
Aviation Services Training Zone



幼兒教育STEAM工作室
ECE STEAM Workshop

課室
Classroom



智能酒店教室
SMART Hotel Room



學生休憩區
Student Commons



專業培訓服務 • Professional Training Service

本院擅於按機構客戶要求設計和教授各種企業培訓課程，以提升其員工的專業知識、創意和生產力，從而加強機構的競爭力，為員工提供進修計劃及晉升階梯。學院的培訓方案均由具相關學歷和專業經驗的教學人員發展及設計，並由富專業實踐和教學經驗的導師教授。本院可提供現成的和度身訂造的培訓方案。

Our Institute designs and conducts a wide variety of client-centered corporate training programmes to assist organizations in improving their competitiveness, increase staff productivity and promote continuous learning among staff. The training programmes are designed by a team of experienced academic staff who have both academic and professional exposure, and delivered by qualified instructors who have substantial relevant working and teaching experience. The training solutions can range from off-the-shelf to totally bespoke programmes with all options in between.

以下是本院培訓課程的特色：

Our workplace training solutions have the following features:



實用 Practical

課程設計和授課均強調實踐知識，學員可以學以致用。
Course design and delivery emphasize the application of knowledge that give learners insights into real-life contexts.



靈活 Flexible

可按需要靈活安排上課地點、時間、教學模式和教學方法等，滿足學員的需要。
Course delivery (in terms of venue, schedule, teaching modes, and teaching approaches, etc.) is arranged in a flexible way to fit the needs of learners.



品質保證 Quality-Assured

完善的品質保證機制，確保課程具高水準品質。
A well-established quality assurance mechanism ensures high quality programme development, maintenance and continuous improvement.



成效衡量 Measurable

採用各種合適的評估方法和獎勵機制激發學員的興趣，並評估學習效能。
Different appropriate assessment methods and awards are adopted to stimulate learners' interest and to assess their learning effectiveness.



資歷認可 • 專業驅動

Qualification Recognized • Professionally Driven

本院課程獲香港政府認可符合行業入職 / 註冊的要求、獲專業學會認可符合會籍和持續專業發展 (CPD) 要求，以及獲得香港高等院校之學分承認 / 豁免。
Many programmes are recognized by the Hong Kong Government for registration / licensing purposes, by professional bodies for membership and continuing professional development requirements, and by Hong Kong tertiary institutions for advanced standing / credit exemption.

企業度身訂造課程流程 • Procedures of Bespoke Training

01

培訓需求評估 Training Needs Assessment

- 分析培訓要求
Analyzing training needs
- 確定培訓的對象及目標
Identifying training targets and objectives

02

課程發展 Programme Development

- 討論培訓內容和方法
Discussing training content and approaches
- 與客戶協商制訂課程計劃
Developing a programme proposal in consultation with client

03

進行培訓 Training Delivery

- 委任課程統籌和合資格導師
Appointing programme coordinator and qualified trainers
- 成立課程管理委員會
Setting up a Programme Management Committee (PMC)
- 辦理學員的入學申請和紀錄
Handling learner enrollment and records
- 根據商定的課程計劃進行培訓
Delivering in line with the agreed proposal
- 提供培訓教材
Providing training materials

04

培訓後之跟進 Post-training Follow Up

- 根據培訓目標安排成績評核
Arranging assessments in light of the training objectives
- 按需要授予成功修畢培訓課程的學員「結業證書」
Awarding "Certificate of Completion / Attainment" to those who successfully complete the training programme as appropriate
- 收集學員和導師對培訓活動的意見
Collecting feedback from learners and instructors
- 課程管理委員會分析評估意見
Reviewing the feedback by the PMC
- 與客戶跟進評估結果，以提升培訓成效
Discussing the feedback with the client for improvement

學院課程一覽 • Off-the-shelf Training



商業、財務及管理

Business, Finance & Management

會計學

Accounting

- ◆ 會計
- ◆ 管理會計

Accounting
Management Accounting

銀行、財務及投資

Banking, Finance & Investment

- ◆ 金融服務業法規
- ◆ 金融投資策略入門實戰
- ◆ 金融風險管理
- ◆ 財務策劃師 (AFP) 資格認證考試備試課程
- ◆ 認可財務策劃師 (CFP) 資格認證考試備試課程

Compliance for Financial Services Industry
Financial Investment Strategy & Practice
Financial Risk Management
Preparatory Course for Associate Financial Planner (AFP) Certification Examination
Preparatory Course for Certified Financial Planner (CFP) Certification Examination

公關及服務管理

Public Relations & Service Management

- ◆ 行政人員商務禮儀及儀容班
- ◆ 公共關係實務培訓
- ◆ 活動管理
- ◆ 入境事務服務及管制專業文憑
- ◆ 物業管理
- ◆ 優質服務管理
- ◆ 房地產管理
- ◆ 旅遊及款待業管理

Business Etiquette and Grooming for Executives
Essential PR Concepts and Application
Event Management
Professional Diploma in Immigration Services and Control for Immigration Assistants
Property Management
Quality Service Management
Real Estate Management
Tourism & Hospitality Management

法律

Law

- ◆ 刑事檢控訓練
- ◆ 職場法律

Court Prosecution Training
Legal Training for Workplace

領導及管理學

Leadership & Management

- ◆ 企業管理
- ◆ 職場教練培訓
- ◆ 合約管理
- ◆ 有效領導及管理技巧
- ◆ 人力資源管理
- ◆ 專案管理
- ◆ 高層行政人員的領導技巧
- ◆ 團隊建立
- ◆ 企業資本經營

Business Management
Coaching for Workplace
Contract Management
Effective Leadership and Supervisory Skills
Human Resources Management
Project Management
Senior Executive Leadership
Team Building
Corporate Capital Management

藝術及語文

中國藝術與文化

- ◆ 中國古代工藝品欣賞
- ◆ 中國書法藝術
- ◆ 水墨畫
- ◆ 中國古代陶瓷鑒賞

設計及視覺藝術

- ◆ 商業漫畫創作
- ◆ 商業攝影
- ◆ 室內設計
- ◆ 攝影影像
- ◆ 產品設計
- ◆ 時裝技術

語文

- ◆ 應用日語
- ◆ 商業英語傳意
- ◆ 中文公函寫作技巧
- ◆ 實用英語商業寫作
- ◆ 雅思國際英語測試備試課程

- ◆ 普通話水準測試備試課程

- ◆ 海外員工普通話
- ◆ 證券業務普通話



Arts & Languages

Chinese Arts & Culture

Appreciation of Antique Chinese Works of Arts
Chinese Calligraphy
Chinese Ink Painting
Connoisseurship of Ancient Chinese Ceramics

Design & Visual Arts

Commercial Comic Creation
Commercial Photography
Interior Design
Photographic Imaging
Product Design
Technical Fashion Knowledge

Language

Applied Japanese
Business Communication & Presentation Skills
Chinese Official Writing Skills
Practical English Business Writing
Preparatory Course for International English Language Testing System (IELTS)
Preparatory Course for Putonghua Shuiping Ceshi (PSC)
Putonghua for Expatriate Officers
Putonghua for Securities Industry

健康及社會科學

兒童心理及教育

- ◆ 兒童心理學
- ◆ 戲劇教育
- ◆ 幼兒教育

環境與職安健

- ◆ 環境與公共衛生
- ◆ 職業安全及健康
- ◆ 安全審核
- ◆ 樹木管理
- ◆ 廢物處理、肉類及食物檢測
- ◆ 鏈鋸操作訓練

飲食業

- ◆ 基礎食物衛生經理證書
- ◆ 食物控制與安全
- ◆ 食物風險分析
- ◆ 餐酒品評

健康及護理

- ◆ 健康飲食
- ◆ 醫護助理
- ◆ 腎科護理
- ◆ 靜脈穿刺及抽血技巧

Health and Social Sciences

Child Psychology & Education

Child Psychology
Dram Education
Early Childhood Education

Environment, Occupational Safety and Health

Environmental and Public Health
Occupational Safety and Health
Safety Auditng
Tree Management
Waste Management and Meat and Foods Inspection
Chainsaw Operation Training

Food & Beverage

Basic Food Hygiene Certificate for Hygiene Managers
Food Control and Safety
Risk Analysis
Wine Tasting and Appreciation Workshop (WSET Level Award)

Health Care & Nursing

Healthy Diet
Medical Clinic Assistant Training
Renal Nursing
Venipuncture and Blood Taking Technique

培訓個案實錄 • Past Training Cases



企業管理課程 Management Development Course

客戶 Client :

某國際採購及供應鏈管理服務供應商

A full-service provider in the fields of global sourcing and supply chain management

培訓方式 Training Approach:

- ◆ 分別設有高層領導課程和部門主管課程 (62 授課小時)
Course for Senior Managerial Leaders and Course for Departmental Managers (62 lecture hours) are provided simultaneously
- ◆ 教學方法包括演示、舉例、討論和團隊遊戲
Teaching includes presentations, case studies, discussions and team building games

課程評估 Assessment:

- ◆ 自我完善計劃習作
Self-improvement action plan assignment
- ◆ 領導能力評估工具
Leadership assessment tools

證書頒發 Award:

結業證書
Certificate of Attainment

重點題目 Major Topics

- ◆ 提升團隊領導 Team Leadership Enhancement
- ◆ 提升個人管理 Personal Management Enhancement
- ◆ 策略管理 Strategic Management
- ◆ 應變管理 Change Management

銀行及金融（零售銀行）專業文憑 Professional Diploma in Banking & Finance (Consumer Banking)

客戶 Client :

某亞洲商業銀行

A leading commercial bank in Asia

培訓方式 Training Approach:

- ◆ 280 授課小時
280 lecture hours
- ◆ 以客戶的產品和服務闡釋主要概念和技巧
Teaching includes illustration of main concepts and skills with client's products and services

課程評估 Assessment:

持續評核和考試
Continuous assessment
and examination

證書頒發 Award:

銀行及金融服務（零售銀行）專業文憑
Professional Diploma in Banking & Finance
(Consumer Banking)

重點題目 Major Topics

- ◆ 香港銀行體系 Banking System of Hong Kong
- ◆ 財務策劃與投資 Financial Planning & Investment
- ◆ 零售銀行產品與服務 Consumer Banking Products & Services
- ◆ 零售銀行客戶服務 Servicing Consumer Banking Customers



職業安全及健康審核培訓 Occupational Safety & Health Audit Training

客戶 Client :

某公立醫院
A public hospital

培訓方式 Training Approach:

- ◆ 24 授課小時
24 lecture hours
- ◆ 教學方法包括演示、舉例和影片播放
Teaching includes presentations, illustrations and video display
- ◆ 學員可繼續報讀本院開辦的職業安全及健康專業文憑，獲取註冊安全主任和 IOSH 專業資格
Learners can obtain the Registered Safety Officer (HK) and Institution of Occupational Safety and Health member status (Grad IOSH/ Tech IOSH, UK) by enrolling in LiPACE's Professional Diploma in Occupational Health & Safety programme

課程評估 Assessment:

課堂測驗
In-class quiz

證書頒發 Award:

結業證書
Certificate of Attainment

重點題目 Major Topics

- ◆ 職業安全及健康審核準則 Principles of OSH Inspection and Audit
- ◆ 有關法例下之工作責任 Duties under relevant Legislative Requirements
- ◆ 危害識別和風險評估 Hazard Identification & Risk Assessment
- ◆ 工作環境上常見危害 Common Hazards in Workplace
- ◆ 安全管理系統 Safety Management System
- ◆ 安全審核報告 Safety Audit Report



餐酒品評工作坊 Wine Tasting and Appreciation Workshop

客戶 Client :

某大型亞洲零售集團
A leading Asian retailing group

培訓方式 Training Approach:

- ◆ 12 授課小時
12 lecture hours
- ◆ 互動演講和品酒體驗
Interactive forms of presentation and hands-on wine tasting experience
- ◆ 裝備學員應考葡萄酒與烈酒教育信託基金會的專業試，學員亦可繼續報讀本院開辦的 WSET 二級葡萄酒與烈酒課程
Prepares learners for Wine & Spirit Education Trust (WSET®) Level 1 Award in Wines. Learners can extend their wine knowledge by enrolling in LiPACE's WSET Level 2 Award in Wines and Spirits (QCF)

課程評估 Assessment:

品酒紀錄習作
Wine tasting record assignment

證書頒發 Award:

結業證書
Certificate of Attainment

重點題目 Major Topics

- ◆ 紅酒的主要特點 Main Styles of Wines
- ◆ 主要葡萄種類的特色 Main Characteristics of the Principal Grape Varieties
- ◆ 製作品嘗紀錄 Producing Simple Tasting Records
- ◆ 紅酒款待 Service of Wines (Hospitality)
- ◆ 紅酒銷售 Sale of Wines (Retail)
- ◆ 食物配搭 Matching Food and Wine





實用英語商業寫作 Practical English Business Writing

客戶 Client :

《財富》500 強之一的國際工程公司
A Fortune 500 international engineering company

培訓方式 Training Approach:

- ◆ 18 授課小時
18 lecture hours
- ◆ 導師於課堂上分析公司通信和評論學員的寫作習作
Analysing company correspondence and giving feedback on learner's writing assignment

課程評估 Assessment:

多個書寫習作
Writing Assignments

證書頒發 Award:

結業證書
Certificate of Attainment

重點題目 Major Topics

- ◆ 商業寫作技巧 Business Writing Techniques
- ◆ 通告、電郵和書信寫作 Memo, E-mail & Letter Writing
- ◆ 報告寫作 Report Writing
- ◆ 建議書寫作 Writing Convincing Proposals

企業資本經營實戰總裁班 Corporate Capital Management for Senior Management

客戶 Client :

中國湖南省各大中型企業高層管理人員
Senior management from large and medium-sized enterprises in Hunan Province

培訓方式 Training Approach:

- ◆ 24 授課小時
24 lecture hours
- ◆ 教學方法包括演示、個案分析和小組討論及香港企業實地參觀考察
Teaching includes lectures, case study, group discussion and field visits
- ◆ 由資深企業代表或學者講授
Taught by business representatives and scholars

證書頒發 Award:

出席證書
Certificate of Attendance

重點題目 Major Topics

- ◆ 金融形勢分析 Financial Situation Analysis
- ◆ 私募股權投資 Private Equity Investment
- ◆ 財富管理與資產配置 Wealth Management and Asset Allocation
- ◆ 香港金融機構訪問交流 Field visits to Hong Kong Financial Organizations



幼兒教師培訓課程 Course for Kindergarten Teachers

客戶 Client :

某內地連鎖幼兒教育機構

A chain early childhood education organization in Mainland China

培訓方式 Training Approach:

- ◆ 17 授課小時
17 lecture hours
- ◆ 課程以幼兒教育專家交流的形式進行
Conducted in the form of experience sharing and exchange by early childhood education specialists
- ◆ 根據學員在工作中遇到的問題，採用教學、演示和討論的混合培訓方法
A combination of teaching, presentation and discussion to discuss the problems that learners encountered in their work

課程評估 Assessment:

完善計劃小組習作

Improvement action plan group assignment

證書頒發 Award:

結業證書

Certificate of Attainment



重點題目 Major Topics

- ◆ 現代幼兒教與學：理論與方法
Modern preschool education and learning: theory and method
- ◆ 幼兒視覺藝術培育
Visual arts learning for children
- ◆ JOLLY PHONICS 國際英語拼音法
JOLLY PHONICS international phonics and phonetics
- ◆ 幼兒情緒行為問題處理
Children's Behaviour Management



教育機構中層領導人員行政與管理課程 Course for Middle Managers in Education Sector

客戶 Client :

某所提供國際課程的國際學校

An international school that offers international curriculum

培訓方式 Training Approach:

- ◆ 29 授課小時
29 lecture hours
- ◆ 通過培訓、參觀與交流活動，讓學員瞭解香港教育制度及發展，並提高學員的行政管理技巧
Providing learners a better understanding of Hong Kong's educational structure and development, and to sharpen the administrative skills of learners through training, visits and exchange activities

課程評估 Assessment:

小組個案分析及彙報

Group case analysis and presentation

證書頒發 Award:

結業證書

Certificate of Attainment

重點題目 Major Topics

- ◆ 中層領導人員行政規劃及管理
Administration Planning and Management
- ◆ 中層領導人員人事發展及資訊運用
Personnel Development and Information Application
- ◆ 中層領導人員財務及資源管理
Financial and Resource Management
- ◆ 中層領導人員公關服務及創新發展
Public Relations Service and Innovation Development



高校教師專業發展與教學能力培養研修班 Certificate in Professional Development and Teaching Ability Training for College Teachers

客戶 Client :

某內地師範高校

A teacher training college in Mainland China

培訓方式 Training Approach:

- ◆ 21 授課小時
21 lecture hours
- ◆ 以案例研討、香港高校參觀與交流活動進行
Conducted through case studies, visits and exchange activities in Hong Kong Higher Education Institutions

課程評估 Assessment:

小組習作

Group assignment

證書頒發 Award:

結業證書

Certificate of Attainment

重點題目 Major Topics

- ◆ 香港高校學生管理 Student Management in Hong Kong Universities
- ◆ 互動教學法 Interactive Teaching Method
- ◆ 香港高校教學素質保證交流分析 Exchange and Analysis of Teaching Quality Assurance in Hong Kong Universities
- ◆ 高端心理學講座與案例研習 High-end Psychology Lecture and Case Studies

香港遊學交流團 Exchange Tour to Hong Kong

客戶 Client :

某內地國際中學

An international secondary school in Mainland China

培訓方式 Training Approach:

- ◆ 7 天交流活動（授課連參觀）
7-day exchange tour (including lessons and visits)
- ◆ 包括課堂學術交流、領導能力訓練及參觀活動
Conducted through academic exchange, leadership training and field visits

課程評估 Assessment:

小組彙報及表演

Group presentation and performance show

證書頒發 Award:

出席證書

Certificate of Attendance

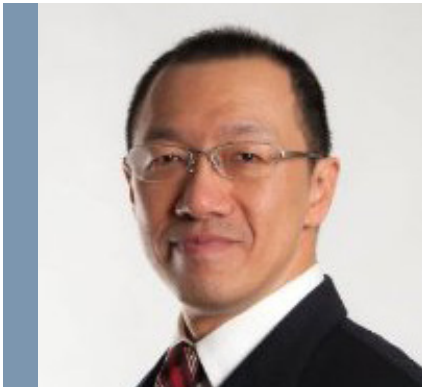
重點題目 Major Topics

- ◆ 創意英語運用 Creative English Usage
- ◆ 青少年領導力訓練 Youth Leadership Training
- ◆ 生涯規劃 Life Planning
- ◆ 兩地學員學術交流 Academic Exchange with Students of Two Cities



導師及學員分享 · Sharing by Trainers & Learners

導師分享 Sharing by Trainers



“

課程設計創新，學員都是熱衷學習的行政人員。很高興能夠為課程引入互動元素和經驗分享，令課程備受歡迎。

The programme design was innovative. Learners were all eager learners and highly knowledgeable executives. Learners are content with the experience I shared and the interactive elements I added which bring out the class dynamics.

”

黃樹峰 — 企業管理人員課程導師，工商管理碩士講師，註冊情境領導教練[®]。超過 20 年國際企業培訓經驗，專長講授領導學、戰略規劃、應變管理和業務發展課題。

Eric Hwang, trainer of Management Development Programme and certified trainer in Situational Leadership, has over 20 years of international corporate experience in leadership, strategic planning, change management and business development.



“

課程加強學員對人力資源管理工具和技巧的掌握及應用，有效面對人力管理的挑戰，樂見學員於工作崗位上能應用所學。

The course updated learners with management tools and approaches to tackle the human resources challenge in their job.

”

葉偉傑 — 人力資源管理師，國家人力資源師，國家企業培訓師和電子商貿師。擁有 10 多年 Global 100 and Fortune 500 公司的企業發展、市場學和人力資源管理經驗。

Matthew Ip, trainer of Human Resources Management Course, Certified Corporate Trainer, Certified Human Resources Specialist and Certified E-commerce Specialist. He has over 10 years of senior regional exposure in international business development, marketing, human resources and training in Global 100 and Fortune 500 companies.



“

課程提供專業示範和生動展述，提升學員形象和自信，學員能即時運用於商務社交和工作合作上。

The course offers energetic and innovative training carefully tailored to meet learners' needs. We believe that developing inner beauty and confidence contributes to success and increased productivity.

”

麥周露嫻 — 行政人員商務禮儀及儀容課程導師，認可婚禮策劃師，認可專案經理。超過 10 年禮儀培訓經驗。

Katemagg, trainer of Business Etiquette & Grooming for Executive Course, has over 10 years' experience in Etiquette training. She is an Accredited Wedding Planner and Certified Project Manager.



“

職安健課程為學員提供職業安全健康的理論、有關法規及管理技巧，提升他們的職安健知識及能應用於日常工作上以防止意外的發生。課程內容、教材和評核方法均用心設計，而學員們的良好反應及表現，已達到課程的目的和效果。

The OSH training courses enhanced learners' knowledge in occupational safety and health including the OSH principles and legislations as well as management techniques for accident prevention. The course contents, teaching materials and assessment methods were well designed resulting in the learners' good responses and performance, thus meeting the course objectives.

”

陳宗城 — 職業安全健康課程導師，英國特許安全健康師，英國職業安全健康學會資深會員，香港註冊安全主任，有超過 30 年的職安健培訓經驗。

Alexander Chan, trainer of OSH courses, is a Chartered Safety and Health Practitioner, Chartered Fellow of IOSH, and Registered Safety Officer. He has over 30 years of experience in OSH training.

學員分享 Sharing by Learners

“ 課程認真務實，令學員工作關係更緊密和更樂於交流。導師引入的領導能力評估工具讓我們印象深刻，瞭解同事如何評估我們的領導力。

The course was pragmatic and down-to-earth. We formed closer network with each other.

”

督導教練技巧課程學員
Learners of the Coaching Programme



“ 導師說服力強，令學員多方面洞悉課題。透過課堂活動，我們建立信心將所學的運用於工作上。

The trainer is convincing. The course gave learners better insight into the taught topics. Through learning activities, we built confidence in practising the learnt concepts in our daily work.

”

企業管理人員課程學員
Learners of the Management Development Programme

“ 導師具豐富相關知識，教書深入淺出，善用案例，令我印象深刻，大大增加我對法律的認識及興趣。

The trainer had rich knowledge related to the subject. Lessons were taught in a way that made us easy to understand and examples were always used wisely. I was impressed as it enhanced my law knowledge and provoked my interest in law.

”

基礎法律知識課程學員
Learners of the 3 Days Basic Legal Knowledge Course

“ 課程清晰易明，導師教學專業，課堂中有很多有建設性的互動。

The course was clearly understood. The trainer was professional and there were many constructive interactions in lessons.

”

樹木栽培職業安全與健康課程學員
Learners of the Occupational Safety and Health in Arboriculture Course

“ 導師表現專業，講解清楚，能糾正我們常犯的錯誤，並舉日常例子以助我們更易明白。

The trainer was professional and taught clearly. She corrected our common mistakes and raised daily examples so that we could understand easier.

”

英文寫作溝通課程學員
Learners from the English Written Communication Course

“ 能就學員要求調整課程內容，達至更有效率的學習。

The course content can be modified according to the needs of the learners so as to achieve a more efficient learning.

”

基礎酒類知識及服務工作坊學員
Learners of the Fundamental Wine Knowledge and Service Workshop

企業客戶一覽 · List of Corporate Clients

本院曾為近百商業、公營及政府機構提供培訓課程。機構的業務與培訓目標各異，但培訓結果獲得一致好評。本院客戶包括：

LiPACE has provided training programmes to almost 100 business, public and government organizations. The programmes may serve different training objectives, but they received the same overwhelming acclaim. Our clients include:



工商金融業 Business Sector

- ◆ 中國銀行 Bank of China
- ◆ 交通銀行 Bank of Communications
- ◆ 東亞銀行 Bank of East Asia
- ◆ 中信銀行（國際） China CITIC Bank International
- ◆ 大新銀行 Dah Sing Bank
- ◆ 星展銀行 DBS Bank
- ◆ 恒生銀行 Hang Seng Bank
- ◆ 渣打銀行 Standard Chartered Bank



政府及社會服務業 Government and Social Services Sector

- ◆ 公務員事務局 Civil Service Bureau
- ◆ 香港懲教署 Correctional Services Department
- ◆ 香港海關 Customs & Excise Department
- ◆ 教育局 Education Bureau
- ◆ 僱員再培訓局 Employees Retraining Board
- ◆ 香港消防處 Fire Services Department
- ◆ 食物環境衛生署 Food and Environmental Hygiene Department
- ◆ 民政事務總署 Home Affairs Department
- ◆ 香港警務處 Hong Kong Police Force
- ◆ 香港房屋委員會 Housing Authority
- ◆ 入境事務處 Immigration Department
- ◆ 政府新聞處 Information Services Department
- ◆ 勞工及福利局 Labour and Welfare Bureau
- ◆ 勞工處 Labour Department
- ◆ 通訊事務管理局辦公室 Office of the Communications Authority
- ◆ 資歷架構秘書處 Qualifications Framework Secretariat
- ◆ 社會福利署 Social Welfare Department
- ◆ 政府物流服務署 Government Logistics Department
- ◆ 在職家庭及學生資助事務處 The Working Family and Student Financial Assistance Agency



醫療保健業 Health Care Sector

- ◆ 香港護士協會 Association of Hong Kong Nursing Staff
- ◆ 醫院管理局 Hospital Authority
- ◆ 聖德肋撒醫院 St. Teresa's Hospital
- ◆ 東華三院 Tung Wah Group of Hospitals
- ◆ 仁濟醫院 Yan Chai Hospital
- ◆ 明愛醫院 Caritas Medical Centre



服務業 Service Industry

- ◆ 艾奕康有限公司 AECOM
- ◆ 安盛 AXA
- ◆ 俊和發展集團有限公司 Chun Wo Development Holdings Ltd.
- ◆ 牛奶有限公司 Dairy Farm Co. Ltd.
- ◆ 恒基兆業地產有限公司 Henderson Land Development Ltd.
- ◆ 康業服務有限公司 Hong Yip Service Company Ltd
- ◆ 景樂集團 King Parrot Group
- ◆ 港鐵 MTRC
- ◆ 香港半島酒店 The Peninsula Hong Kong
- ◆ 凸版資訊（香港）集團 Toppan Forms (Hong Kong) Group
- ◆ 温克斯（香港）有限公司 Wünsche (Hong Kong) Ltd.
- ◆ 亞洲樹藝訓練中心 Asia Arboriculture Training Center
- ◆ 香港樹木管理訓練中心有限公司 Arboriculture Management Academy of Hong Kong Ltd.
- ◆ 華捷群教育集團 Huajiequn Group of Institutions

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香港都會大學李嘉誠專業進修學院

**Li Ka Shing School of Professional and Continuing Education
Hong Kong Metropolitan University**

葵興校園 Kwai Hing Campus

新界葵涌葵昌路51-53號九龍貿易中心第2座8-11樓
(葵興港鐵站E出口, 經有蓋行人天橋步行2分鐘直達)

8/F-11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T.
(2 minutes' walk under air-conditioned walkway from Exit E of Kwai Hing MTR Station)

荔景校園 HKMU-CITA Campus

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201-203, Lai King Hill Road, Kwai Chung, N.T.
(opposite to Exit A1 of Lai King MTR Station)

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