

Certificate Programme Series

Certificate programmes provides participants with necessary skills and knowledge required in financial services industry. Participants can freely choose to study one or more individual programmes from the series.

Certificate Programme

- Certificate in Business and People Management
- Certificate in Technology Management and Innovation in Banking



▶ Please visit our website for Certificate Programme details

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Certificate in Business and People Management

Objectives

On completion of this subject, participants will be able to:

- Compare and contrast the different components of the business planning process
- Evaluate how the process is critically applied in formulating business plans and corporate strategies
- Analyze the personal attributes of a leader and identify the prerequisites for development of leadership
- Manage team management issues by applying the most appropriate approach after appraising the particular situation

Programme Outline

- Business Organization and Management
 - The management process
 - Managing and development human resources
 - Communication
 - Implementing and managing change
 - Strategic management
- Marketing
- Leadership
- Team Management

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Certificate in Technology management and Innovation in Banking

Objectives

- Assess and analyze the latest development and market trends of IT systems and financial technology and associate their implications to identify the technology needs of the banks or financial institutions
- Evaluate different kinds of financial technology, IT and security infrastructure to enhance and optimize the effectiveness and efficiency of IT platforms and services
- Plan, design and implement data analytics based on risks level, technology regulatory requirements and the effectiveness of the security measures
- Manage and monitor the system development projects in according to system development standards and requirement
- Monitor the IT operations and services and identify the potential risks for taking actions to ensure smooth operations and risk mitigation

Programme Outline

- Overview of Information Systems and Technology Management
- Cyber Security and Data Privacy
- Data Management, Analytics and Artificial Intelligence
- FinTech for Digital Banking and Service Channels
- Compliance with Information Technology
- Business Analytics, System Projects, and IT Operations

Target Audience

- Bank Executives who wish to understand the key concepts in respective specialized subjects
- Banking or financial services practitioners who wish to gain and consolidate their knowledge in respective specialized subjects
- Bank Executives who wish to enhance their job competency in respective specialized subjects

Minimum Entry Requirement

- At least 2 years of relevant work experience / senior officer grade or above is highly recommended.

Certification

- A **Certificate of Achievement** will be awarded if participants have:
 - achieved 70% or above attendance of the whole programme; and
 - passed the course-end assessment
- A **Certificate of Attendance** will be awarded if participants have achieved **70%** or above attendance of the whole programme only.

Assessment Details

- A course-end assessment will be given upon completion of the programme.
- **Assessment pre-requisite: achieved 70% or above attendance of the whole programme**

Language	:	English only
Duration	:	3 hours
Format	:	Essay Questions
Passing Mark	:	50

Remarks: Please note, if attendance below 70% of the whole programme, participants cannot take the assessment.

Programme Details

Language	:	Cantonese (supplemented with English materials)
Venue	:	3/F Guangdong Investment Tower, 148 Connaught Road Central, HK (Sheung Wan MTR Station Exit C)
Enrolment	:	Submit by email to application.form@hkib.org or by fax at (852) 2682 0218 or by submitting to our institute in person
Enquiry Email	:	programme@hkib.org
Enquiries	:	(852) 2153 7800
Duration	:	30 hours (10 Sessions)

Certificate Programme Series

Programme Schedule 2019

Subject	Training & Assessment Fee	Training Date & Time	Assessment Date & Time	Application Deadline
Certificate in Business and People Management <i>(Code:HD000000PP190923)</i>	Member: HKD\$3,590 Staff of Corporate Members: HKD\$3,980	September: 7, 21, 28 October: 5, 12 <u>10:00 – 13:00</u>	2 Dec (Mon) <u>19:00 – 22:00</u>	30 Aug
Certificate in Technology Management and Innovation in Baking <i>(Code:HD000000PP190924)</i>	Non-members: HKD\$4,370	September: 7, 21, 28 October: 5, 12 <u>14:00 – 17:00</u>	9 Dec (Mon) <u>19:00 – 22:00</u>	30 Aug



Certificate Programme Series Programme Enrollment Form

Section A Programme Enrollment

Please refer to Programme Schedule for Programme Code

Programme Subjects	Programme Code/ Exam Code	Please "✓" the Programme Subject(s) which you would like to enroll in the box(es)
Certificate in Business and People Management	HD000000PP190923/ EXAM-2019-00236	<input type="checkbox"/>
Certificate in Technology Management and Innovation in Banking	HD000000PP190924/ EXAM-2019-00239	<input type="checkbox"/>

Section B Personal Information

Full Name : Mr / Ms _____

(In English as on ID Card)

Full Name : _____

(In Chinese)

HKID No.*: _____

Membership No : _____

Organization : _____

Mobile / Phone No : _____

Department : _____

Position : _____

E-mail : _____

(Confirmation will be sent via e-mail one week before course commences)

Mailing Address : _____

✓ Please enclosed a copy of your identity card / passport for enrolment

Section C Programme Fee

Programme	Fee / Subject	Total No. of Enrollment
Training Programme	HK\$ _____ / subject	X _____ Subject(s) = HK\$ _____

Section D Payment Method

A cheque / e-Cheque* made payable to "The Hong Kong Institute of Bankers" [Cheque no. : _____]
* For e-Cheque, please state the **programme code** under 'remarks' and email together with the **completed enrolment form** to **programme@hkib.org**

Credit card: Visa Master Amount : HKD _____
Card No. : _____ - _____ - _____ - _____ Expiry Date : _____ MMY

Name of Cardholder : _____ Signature : _____ (as on credit card)

How do you know about this programme?

Website HR Department E-News Others (Please specify) _____
 Friends / Colleagues Banking Today HKIB Counter _____

Terms and Conditions

1. All fees paid are non-refundable and non-transferrable.
2. Participants who have settled payments will receive course confirmation by e-mail within 7 days prior to the programme date.
3. All payments must be settled before programme commencement.
4. Priority of enrolment will be given on a 'first-come-first-serve' basis. HKIB Member will have priority in registration for those programmes with limited seats.
5. HKIB would issue the "Certificate of Attendance to participants who have complied with the "HKIB Attendance Policy". The Certificate will be mailed to the corresponding address within 10 working days after completion of the programme.
6. We reserve the right to reject an enrolment at any time.
7. We reserve the right to cancel, modify and/or postpone the programme due to unforeseen circumstances.
8. The information given and personal data collected will be used for the purpose of administration and communication by the Institute.
9. For the Typhoon or Rainstorm arrangement, please refer to the confirmation e-mail or HKIB's website (www.hkib.org).



← Please visit HKIB website for more public programmes

For Programme Enquiries

Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong
Telephone : (852) 2190 7056

Fax : (852) 2682 0218
Email : programme@hkib.org

Name: _____

Signature: _____

Date: _____