

HKMA COMMUNITY SERVICE SCHOLARSHIP

TRAINING PROGRAMMES

FOR VOLUNTEER TRAINERS

A. Background

The Hong Kong Management Association was established in 1960. As a non-profit-making professional organization, its mission is “to improve the effectiveness and efficiency of management in Hong Kong”.

During the past four decades, the Association has been dedicated to providing Hong Kong with the management training, skills and experience it needs to succeed. Offering annually over 2,000 training programmes to more than 50,000 participants, HKMA is a one of the major providers of management training and education in the territory.

In addition to being involved in many community service activities, including: Susan Yuen Research Foundation Scholarship, Employee Retraining programmes. Springboard programmes and Youth Pre-Employment Training programmes, the Association has taken steps to strengthen its support to the community through the establishment of a Community Service Scholarship which provides Management Training for Volunteer Trainers.

The objective of this project is to equip volunteer trainers further with updated knowledge and skills in their respective fields through various courses offered by the Association.

B. Eligibility

Applicants should be involved in voluntary services training and are nominated by their respective organizations.

C. Criteria

All applicants are required to submit a brief, either in English or Chinese of around 200 words relating to their background in volunteer service and how the selected programme will benefit them in the future.

A Selection Committee will award scholarships to applicants who present the best submissions.

D. Programmes

Applicants may choose one of the programmes in the attached sheet offered by the Association.

E. How to Apply

Please fill in the application form and send it together with the brief to **The Hong Kong Management Association**.

All application forms and briefs may be sent by mail or fax to:

The HKMA Community Service Task Force
The Hong Kong Management Association
16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG
Fax: 2365 1000

For enquiries, please contact **Mr Richard Cheung** at **2774 8516** of the HKMA.

HKMA Community Services Scholarship Application Form

Part A: To be filled in by Nominator from respective voluntary organization.

Please provide reference for the applicant:

Name of Nominator: _____

Title: _____

Organization: _____

Date: _____

Part B: To be filled in by applicant

1. Personal Details (Please Use English Block Letters)

Name (Mr/Ms) _____

Age: _____ Date of Birth: _____ Sex: _____ I.D. No. _____

Tel: _____ (O) _____ (H) Fax: _____

Address: _____

E-mail: _____

Programme Applied for (please refer to the attached sheet)

Please fill in the chosen programme: _____
_____ (please select one programme only)

2. Experience in Voluntary Jobs

In reverse chronological order, please give details on the nature of voluntary job you have held. Start with your current position.

Voluntary Agents	Job Nature	Duration

3. The write-up could be either in English or Chinese of around 200 words.

Name of Applicant: _____ Signature: _____

Date: _____