



勞工處展能就業科

Selective Placement Division, Labour Department



香港中華總商會

CGCC The Chinese General Chamber of Commerce, Hong Kong

## Seminar on “Unleashing the Potential of an Inclusive Workplace”

The Selective Placement Division of the Labour Department and the Chinese General Chamber of Commerce, Hong Kong are going to co-organise a seminar on “**Unleashing the Potential of an Inclusive Workplace**” at the Salisbury – YMCA of Hong Kong in Tsim Sha Tsui in the **afternoon of 10 November 2017 (Friday)**.

The seminar will feature a thematic talk on “Increase Productivity at Work: Understanding Employee Characteristics and Emotions” to provide useful advice on how to boost staff productivity, thereby building efficient work team. To help promote inclusive work environment, there will be an experience sharing session on how to get along with employees with disabilities. Another thematic talk on “To Know and Get Connected with Persons with Disabilities” will offer tips on understanding the mental health of and ways to communicate with persons with disabilities.

### Talk/Briefing-cum-experience-sharing Sessions:

- Thematic Talk on  
“Increase Productivity at Work: Understanding Employee Characteristics and Emotions”  
Speaker: Professor Wong Chi-sum,  
Department of Management, Faculty of Business Administration,  
The Chinese University of Hong Kong
- Experience Sharing by Employer and an Employee with Disabilities  
Speaker: Employer, employee with disabilities and representative of  
the Labour Department
- Thematic Talk on  
“To Know and Get Connected with Persons with Disabilities”  
Speaker: Dr. Tsang Fan-kwong,  
Renowned psychiatrist

★ *With tea break session for networking*

We cordially invite representative(s) of your company/organisation to participate in the seminar (in Cantonese only). Admission is **free of charge**. Please kindly fill in the attached reply slip and fax to our division (Fax: **2542 4823**) by **27 October 2017** for enrolment. Seats will be allocated on first-come-first-served basis due to limited availability. Participants will receive a notification of seat arrangement by fax on or before 3 November 2017.

For enquiries, please contact us at 2852 4876.

Selective Placement Division  
Labour Department

Attachment : Reply slip of Seminar on “**Unleashing the Potential of an Inclusive Workplace**”

# Reply Slip

## Seminar on “Unleashing the Potential of an Inclusive Workplace” Selective Placement Division, Labour Department and The Chinese General Chamber of Commerce, Hong Kong

**Date:** 10 November 2017 (Friday)  
**Time:** 2:00 to 5:00 p.m. (Registration starts at 1:30p.m.)  
**Venue:** Assembly Hall, 4/F, North Tower  
 The Salisbury – YMCA of Hong Kong  
 41 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong  
**Language:** Cantonese  
**Fee:** Free of charge  
**Enquiry:** 2852 4876

To : Selective Placement Division, Labour Department

Fax : **2542 4823**

※ Please fax this reply slip to us **on or before 27 October 2017** ※

Representative(s) of our company/organisation as listed below will attend the seminar on 10 November 2017.

**Name of company /** \_\_\_\_\_ **(Chi)**  
**organisation :** \_\_\_\_\_ **(Eng)**

### Particulars of participants:

No.	Name	Position	Tel no.	Fax no.
1	(Mr / Ms)			
If you wish to receive promotional materials of our division by email, please provide email address:				
2	(Mr / Ms)			
If you wish to receive promotional materials of our division by email, please provide email address:				

### Notes :

- Deadline of application is 27 October 2017. Seats are limited and allocated on first-come-first-served basis. The Labour Department is vested with the ultimate authority to accept or deny applications.
- The Labour Department will notify applicants of the results via fax. Please contact us if you do not receive any notification by 3 November 2017.
- Your personal data provided will be used for enrolment purpose only. After this event, the Labour department will retain the name, address, email address, telephone number and fax number of organisation to keep you informed of our activities. If your company does not wish to receive information about activities of the Selective Placement Division of the Labour Department, please fax your request to 2542 4823.
- If Pre-No. 8 Special Announcement or No. 8 or higher Tropical Cyclone Warning Signal or Black Rainstorm Warning is issued/in force at 11:00am on the event day, the seminar will be cancelled without further notice.

### For official use only :

- Seats have been reserved for you. Your seat number(s) is/are : \_\_\_\_\_ & \_\_\_\_\_.
- Please provide us with your seat number(s) during registration or bring with you this form.
- Sorry that the seminar is full. Thank you for your support.