

Workshops on Legal Knowledge and Skills for Executives

- A. Legal Aspects of Using Social Media in Workplace
- B. Cyber Crime Essentials
- C. Construction Claims and Contract Management
- D. Company Law Essentials for Non-Legal Professionals
- E. Essentials of Contract Law
- F. Insurance Law Essentials in Hong Kong
- G. Legal Implication for Big Data: Dos, Don'ts, and Tips



Established in 1960, The Hong Kong Management Association (“HKMA”) is a non-profit-making organization which aims at advancing management excellence in Hong Kong and the Region. Since its establishment, HKMA has played a major role in contributing to the economic success of Hong Kong by providing a wide variety of high quality management training and various services.

As a membership organization, HKMA currently has a collective membership of over 13,000 from different business sectors. Members of the Council and Committees comprise eminent persons in industry, commerce and education who constantly advise on the directions and activities of the Association. As part of HKMA’s commitment to providing opportunities of continuing development for local executives, a full-spectrum of management education programmes are offered, ranging from short courses and workshops through to Certificate, Diplomas, Bachelor, Master and Doctoral Degree programmes. Annually, over 2,000 integrated and well-balanced courses are offered to some 40,000 participants from different business sectors.



The Hong Kong Legal Training Institute (“HKLTI”) believes “Legal training always is of crucial difference”.

To this end, the HKLTI is dedicated to providing all with stimulating learning experience in legal training and continuing professional development with a view to equipping participants with the essential knowledge and legal skills for their effective and practical daily applications.

Trainers and visiting lecturers of the HKLTI are all qualified legal or other practitioners who are seasoned and highly-ranked in delivering legal training to great satisfaction for participants from various professional sectors, government authorities, corporations and SMEs.

With legal knowledge and its use becoming essential to individuals and businesses for their sustainable successes, the HKLTI has been offering training for a wide range of topic-specific legal updates, as well for continuing professional development and works with universities, associations, professional institutions, corporations and authorities to further legal knowledge that is of practical use.

A. Legal Aspects of Using Social Media in Workplace

Social media issues are among the hottest topics in today's Hong Kong business environment. The demand of using social media and its legal implications have been increasing in the use and legal implications of social media are very demanding. This seminar aims at equipping participants with upgraded knowledge and competence in tackling real-life situations with legal implications in using social media and safeguarding the legal right.

CONTENTS

- Overview of regulations governing social media in Hong Kong
- Human resource related issues and cyberspace at work
- Cyberbullying in workplace
- Issues about discrimination and offence of using social media
- Copyright issues and social media confidentiality
- Dos and don'ts in using social media in workplace
- Case studies and situation sharing

DATE & TIME

Class 1:
Wednesday, 4 March 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 3 June 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 16 September 2020
9:30 am - 5:00 pm

FEE

HKMA/HKLTl Member: HK\$2,350
Non-member: HK\$2,500

Early Bird: Less HK\$200

(For those who make payment one month prior to the course commencement)

Group Discount: HK\$200 each

(For companies which send a total of two OR more participants to this course and enroll at the same time)

LANGUAGE

Cantonese (with English Materials)

VENUE

The Hong Kong Management Association
1-6/F First Commercial Building
33-35 Leighton Road
Causeway Bay
HONG KONG

SPEAKER(S)

Practising Barrister(s)

B. Cyber Crime Essentials

With mobile devices and internet forming inseparable part of our daily activities, computer crimes are no less important than the traditional crimes in the physical world. As such, it is crucial for business professionals and government officials to keep abreast of the development and practice of computer crimes as featured in decided cases.

CONTENTS

- Cyber crime definition and overview
- Elements of criminal offences
- Online conduct criminalized in cyberspace
- Cyber offences --- dishonest use of computers & the rest
- Law enforcement and investigations for cyber crimes

DATE & TIME

Class 1:
Wednesday, 18 March 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 24 June 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 30 September 2020
9:30 am - 5:00 pm

FEE

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SPEAKER(S)

Practising Barrister(s)

C. Construction Claims and Contract Management

Construction contracts need careful handling as claims are a fact of life in the construction industry. This workshop provides the practical legal skills and knowledge for handling those claims commonly encountered, including those related to delays and disruption, variation and change orders, payments, certification and the preparation of records and documentation.

It provides participants with the necessary training for handling contracts in any context, such as in purchasing, sales, servicing and maintenance.

CONTENTS

- Construction contract formation: tender essentials and conditions of contract
- Extension of time claims and liquidated damages clauses in operation
- Valuation and justification of variation
- Payment certificates and non-payment
- Contract termination and forfeiture clauses
- Claim management, evidence and documentation

DATE & TIME

Class 1:
Wednesday, 1 April 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 8 July 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 14 October 2020
9:30 am - 5:00 pm

FEE

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SPEAKER(S)

Practising Barrister(s)

D. Company Law Essentials for Non-Legal Professionals

Company laws regulate and govern each and every activity internal and external to a company. Understanding of the key aspects and cases on the laws affecting separate legal personality, capital raising, corporate governance, insolvency of a company and the related fiduciary duties of directors are essential. Through case reviews and studies, this seminar seeks to provide the updated legal knowledge and practical skills on the above for non-legal professionals, directors and CEOs for handling their daily tasks.

CONTENTS

- Overview of company law
- Incorporation and legal personality of company
- Regulations on capital raising
- Corporate decisions making and governance
- Fiduciary duties of directors and disclosure of interests
- Capital reconstruction and regulations
- Winding up and liquidation
- Case studies and review

DATE & TIME

Class 1:
Wednesday, 15 April 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 22 July 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 28 October 2020
9:30 am - 5:00 pm

FEE

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Non-member: HK\$2,500
Early Bird: Less HK\$200
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HONG KONG

SPEAKER(S)

Practising Barrister(s) / Law Lecturer(s) from HKLTl

E. Essentials of Contract Law

Legal knowledge is becoming more and more important to officers, professionals, managers and executives for enabling the proper discharge of their duties. For every business managers, legal knowledge is of vital importance to enable the proper discharge of the duties and functions in handling their day-to-day commercial transactions and in keeping their organizations out of trouble.

With insightful cases, this seminar provides a comprehensive guide to the key legal principles, with a view to facilitating their direct application by professionals and managers to daily work situations.

CONTENTS

Contract Essentials

- Elements and ingredients; tenders; letters of intent; letters of engagement; 'battle of forms'; mistakes, misrepresentation and contractual consequences

Contract Terms

- Common express terms; implied terms; drafting and interpreting duties and obligations; discrepancies among contract documents; parol evidence rule

Contractual Breaches and Remedies

- Scope of obligations; standard of performance; remedies for breach; measures of damages; specific performance and injunction; quantum meruit

Contract Termination

- Common law repudiation; contractual repudiation; forfeiture clauses; repudiation by non-performance; alternative dispute resolution.

DATE & TIME

Class 1:
Wednesday, 29 April 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 5 August 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 11 November 2020
9:30 am - 5:00 pm

FEE

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SPEAKER(S)

Practising Barrister(s)

F. Insurance Law Essentials in Hong Kong

As corporations and businesses face increasing risks, insurance is an important risk transfer tool that needs to be properly understood and examined. This seminar focuses on the key principles and legal issues of the legal side of insurance for those involved to know about.

CONTENTS

- Features and use of insurance
- Indemnity and liability insurances
- Types of insurance in Hong Kong
- Insurable interest and utmost good faith
- Terms of insurance contracts
- Interpretation of insurance contracts
- Losses and claims processing and remedies

DATE & TIME

Class 1:
Wednesday, 13 May 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 19 August 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 25 November 2020
9:30 am - 5:00 pm

FEE

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G. Legal Implication for Big Data: Dos, Don'ts, and Tips

Big Data has become a vital component in the current era of smart society. The ways to manage and utilize such data can trespass into the legal regimes of privacy confidentiality. This training will explore the knowledge on handling and avoiding the legal risks surrounding the business application of Big Data. It enables participants to cater and plan for such legal challenges in their daily work.

Through case reviews and studies, this training uses the interactive learning approach to facilitate the understanding of legal knowledge and practical skills on the above topic.

CONTENTS

- Overview of Big Data
- Data Ownership Rights
- Data Protection and Privacy Law
- Data Collection and Processing
- Case Studies and Situation Reviews

DATE & TIME

Class 1:
Wednesday, 27 May 2020
9:30 am - 5:00 pm OR

Class 2:
Wednesday, 2 September 2020
9:30 am - 5:00 pm OR

Class 3:
Wednesday, 9 December 2020
9:30 am - 5:00 pm

FEE

HKMA/HKLTl Member: HK\$2,350
Non-member: HK\$2,500

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SPEAKER(S)

Practising Barrister(s)

APPLICATION FORM



The Hong Kong Management Association
香港管理專業協會

1-Day Seminars & Workshops

A. Legal Aspects of Using Social Media in Workplace

TS-33675-2020-1-FC 4 Mar 2020 TS-33675-2020-2-FC 3 Jun 2020 TS-33675-2020-3-FC 16 Sep 2020

B. Cyber Crime Essentials

TS-47561-2020-1-FC 18 Mar 2020 TS-47561-2020-2-FC 24 Jun 2020 TS-47561-2020-3-FC 30 Sep 2020

C. Construction Claims and Contract Management

TS-A6872-2020-1-FC 1 Apr 2020 TS-A6872-2020-2-FC 8 Jul 2020 TS-A6872-2020-3-FC 14 Oct 2020

D. Company Law Essentials for Non-Legal Professionals

TS-47559-2020-1-FC 15 Apr 2020 TS-47559-2020-2-FC 22 Jul 2020 TS-47559-2020-3-FC 28 Oct 2020

E. Essentials of Contract Law

TS-47535-2020-1-FC 29 Apr 2020 TS-47535-2020-2-FC 5 Aug 2020 TS-47535-2020-3-FC 11 Nov 2020

F. Insurance Law Essentials in Hong Kong

TS-66527-2020-1-FC 13 May 2020 TS-66527-2020-2-FC 19 Aug 2020 TS-66527-2020-3-FC 25 Nov 2020

G. Legal Implication for Big Data: Dos, Don'ts, and Tips

TS-47636-2020-1-FC 27 May 2020 TS-47636-2020-2-FC 2 Sep 2020 TS-47636-2020-3-FC 9 Dec 2020

* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given.
The Association will issue certificates based on the details and name format as given in this form.

Name (Mr / Ms) (Surname) _____ (Other Names) _____ 姓名: _____ (中文) _____

HKID Card No. (For verification of the applicant's identity): _____ Date of Birth (YY/MM/DD): _____

Position: _____ HKMA/hklti Membership No.: _____

Company: _____

Address of Company: _____

Nature of Business (e.g. Accounting), please specify: _____

Job Function (e.g. Retail), please specify: _____

Telephone No. (Office): _____ (Residence): _____ (Mobile): _____

E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Doctoral degree Master's degree Bachelor's degree HKMA Diploma Other Diploma
 Matriculation Form 5 Others (Please specify) _____

Total Number of Years' Working Experience _____ Years of Working Experience in Course-Related Field _____

Name of Nominator (if applicable) _____ Email _____

Sponsorship: Self-sponsored Company-sponsored (please fill in the following information if a cheque/ receipt is not attached)

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA Direct Mail by Post HKMA Website MTR Station Display (Please specify): _____

Exhibition (Please specify): _____ Others (Please specify): _____

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Applicant's Declaration

1. I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____

- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:
Executive Director, The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

1-Day Seminars & Workshops

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Notes for Application

- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For ENROLMENT and ENQUIRIES please call 2774-8501 (Customer Service Department) during normal office hours or fax 2365-1000.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- HKMA Website: WWW.HKMA.ORG.HK