

企業培訓

Corporate Training

產業改革，人類正面臨空前的改變。科技發展正在顛覆整個世界的運作，未來的工作技能、職場的需要正在大規模轉移。思考現實境況，規劃前途路向，知所進退，是邁向成功的重要鑰匙。

學院自九十年代初開始，已為香港、內地、台灣、澳門及海外不同類型的機構，包括工商企業、慈善組織、非牟利機構、政府部門、學校及大專院校等，提供企業培訓課程。學院的資深導師團隊了解企業員工所需的專業知識和技術，設計及籌辦的課程切合企業客戶的需要，協助提升其競爭力。

學院為內地機構提供企業培訓課程的經驗豐富，是國家外國專家局的境外培訓合作機構，反映我們的培訓課程信譽良好、質素有保證。

On the threshold of a new industrial revolution, mankind is experiencing unprecedented changes across all aspects of society. Technological advances have transformed the world and are progressively reshaping the global labour market. In times of uncertainty, reflecting on the present to prepare for the future is the key to staying competitive.

Since 1990, CUSCS has been providing tailor-made corporate training services to commercial corporations, charitable and nonprofit-making organisations, government departments, schools and universities in Hong Kong, the mainland China, Taiwan, Macau and overseas. Our experienced and professional instructors, who identify the knowledge and skills required by corporate clients, design and deliver tailor-made training programmes to meet the various needs of corporate clients and enhance their competitiveness.

With substantial experience in providing corporate training services to mainland organisations, CUSCS is also an Overseas Training Cooperative Organization of the State Administration of Foreign Experts Affairs of the People's Republic of China. This reflects the School's reputation for providing quality training services.

培訓範圍 Training Areas

銀行與金融

Banking & Finance

- 國際金融機構運營概覽
Bird's-eye View of Operations of International Financial Institutions
- 高級商業貸款
Advanced Commercial Lending
- 信用風險管理及信用審查
Credit Risk Management & Credit Examination
- 可持續銀行與金融
Sustainable Banking & Finance
- ESG規劃師
ESG Planner
- 金齡人士睿智理財規劃
Smart Financial Planning for Golden Agers
- 青少年個人理財規劃
Personal Financial Planning for Youth
- 青少年認識公共財政及經濟基本概念
Basic Concepts of Public Finance & Economics for Youth

商業及管理

Business & Management

- 中小企實用技巧：會計與稅務
Practical Tips for SME: Accounting & Taxation
- 調解及商業談判技巧
Mediation & Negotiation Skills for Business
- 預防及處理職場暴力
Preventing & Handling Workplace Violence
- 有效管理客戶投訴
Effective Complaints Management
- 專業行政人士的3C時間管理策略
The 3C Time Management Strategies for Professional Executives
- 策略性項目管理
Strategic Project Management

- 活動管理實用技巧
Practical Tips for Event Management
- 高效能領導技巧
Leveraging Your Supervisory Skills for Top Performance
- 領導創新團隊
Leading for Team Innovation
- 領導力與設計思維
Leadership & Design Thinking
- 領導力與心理學
Leadership & Psychology
- 分析決策
Analytical Decision Making
- 市場策略及營商指標
Marketing Strategies and Business Metrics

虛擬業務 Virtual Business

- 會議禮儀 / 活動策劃 / 數碼營銷
Meeting Etiquette / Event Planning / Digital Marketing
- Switcher Studio：以便捷軟件籌辦虛擬活動
Switcher Studio: Handy Ways to Hold Virtual Events

影響力行銷 Influencer Marketing

- KOL實戰技巧 / 品牌營銷策略 / 經營社交媒體成功之道
Practical Skills for KOL / Marketing Strategies for Brands / Smart Ways to Social Media Success

教育

Education

- 價值觀教育
Values Education
- 情商教育
Emotional Intelligence Education
- 如何與有抑鬱症狀的學生相處
How to Deal with Students with Depressive Symptoms
- 社交媒體禮儀及處理網絡欺凌（學生課程）
Social Media Etiquette & Cyberbully Handling (for students)
- 職涯規劃
Facilitating Career Development
- 靈活學英語：自我認識及正向價值觀
Learning English for Self Understanding & Positive Values
- 混合教學之技巧及課程設計
Hybrid Teaching Skills & Course Design
- 近代中國史初探
- 「香港歷史此中尋」探索遊

健康與心理學

Health & Psychology

- 員工健康管理
Employee Wellness Management
- 職業安全與健康
Occupational Safety & Health
- 中西營養及保健
Chinese & Western Nutrition and Health Care
- 情緒及壓力管理與營養學
Emotion & Pressure Management with Nutrition
- 幽默心理學
Psychology of Humor
- 正向心理學
Positive Psychology

資訊技術與數據分析

Information Technology & Data Analytics

- 雲端運算及大數據分析
Cloud Computing and Big Data Analytics
- Pivot Table 樞紐分析表及報告撰寫
Excel Pivot Tables Analytics & Reports Presentation
- 調查研究設計及數據展示之技巧
Research Design & Data Presentation Skills

- 網絡安全
Cyber Security
- HTML 5及CSS網站開發
Introduction to HTML 5 and CSS Website Development
- 商業軟件應用
Business Software Training
- 手機應用軟件及多媒體製作
Mobile Apps & Multimedia Production

語言

Languages

- 講故事及獨誦技巧（英語 / 普通話 / 粵語）
Storytelling & Solo Verse Speaking Skills in English / Putonghua / Cantonese
- 商務演說技巧（英語 / 普通話 / 粵語）
Business Presentation Skills in English / Putonghua / Cantonese
- 商務文書寫作（中文 / 英文）
Business Writing in Chinese & English
- 公關文書寫作（中文 / 英文）
Public Relations Writing in Chinese & English
- 社交媒體傳意（中文 / 英文）
Social Media Presentation in Chinese & English
- 主任 / 行政人員英語及普通話
English & Putonghua for Officers / Executives
- 粵語正音
Cantonese Pronunciation



度身訂造培訓課程 Tailor-made Programmes

學院亦提供切合客戶需要的培訓課程，協助提升機構員工的競爭力。請聯絡我們查詢詳情。

CUSCS provides customised corporate training programmes to prepare your staff for better performance at work. Please contact us for details.

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