

Personal Mastery

- ▶ Ownership, Accountability, Responsibility (OAR) Development
- ▶ Positive Mindset Building
- ▶ Time in your hands! - Effective Time Management
- ▶ Building Instant Rapport
- ▶ Turning Stress into Energy & Motivation
- ▶ Personal Breakthrough for Improving Corporate Results
- ▶ Neuro-Linguistic Programming (NLP) and its Applications in the Workplace

Successful Manager Series

- ▶ Effective Communication & Conflict Resolution
- ▶ Enneagram in Communication Skills
- ▶ Effective Problem Solving and Decision Making
- ▶ Sharpening Presentation Skills
- ▶ Effective Win-Win Business Negotiation
- ▶ Effectively Improving Human Skills & Relationships
- ▶ Effective Project Management
- ▶ Making the Process Smooth, Negotiating and Smoothing the Relationship with the Co-workers
- ▶ Creativity at the Workplace
- ▶ Change Management

Our Programmes

- ▶ Personal Mastery
- ▶ Successful Manager Series
- ▶ Leadership, Effective Team Synergy & Staff Development
- ▶ Strategic Planning & Implementation
- ▶ Corporate Culture Development
- ▶ Innovative Improvement Tools
- ▶ ISO/Management Systems
- ▶ Safety, Health & Environment Management
- ▶ Sales & Customer Servicing

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Leadership, Effective Team Synergy & Staff Development

- ▶ Becoming an Inspirational Leader
- ▶ Effectively Building up your Successful Team
- ▶ Building a Successful Team with Enneagram
- ▶ Team Building & Development Programme
- ▶ Team Alignment
- ▶ Enneagram at Work
- ▶ Effective Team Conflict Management
- ▶ Role Modelling & Team Synergy
- ▶ Behavioral-Based Observation
- ▶ Becoming an Effective Coach to your Staff
- ▶ Coaching to Unleash Individual and Team Potentials
- ▶ Effective Team Coaching & Motivation

Strategic Planning & Implementation

- ▶ Smart Goal Setting & Achievement
- ▶ Top Executives VMV workshop
- ▶ Effective Outsource Management
- ▶ Effective Supply Chain & Logistics Management
- ▶ Strategic Crisis Management and Turning Threats into Opportunities

Corporate Culture Development

- ▶ Holistic Thinking for Developing the Corporate Culture
- ▶ “YES, AND...” Culture Creation Programme
- ▶ Mind-mapping
- ▶ Cross-Department Experience Sharing
- ▶ Team Consensus
- ▶ Staff Counselling

Innovative Improvement Tools

LEAN 6-sigma

- ▶ LEAN 6-sigma Green Belt
- ▶ LEAN 6-sigma Black Belt
- ▶ Practical Applications of LEAN 6-sigma Tools
- ▶ LEAN 6-sigma Project Coaching and Facilitation

LEAN and Process Improvements

- ▶ LEAN in Practice Programme – certification program with City U, funded by CEF
 - for LEAN Practitioner,
 - LEAN Expert,
 - LEAN Professional,
 - LEAN Director
- ▶ 5S Consultancy, Training & Coaching Services
- ▶ Business Process Improvement
- ▶ Enhancing Service Efficiency & Effectiveness with LEAN
- ▶ Enhancing Manufacturing Efficiency & Effectiveness with LEAN
- ▶ Quick Changeover
- ▶ Speed Up the Process and Reduce Lead Time
- ▶ FMEA (Failure Mode Effects Analysis)
- ▶ Mistake Prevention
- ▶ Quality Cost Reduction
- ▶ Improving Human Performance & Reducing Potential Injuries with Ergonomics
- ▶ Strategic Workshop to develop KPI
- ▶ Strategic Workshop to develop Balanced Scorecard

Innovation tool

- ▶ TRIZ – Innovation in Product Development
- ▶ AWI (Algorithm for Work Improvements) based on TRIZ in various industries and work settings

ISO/Management Systems

Awareness, Implementation and Auditor Training

Quality Management

- ▶ ISO 9001 Quality Management System
- ▶ ISO/TS 16949 Automotive Quality Management System
- ▶ ISO 13485 Medical Devices Quality Management System
- ▶ TL 9000 Quality Management System for Telecommunications
- ▶ ISO 10002 Customer Satisfaction. Complaints Handling

ISO 45001 Occupational Health and Safety Management System

ISO 14001 Environmental Management System

ISO 50001 Energy Management System

Security Management

- ▶ ISO 22301 Societal Security - Business Continuity Management
- ▶ ISO 27001 Information Security Management System
- ▶ ISO 28001 Security Management Systems for the Supply Chain

Laboratory Management

- ▶ ISO 17025 General Requirements for the Competence of Testing and Calibration Laboratories
- ▶ Hong Kong Laboratory Accreditation Scheme (HOKLAS)

Food Safety Management

- ▶ Good Manufacturing Practice (GMP)
- ▶ Good Distribution Practice (GDP)
- ▶ Food and Drug Administration (FDA)
- ▶ The Hazard Analysis and Critical Control Points (HACCP)
- ▶ ISO 22000 Food Safety Management System

ISO 55001 Asset Management System

And Risk Assessment

Integrated Management System

Safety, Health & Environment Management

Auditing Services

- ▶ Safety Review Services - Provide Safety Review Report for submission to the HKSAR Labor Department
- ▶ RSA Safety Audit Services - Provide RSA Report for submission to the HKSAR Labor Department

Management Training

- ▶ Health and Safety Management
- ▶ Contractor Management and Control
- ▶ Managing Safety & Comply with the HKSAR F&IU (SM) Regulation in Your Workplace
- ▶ Safety Leader Skills
- ▶ Traffic Safety Leader Communication Training
- ▶ Safety Training & Communication
- ▶ Safety Technology
- ▶ Safety Culture Development

Technical Training

- ▶ Fire Safety & Emergency Preparedness
- ▶ Occupational Health & Site Hygiene
- ▶ Green Procurement Guideline
- ▶ Environmental Assessment
- ▶ Environmental Auditor
- ▶ Environmental Protection for Office and Site Work
- ▶ Practical Skills for Engineering Personnel on Environmental precaution
- ▶ Environmental Requirement in Project Execution Training
- ▶ Hazard Identification and Risk Management
- ▶ Incident Prevention & Risk Assessment
- ▶ Safety Inspection, Observation and Audit
- ▶ Safety Inspection and Accident Investigations
- ▶ Site Inspection Technique
- ▶ Incident Investigation & Root Cause Analysis
- ▶ Occupational Health & Construction Safety
- ▶ Construction Safety
- ▶ Occupational Health & Fire Prevention
- ▶ Fire Safety Engineering (FSE) Training
- ▶ Safe Use of Chemicals
- ▶ HK Occupational Health and Safety Legislation
- ▶ Safety & Environment Regulations and their Implications
- ▶ SHE Representative Course
- ▶ Usage and Handling of Fire Extinguisher
- ▶ Display Screen Equipment Assessment
- ▶ Confined Space – Authorized/ Competent Person
- ▶ Confined Space – Authorized/ Competent Person Recertification
- ▶ Confined Space Bridging Course
- ▶ Ladder Inspection
- ▶ Asbestos Handling

Sales & Customer Servicing

- ▶ Dramatically Improving Your Sales Figures
- ▶ Successful Selling with NLP
- ▶ Consultative Selling
- ▶ Care for the Customers and Achieving Sales
- ▶ Customer Servicing & Communication
- ▶ Touch the Heart of your Customers and Provide Excellent Customer Service