



# AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024





## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Briefing Session



**Ms Margaret Cheng JP**  
Chairperson  
Award Organizing Committee  
2024



**Ms Connie Chan**  
Member  
Award Organizing Committee  
2024



**Ms Ivy Leung**  
Member  
Award Organizing Committee  
2024



**Mr Jason Lee**  
Member  
Award Organizing Committee  
2024



**Mr Jack Ng**  
Bronze Award Winner 2023  
Hang Seng Bank Limited



**Mr Collins Yuen**  
Trainer of the Year 2023  
Prudential Hong Kong  
Limited



# AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

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## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Agenda

- **About the Award**
  - Award Background, Objectives and Benefits
- **Campaign Awards**

**Ms Connie Chan, Member, Organizing Committee 2024**  
**Award for Excellence in Training and Development**

  - Eligible Training and Development Programmes
  - Judging Process
  - Written Submission
  - Key Dates to Remember
  - Award Criteria
- **Experience Sharing by Campaign Award Bronze Award Winner 2023**

**Mr Jack Ng, Head of Data - Global Business**  
**Hang Seng Bank Limited**



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Agenda

### ➤ Individual Awards

**Mr Jason Lee, Member, Organizing Committee 2024**

**Award for Excellence in Training and Development**

- Eligible Trainer
- Judging Process
- Written Submission
- Interview Session
- Key Dates to Remember
- Award Criteria

### ➤ Experience Sharing by Trainer of the Year 2023

**Mr Collins Yuen, Branch Manager**

**Prudential Hong Kong Limited**



# Background and Objectives

- Established in 1990
- Organized by the Training and Development Awards Organizing Committee, the People Development Management Committee and the People Management Committee
- Most prestigious and authoritative T&D award in Hong Kong
- Give public recognition of achievements: individuals & organizations
- Improve T&D quality in Hong Kong and regionally: by giving examples & sharing experience
- Improve T&D value to business: improve employees performance to meet business needs & contribute to business success



**AWARD FOR EXCELLENCE IN  
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# Benefits

- For Organizations:
  - Strengthen reputation in the T&D field and the business community
  - Senior management to understand the value of T&D to business
  - Publicity
  - Support recruitment
  - Winners are allowed to use the Award Logo on stationery, promotional literature and in advertising



**AWARD FOR EXCELLENCE IN  
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# Benefits

- For Individual Trainers:
  - Recognition by their organizations, peer professionals and the community
  - Motivation to extend their efforts
  - Winners are allowed to use the Award Logo on stationery, promotional literature and in advertising
  - Winners: Two-year complimentary membership to HKMA's Full Membership or Professional Manager Scheme and its Specialist Club - Human Capital Management Society



**AWARD FOR EXCELLENCE IN  
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# Board of Examiners

- The Board of Examiners comprises of members from:
  - Training and Development Award Organizing Committee
  - People Development Management Committee
  - People Management Committee



AWARD FOR EXCELLENCE IN  
TRAINING AND  
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# Award Organizing Committee



Margaret Cheng JP  
Human Resources Director  
MTR Corporation  
(Chairperson)



Miranda Au  
Chief Human Resources Officer  
FWD Life Insurance



Connie Chan  
Director, Human Resources &  
Administration  
Octopus Holdings Ltd



CY Chan  
Chief People Officer  
Uni-China Group



Salina Chan  
Senior Director, Learning &  
Development and Human Resources -  
APAC  
Fossil Group



Fanny Chan

Chief Administrative Officer  
Head of Human Resources  
Managing Director  
China Everbright Bank Co Ltd  
Hong Kong Branch



Dr Aaron Chiang  
Head of Human Resources &  
Administration  
Hong Yip Service Co Ltd



Lesley Gong  
Director, Human Resources  
Microsoft Hong Kong



Charles Ho  
Assistant Director Training  
Hong Kong Institute of Construction



Kevin Kam  
Chief People Officer  
McDonald's Hong Kong



Jason Lee  
Executive Director –  
People and Culture  
Hong Kong Air Cargo Terminals



Rita Lee  
Director, Human Resources  
Adidas Hong Kong



Ivy Leung  
General Manager  
HKMA



David Lim  
Senior Vice President, Human  
Resources  
PVH Asia



Lam Ming Wing  
Head of Corporate Human  
Resources &  
Head of Corporate Safety and  
Environment  
The Hong Kong and China Gas  
Co Ltd



Jenny Pong  
People Director, East Asia  
Arup Group



Hester Shum  
Group Chief Human Resources Officer  
PCCW Group



Nancy Shum  
Director, Human Resources  
Urban Renewal Authority



Mary Suen  
Executive Advisor  
Stan Group (Holdings) Ltd



Irene Tam  
General Manager People  
Cathay Subsidiary Services



Rita Tsui  
Head of People & Safety  
City Facilities Management (HKG) Ltd



Bianca Wong  
Vice President, APAC  
Human Resources  
FedEx Express AMEA



Stephanie Wong  
Distribution Training Director  
AXA China Region Insurance



Alice Wong  
People & Culture Director, Food  
DFI Retail Group



Derek Wu  
Chief People Officer  
Tam Jai International



Volice Wu  
Executive Director, Human Resources  
Hongkong Land



Christopher Yang  
Director, Talent and People  
Sustainability Human  
Resources  
AIA International Ltd



Stanley Yau  
CEO  
InXpire Consultancy  
Co Ltd



Jason Zhang  
General Manager, Human  
Resources  
China Mobile International Ltd



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# People Development Management Committee



**Stephen Leung (Chairman)**  
Non-executive Director  
Purapharm International (HK) Ltd



**Steven Filby**  
Head of Talent Management &  
Learning  
The Hong Kong Jockey Club



**Mrs Claudia Hodges**  
Head of Agency Capabilities  
Development  
Sun Life Hong Kong Limited



**Dr Barry Ip**  
Vice President – Learning and  
Advancement  
Wynn Macau and Wynn Palace



**Lam Ming Wing**  
Head of Corporate Human Resources  
and Head of Corporate Safety and  
Environment  
The Hong Kong and China Gas Co Ltd



**Ellis Ku**  
Head of Maxim's Academy  
Maxim's Caterers Limited



**Maylie Lee**  
Chief Human Resources Officer  
AIA International Limited



**Teddy Liu**  
General Manager - Group Audit  
and Management Services  
New World Development  
Company Limited



**Eliza Ng**  
Principal Consultant  
HKMA



**Anthony Rushton**  
Regional Head of Learning, Asia  
Pacific, Human Resources  
HSBC



**Felicity Sam**  
Director, Learning & Leadership -  
International  
Lululemon



**Carmen Ting**  
Head of Talent, People,  
Performance and Culture  
KPMG



**Chester Tsang**  
Head of Learning  
MTR Corporation



**Kenneth Wai**  
Principal Consultant  
HKMA



**Yolice Wu**  
Executive Director  
Human Resources  
Hongkong Land Ltd



**Bianca Wong**  
Vice President, APAC Human Resources  
FedEx Express AMEA



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# People Management Committee



**Margaret Cheng JP (Chairperson)**  
Human Resources Director  
MTR Corporation



**Priscilla Chau**  
Director – Human Resources  
CLP Power Hong Kong Limited



**Florence Chow**  
Managing Director  
FnB TalentsConnect Limited



**Ian Choy**  
Executive Director - People& Culture  
Gammon Construction Limited



**Sara Ho**  
Human Resources Director  
Jebsen Group



**Kevin Kam**  
Chief People Officer  
McDonald's Hong Kong



**C K Lee**  
Managing Director  
C.K. Lee & Associates



**Carrie Leung**  
Chief Executive Officer  
The Hong Kong Institute of Bankers



**Christina Leung**  
Director, Human Resources and  
Administration  
Guardforce Group Limited



**Peter Leung**  
Senior Manager, HR Division  
Hospital Authority



**Elaine Liu**  
Group Associate Director &  
Chief Human Resources  
Officer  
Sino Land Company Limited



**Jenny Pong**  
People Director - East Asia  
Arup Group Limited



**Janet Poon**  
Director - Human Resources  
and Administration  
Hang Lung Properties  
Limited



**Albert Wong**  
Advisor – Human Resources  
(Employee Relations)  
CLP Power Hong Kong  
Limited



**Florence Wong**  
Head, HR, Hong Kong,  
Macau, Japan &  
Co-Head HR GBA  
Standard Chartered Bank  
(Hong Kong) Limited



**Derek Wu**  
Chief People Officer  
Tam Jai International  
Company Limited



**Janet Yeung**  
Head of Human Resources  
Hong Kong Trade  
Development Council



AWARD FOR EXCELLENCE IN  
**TRAINING AND**  
DEVELOPMENT 2024

# Award for Excellence in Training and Development

**Campaign Awards**

**Individual Awards**

**Distinguished  
Trainer  
Awards**

**Outstanding  
New Trainer  
Awards**



**AWARD FOR EXCELLENCE IN  
TRAINING AND  
DEVELOPMENT 2024**

# Awards and Recognition

- One Gold Award**
- Two Silver Awards**
- Three Bronze Awards**
- Four Excellence Awards**
- HR Professionals' Favourite Campaign**  
(will be selected by participants attending the Final Presentation Seminar)
- Youth's Most Favourite Campaign**  
(will be selected by youngsters attending the Final Presentation Seminar)



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Awards and Recognition

Special Award(s) which recognize training or development programme(s) with good practices in different individual areas. There are a maximum of three awardees in each Special Award.

- ❖ Excellence in Career Development
- ❖ Excellence in Change Management
- ❖ Excellence in Cultural Change
- ❖ Excellence in Digital Transformation
- ❖ Excellence in Diversity, Equity and Inclusion Promotion
- ❖ Excellence in Environmental Sustainability in the Workplace
- ❖ Excellence in Future Skills Development
- ❖ Excellence in Future Talent Development
- ❖ Excellence in Innovation
- ❖ Excellence in Leadership Development
- ❖ Excellence in Performance Improvement
- ❖ Excellence in Programme Design
- ❖ Excellence in Social Impact
- ❖ Excellence in Stakeholder Engagement
- ❖ Excellence in Team Development
- ❖ Excellence in Wellbeing
- ❖ Excellent Campaign for Organizations with 500 Employees or Less
- ❖ Others: Excellence in \_\_\_\_\_  
(Entries can specify the name of the Special Award that suits your programme.)



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Special Awards

**Excellence in Career Development:** This Special Award will be given to those training and development programmes which have effectively enhanced employees' skillsets needed for current and future roles while sharpening their ability for career advancement when opportunities arise.

**Excellence in Change Management:** This Special Award will be given to those training and development programmes which have successfully driven changes in organizational structure, systems, processes, or other critical aspects to achieve business goals.

**Excellence in Cultural Change:** This Special Award will be given to those training and development programmes which have successfully fostered a cultural shift that is highly aligned with the strategic objectives and is well integrated within the organization.

**Excellence in Digital Transformation:** This Special Award will be given to those training and development programmes which have incorporated innovative use of technologies to effectively transform learning and training experiences.



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Special Awards

**Excellence in Diversity, Equity and Inclusion Promotion:** This Special Award will be given to those training and development programmes which facilitated and promoted a diversified, fair and inclusive work environment and culture.

**Excellence in Environmental Sustainability in the Workplace:** This Special Award will be given to those training and development programmes which successfully cultivated and developed employees' skills, knowledge and commitment in a more environmentally sustainable workplace and way of doing business.

**Excellence in Future Skills Development:** This Special Award will be given to those training and development programmes which have equipped the employees with the knowledge, skills, capabilities and mindset needed to stay competitive and future-ready.

**Excellence in Future Talent Development:** This Special Award will be given to those training and development programmes which have effectively identified, developed and retained talents to sustain the organization's future success.



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Special Awards

**Excellence in Innovation:** This Special Award will be given to those training and development programmes which have demonstrated innovation in its concept, design, implementation, reinforcement and/or outcome measurement.

**Excellence in Leadership Development:** This Special Award will be given to those training and development programmes which have successfully built a leadership development strategy and empowered leadership behaviour and qualities and governance capabilities in its employees for long-term organizational success.

**Excellence in Performance Improvement:** This Special Award will be given to those training and development programmes which have through effective training, increased productivity and contributed to improvement in the organizational performance.

**Excellence in Programme Design:** This Special Award will be given to those training and development programmes which have demonstrated excellent design to meet the desired programme objectives.



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Special Awards

**Excellence in Social Impact:** This Special Award will be given to those training and development programmes which have incorporated “social good” as a core strategy of the programme and effectively driven positive impact to organization and society.

**Excellence in Stakeholder Engagement:** This Special Award will be given to those training and development programmes which have strategically involved and engaged relevant stakeholders in the objective setting, design, delivery and post intervention stages, contributing to the programme success.

**Excellence in Team Development:** This Special Award will be given to those training and development programmes which have successfully created team dynamics and cultivated a high performance team.

**Excellence in Wellbeing:** This Special Award will be given to those training and development programmes which have promoted healthy work-life balance and supported employee mental health and wellness as one of the strategies/ training solutions.

**Excellent Campaign for Organizations with 500 Employees or Less:** This Special Award will be given to outstanding training and development programmes initiated and delivered by organizations with 500 employees or less.



# Eligibility

- The Award is intended to cover any training or development programmes that are initiated and delivered by Hong Kong, Mainland or overseas organizations for their staff members and key stakeholders for the benefits of the organizations.
- Programmes that include external consultants as part of the programme are also eligible for the competition. Nevertheless, the role of these consultants should be justified and clearly stated.



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Online Entry Form (Campaign Award)



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**Campaign Award Entry**

(Reminder: Please fill in **1** email address only at "Email" box or the confirmation email cannot be sent to the contact person and nominees.)

Details of Organization

HKMA Member (Membership No.  )  Non-Member

Name of Programme:

Name of Programme (Chinese):

Name of Organization:

Name of Organization (Chinese):

Address:

Number of Employees of the Organization:

Description of Type of Business:

## Campaign Award Entry Form





AWARD FOR EXCELLENCE IN  
**TRAINING AND  
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# Judging Process

**Submission of Entry Form**  
*Deadline: 25 March 2024*

**Submission of Written  
Summary**  
*Deadline: 26 April 2024*

**Final Presentation Seminar**  
**21 August 2024**

**Selection of 10 Finalists &  
Special Award Recipients**



# Written Submission

- Finalists are required to submit a five-page summary of the training and development programme in English
- ALL Judging Criteria should be covered
- The written submission should be submitted through the online system from Tuesday, 9 April 2024 to Friday, 26 April 2024
- All entries will be reviewed by the Board of Examiners
- The written submission of finalists will also be reviewed by the Panel of Adjudicators



# Short Video (Optional)

- No more than 5 minutes
- Showcase the highlights of the programme
- Not required to have animation or special effects required
- Language: English or Cantonese/Putonghua
- If Cantonese or Putonghua is used, English subtitles should be provided



# Campaign Award Judging Criteria

1	OBJECTIVE SETTING	Marks 15
1.1	The Programme demonstrated evidence of effective consultation and robust diagnostics to establish Programme objectives.	
1.2	The Programme objectives addressed specific business/organizational challenges.	
1.3	The Programme considered the people performance improvement and development needs that enhanced organizational capability, performance and business results.	
2	DESIGN AND IMPLEMENTATION	40
2.1	The Programme was designed with relevant content to meet the desired objectives.	
2.2	The Programme was effectively implemented.	
2.3	Relevant stakeholders (e.g. top management, line managers, etc.) were actively involved and appropriately engaged in the objective setting, design, delivery and post intervention stages.	
2.4	The Programme integrated with relevant business/organizational and human resources practices/processes to achieve the desired outcomes.	



**AWARD FOR EXCELLENCE IN  
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# Campaign Award Judging Criteria

3	<b>MEASUREMENT AND OUTCOMES</b>	<b>Marks</b>
3.1	The measurement process/metrics of the Programme was rigorous and reliable.	
3.2	The Programme achieved the stated business/organizational and learning objectives.	
3.3	The Programme was cost effective.	
3.4	The Programme has demonstrated sustainable outcomes.	30
4	<b>INNOVATION</b>	<b>15</b>
4.1	The Programme was innovative in its concept, design, implementation, reinforcement and/or outcome measurement.	
4.2	The Programme set a new training or people development standard for the organization and/or the industry.	
5	<b>EXCEPTIONAL MERITORIOUS ASPECTS OF THE INTERVENTION</b>	<b>10</b>
5.1	The Programme was agile and quick to address the internal and/or external challenges facing the organization.	
5.2	<b>The Programme was designed and implemented with due consideration to the importance of diversity, equity and inclusion.</b>	
5.3	The Programme has transformed the overall learning and development strategies and brought long-term impact to the organization and/or the industry.	
	<b>Total</b>	<b>110</b>



# Final Presentation Seminar

- A one-day open-to-public seminar where finalists present to the Panel of Adjudicators
- **Presentation: 20 minutes**
- **Questions-and-Answers: 10 minutes**
- A maximum of TWO representatives
- The presentation will be conducted in **English\***.
- Recipients of Gold, Silver and Bronze Awards as well as the Excellence Awards will be selected by the **Panel of Adjudicators**
- Recipient of the **HR Professionals' Favourite Campaign** will be selected by participants attending the Final Presentation Seminar
- Recipient of the **Youth's Most Favourite Campaign** will be selected by youngsters attending the Final Presentation Seminar

**\*Presentation could also be conducted in Putonghua for entries from Mainland enterprises.**



# Special Invitations to SMEs

- Definition of SMEs
  - Organizations which employ not more than 100 persons in Hong Kong
  - Not subsidiaries of any group of companies or local offices of multinational companies
- Waive Participation Fee\*
  - \*SMEs can select one Special Award to join for free. Additional fee will be charged if SMEs would like to enroll for more than one Special Award
- Undergo same judging process as other Campaign Award entries
- Excellent Campaign for Organizations with 500 Employees or Less



AWARD FOR EXCELLENCE IN  
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# Award for Excellence in Training and Development

**Campaign Awards**

**Individual Awards**

**Distinguished  
Trainer  
Awards**

**Outstanding  
New Trainer  
Awards**



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

# Awards and Recognition



## Outstanding New Trainer Awards (ONTA)



## Distinguished Trainer Awards (DTA)



## Trainer of the Year

*(The Panel of Adjudicators will select the winner from among the Distinguished Trainer Awardees)*



# Eligibility

- All entrants for **Distinguished Trainer Awards** need to be:
  - nominated by their own organization (each organization can nominate a maximum of 5 trainers);
  - executives who have engaged in the human resources and/or training and development profession for **a minimum of 5 years**; and
  - executives who are providing training for staff members of their own organization, service providers or their clients (for trainers from consulting business).
- Trainers from the consulting business may enter the Awards. However, if the training and/or development programmes described in the written submission and in the interview session are those of their clients, **endorsement from their clients** must be provided.



# Eligibility

- All entrants for **Outstanding New Trainer Awards** need to be:
  - nominated by their own organization (each organization can nominate a maximum of 5 trainers);
  - executives who have engaged in the human resources and/or training and development profession for **less than 5 years**; and
  - executives who are providing training for staff members of their own organization, service providers or their clients (for trainers from consulting business).
- Trainers from the consulting business may enter the Awards. However, if the training and/or development programmes described in the written submission and in the interview session are those of their clients, **endorsement from their clients** must be provided.



## AWARD FOR EXCELLENCE IN TRAINING AND DEVELOPMENT 2024

# Online Entry Form (Individual Award)



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 **Chow Tai Fook**

 **MTR**

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**Individual Award Nomination Form**

(Reminder: Please fill in **1 email address** only at "Email" box or the confirmation email cannot be sent to the contact person and nominees.)

HKMA Member (Membership No.  )  Non-Member

We would like to submit  nomination (s) for the Distinguished Trainer Awards and/or  nomination (s) for the Outstanding New Trainer Awards.

**Name of Organization:**

**Name of Organization (Chinese):**

**Address:**

## Individual Award Entry Form





AWARD FOR EXCELLENCE IN  
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# Judging Process

Nomination  
*Deadline: 25 March 2024*



Submission of  
Written Summary  
*Deadline: 10 May 2024*



Awardees of ONTAs & DTAs



Interview Session  
*26 June 2024*

Final Presentation Seminar  
*21 August 2024*



**Trainer of the Year**



**AWARD FOR EXCELLENCE IN  
TRAINING AND  
DEVELOPMENT 2024**

# Written Submission

- All nominees are required to submit
  - a four-page write-up on their achievement in training and development
  - a one-page summary of personal information
  - in English
- The write-up should be submitted through the online submission system from Tuesday, 9 April 2024 to Friday, 10 May 2024
- The signature campaign cited in the submission should be conducted and completed within the last five years.
- The submission will be reviewed by the Board of Examiners. All participants will be invited to the Interview Session.



AWARD FOR EXCELLENCE IN  
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# Distinguished Trainer Awards

## Judging Criteria

<b>1</b>	<b>SIGNATURE CAMPAIGN</b> The Trainer can demonstrate that he/she has played a leading role in contributing to the success of a training and/or development programme. From the programme, the Trainer has demonstrated his/her competencies as a good trainer which include the following areas:	<b>Marks</b> <b>100</b>
<b>1.1</b>	<b>Making sure that training is connected to business/organizational needs and external environment</b>	<b>20</b>
1.1.1	Meets regularly with sponsors to keep in touch with business/organizational needs	
1.1.2	Good at helping managers identify what they want their people to be able to do	
1.1.3	Establishes direction from sponsors as the first step in any new project	
1.1.4	Passionate about making sure that training needs are clearly identified	
1.1.5	Maintains relevance by refining training objectives/programme design in response to the business/organizational needs and changing commercial context	



# Distinguished Trainer Awards

## Judging Criteria

		Marks
<b>1.2</b>	<b>Ability to design purposeful learning processes</b>	<b>20</b>
1.2.1	Conducts rigorous and holistic analysis and effectively addresses those factors contributing to the performance gap	
1.2.2	Actively involves sponsors in the training and/or development process	
1.2.3	Focuses on outcomes rather activities when setting training objectives	
1.2.4	Rigorous in making sure that courses are designed to be good learning experiences	
1.2.5	Makes explicit assumptions about people and how they learn	
1.2.6	Makes sure that trainees can successfully apply new ideas into their workplace	
1.2.7	Creatively adapts training sessions to meet the needs of trainees	
<b>1.3</b>	<b>Ability to manage and deliver a designed programme</b>	<b>20</b>
1.3.1	Listens to and values participant contributions	
1.3.2	Illustrates new concepts and ideas with appropriate examples from the learners' workplace	
1.3.3	Regards training sessions as an opportunity to role model the behaviours being taught	
1.3.4	Encourages trainees to learn at their own pace and cater for different learning styles	
1.3.5	Encourages trainees to be independent and think for themselves	
1.3.6	Creates interest and challenge in their approach to training	
1.3.7	Integrates training sessions so that trainees can see how it all fits together	



# Distinguished Trainer Awards

## Judging Criteria

		Marks
<b>1.4</b>	<b>Role in the internal marketing of training plans to stakeholders</b>	<b>20</b>
1.4.1	Effective in gaining senior management buy-in	
1.4.2	Authentically engages and inspires diverse group of stakeholders	
<b>1.5</b>	<b>Ability to evaluate training</b>	<b>20</b>
1.5.1	Based on trainees' satisfaction levels	
1.5.2	Based on improvement in trainees' competence	
1.5.3	Based on impact on job performance	
1.5.4	Based on improvement in targeted organizational performance/business results	
1.5.5	In partnership with managers and sponsors	
<b>2</b>	<b>PERSONAL ACHIEVEMENTS AND CONTINUOUS DEVELOPMENT</b>	<b>20</b>
2.1	The Trainer has achieved substantial academic or professional awards and other public recognition related to training and development.	
2.2	The Trainer has contributed to training and development as a profession in the business community.	
<b>3</b>	<b>ACHIEVEMENT IN ENHANCING TRAINING AND DEVELOPMENT CAPABILITY</b>	<b>20</b>
	The Trainer has helped improve and enhance the training and development capability of the current and/or previous organizations and contributed to the strategic direction of the organization.	
		<b>Total 140</b>



# Outstanding New Trainer Awards

## Judging Criteria

<b>1</b>	<b>SIGNATURE CAMPAIGN</b> The Trainer can demonstrate that he/she has played a key role in contributing to the success of a training and/or development programme. From the programme, the Trainer has demonstrated his/her competencies as a good trainer which include the following areas:	<b>Marks</b> <b>80</b>
<b>1.1</b>	<b>Making sure that training is connected to business/organizational needs and external environment</b>	<b>20</b>
1.1.1	Meets regularly with sponsors to keep in touch with business/organizational needs	
1.1.2	Good at helping managers identify what they want their people to be able to do	
1.1.3	Establishes direction from sponsors as the first step in any new project	
1.1.4	Passionate about making sure that training needs are clearly identified	
1.1.5	Maintains relevance by refining training objectives/programme design in response to the business/organizational needs and changing commercial context	
1.1.6	Effective in gaining management buy-in	



# Outstanding New Trainer Awards

## Judging Criteria

		Marks
<b>1.2</b>	<b>Ability to design purposeful learning processes</b>	<b>20</b>
1.2.1	Conducts rigorous and holistic analysis and effectively addresses those factors contributing to the performance gap	
1.2.2	Actively involves sponsors in the training and/or development process	
1.2.3	Focuses on outcomes rather than activities when setting training objectives	
1.2.4	Rigorous in making sure that courses are designed to be good learning experiences	
1.2.5	Makes explicit their assumptions about people and how they learn	
1.2.6	Makes sure that trainees can successfully apply new ideas into their workplace	
1.2.7	Creatively adapts training sessions to meet the needs of trainees	
<b>1.3</b>	<b>Ability to manage and deliver a designed programme</b>	<b>20</b>
1.3.1	Listens to and values participant contributions	
1.3.2	Illustrates new concepts and ideas with appropriate examples from the learners' workplace	
1.3.3	Regards training sessions as an opportunity to role model the behaviours being taught	
1.3.4	Encourages trainees to learn at their own pace and cater for different learning styles	
1.3.5	Encourages trainees to be independent and think for themselves	
1.3.6	Creates interest and challenge in their approach to training	
1.3.7	Integrates training sessions so that trainees can see how it all fits together	



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

# Outstanding New Trainer Awards

## Judging Criteria

		Marks
<b>1.4</b>	<b>Ability to evaluate training</b>	<b>20</b>
1.4.1	Based on trainees' satisfaction levels	
1.4.2	Based on improvement in trainees' competence	
1.4.3	Based on impact on job performance	
1.4.4	Based on improvement in targeted organizational performance/business results	
1.4.5	In partnership with managers and sponsors	
<b>2</b>	<b>PERSONAL ACHIEVEMENTS AND CONTINUOUS DEVELOPMENT</b>	<b>20</b>
2.1	The Trainer has achieved substantial academic or professional awards and other public recognition related to training and development.	
2.2	The Trainer has demonstrated continuous self-improvement to further his/her career in training and development.	
	<b>Total</b>	<b>100</b>



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

# Judging Process

Nomination  
*Deadline: 25 March 2024*



Submission of  
Written Submission  
*Deadline: 10 May 2024*



Awardees of ONTAs & DTAs



Interview Session  
*26 June 2024*

Final Presentation Seminar  
*21 August 2024*



Trainer of the Year



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

# Interview Session

## Distinguished Trainer Awards

### Part 1:

- **10-minute presentation** on written submission
- **5-minute Questions-and-Answers** session

### Part 2:

- **10-minute training plan presentation.** Presenters will be informed of the topics of the training plan 30 minutes before the interview session

(Both parts could be conducted in English, Cantonese or Putonghua, pre-selected by participant)

(Winners of the Distinguished Trainer Awards and finalists for the Trainer of the Year will be selected by the Board of Examiners)



AWARD FOR EXCELLENCE IN  
**TRAINING AND**  
DEVELOPMENT 2024

# Interview Session

## Outstanding New Trainer Awards

### Part 1:

- **10-minute presentation** on written submission
- **5-minute Questions-and-Answers** session

### Part 2:

- **10-minute short training**. Presenters will be informed of the training topics 30 minutes before the interview session

(Both parts could be conducted in English, Cantonese or Putonghua, pre-selected by participant)



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

# Judging Process

Nomination  
*Deadline: 25 March 2024*

Submission of  
Written Submission  
*Deadline: 10 May 2024*

Awardees of ONTAs & DTAs

Interview Session  
*26 June 2024*

Final Presentation Seminar  
*21 August 2024*

Trainer of the Year



# Final Judging

- Shortlisted Distinguished Trainer Awardees will be invited to the Final Judging before the Panel of Adjudicators on the Final Presentation Seminar Day.
- The Judging includes
  - **5-minute presentation** on the written submission  
(props are allowed, no computer/technical equipment will be provided)
  - **5-minute Questions-and-Answers session**

(Both parts could be conducted in English, Cantonese or Putonghua)

- A Trainer of the Year will be selected by the Panel of Adjudicators.



## Trainer of the Year Judging Criteria

		Marks
1.	Does this trainer ensure that activities are based on business/organization and individual needs?	20
2.	Can this trainer design courses that work well with learners to deliver results back in the workplace?	20
3.	Is this trainer actively engaged in the business in personally designing and delivering courses?	20
4.	Is this trainer flexible enough to balance the needs of different trainees and the overall objectives set?	30
5.	Can this trainer determine the success of training at the individual, job and business/organization impact levels?	20
6.	Overall, can this trainer impact individual performance to meet business/organizational challenges, and go beyond the classroom to develop organizational capabilities, and even beyond the organization to contribute to the development of training as a profession?	20

Total 130



**AWARD FOR EXCELLENCE IN  
TRAINING AND  
DEVELOPMENT 2024**

# Key Dates

**Deadline for Nomination**

*Monday, 25 March, 2024*

**Deadline for Written Submission**

*Friday, 10 May, 2024*

**Interview Session**

*Wednesday, 26 June 2024*

**Final Judging for Trainer of the Year  
and  
Award Presentation Ceremony**

*Wednesday, 21 August 2024*



AWARD FOR EXCELLENCE IN  
**TRAINING AND  
DEVELOPMENT 2024**

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