

Corporate Training Enquiry Form

Please complete this form and return it via E: learning@hkihrm.org at least ONE MONTH prior to your target training date(s).

For organisation enquires for more than 1 training topic, please use a new enquiry form and fill in "1. Information of Training Course".



[Online E-form](#)

(Please "✓" as appropriate)

1. Information of Training Course

Topic: _____

Format: Workshop / Seminar Other activities, please specify: _____

Target training date(s): _____

Total training hours: _____ hour(s) for _____ Session(s)

Duration: Full day 1/2 day (please select : Morning / Afternoon) Evening
 Others, please specify: _____

No. of participants per session: _____

Titles of participants per session: _____

Department(s) where participants are from: _____

Preferred Venue: HKIHRM training room (room rental will be charged)
 self-arranged

Address: _____

Medium of instruction: Cantonese English Putonghua

Training objectives:

Special issues / requirements
trainer should be aware of :

Range of training budget per
session: from HK\$ _____ to HK\$ _____

2. Organisation details

Name of organisation: _____

Industry: _____

Nature of business: Enterprise NGO Public/Civil Charity

Corporate website: _____

Contact person: (Mr/ Ms/ Mrs) _____

Position: _____

Department: _____

Correspondence address: _____

Contact no.: _____ (Mobile) _____ (Office)

Email: _____

Invoice address (if different): _____

3. Other information:

How did you hear about HKIHRM corporate training service?

- HKIHRM website Referral
 Search engine Others, please specify: _____

Are you HKIHRM member?

- Yes (Membership No.: _____)
 No

- I am interested to join the HKIHRM membership to enjoy member rate of a wide range of activities and Service. Please send the information to:

Email (if different from the above): _____

Name (if different from the above): _____

- I would like to receive HKIHRM's future promotion

Signature: _____ Date: _____

Company stamp: _____