

企業員工發展活動 Staff Development Programme

- 溝通
- Communication
- 合作
- Collaboration
- 協同
- Synergy
- 互信
- Trust

Objective

Communication, collaboration, synergy and trust form the cornerstone of an effective team. Comprising fun-loaded activities with group sharing session, our Staff Development Programme aims at strengthening these four elements among team members. Besides, the team members will learn to bridge individual differences and demonstrate their creativity for meeting a common goal with limited resources.

訓練活動目的

溝通、合作、協同和互信是團隊內不可或缺的基石。透過一系列富趣味性的學習活動和分組討論，本企業員工訓練活動能強化團隊的以上原素。同時，訓練活動可引導參加者利用有限的資源，在團隊內充分發揮合作精神及創意，以達致共同目標。

活動費用

費用：約港幣 12,000 (3至4小時)
(20-30 人)

本中心亦可按參與機構或客戶的培訓需要度身訂造合適的活動方案，有關費用會相應調整。

免費服務

IVDC將於舉辦企業員工發展活動後，向參與機構或客戶發放參加者意見回饋總表、團體大合照和活動花絮的電腦檔案，以及訓練項目的食譜(如適用)。

Free After Event Services

A summary of participants' feedback forms, disc/link of group photos and photos of the activities, and recipe of catering-related activities will be provided to the participating organizations.

Various Feature Activities to Choose 多項主要訓練活動項目可供選擇

Iron Chef: Bakery Making

鐵人料理：烘焙篇

1



With coaching by IVDC's professional trainer, participants will undergo a competition to design and make their own bakery products. 參加者在IVDC 的專業導師指導下，以親自設計並製作的烘焙作品進行比試。

Options of One Bakery Product or Dessert: 可選擇一款烘焙包餅製作或甜品類別:

- | | | | |
|---------------------|-------|---------------------------------------|------------|
| ○ Fruit Cake | 鮮雜果蛋糕 | ○ Molten Chocolate Cakes | 心太軟 |
| ○ Napoleon Cake | 拿破崙蛋糕 | ○ Macaron | 馬卡龍 |
| ○ Black Forest Cake | 黑森林蛋糕 | ○ Mangos Pudding | 芒果腸粉 |
| ○ Lemon Tart | 檸檬撻 | ○ Wheat and Oat Cookies + Panna Cotta | 健康燕麥餅+意式奶凍 |
| ○ Scones | 英式鬆餅 | | |

Iron Chef: Dim Sum Making

鐵人料理：點心篇

2

With coaching by IVDC's professional trainer, participants will undergo a competition to design and make one to two selected dim sum with attractive decorations.

在導師指導下，設計和製作一至兩款點心，配以精緻的麪粉公仔造型裝飾進行比賽。

Options of One to Two kinds of Dim Sum: 可選擇一至兩款的點心類別:

- | | |
|--------------------------------------|-------|
| ○ Steamed Pork Dumplings | 燒賣 |
| ○ Sweet Rosy Bun | 玫瑰包 |
| ○ Rice Pudding with Milk and Pumpkin | 奶王南瓜糰 |
| ○ Steamed Cake with Red Bean Paste | 豆沙水晶餅 |



To be a Coffee Specialist

咖啡達人大挑戰

3



Part 1: Olfactory Game:

With training from our professional trainer, team members will learn to identify the scent of different coffee beans; &

第一部份：味覺大挑戰

在專業導師指導下，參加者在品嚐數款咖啡後，學習辨認當中包含的不同味道；以及

Part 2: Latte Art Competition

With coaching of coffee brewing and practice of latte art skills, team members will undergo a competition.

第二部份：咖啡拉花比賽

參加者可學習簡單的咖啡調製和拉花技巧，再進行比賽。

Basic Wine Tasting Workshop 葡萄酒入門工作坊

4

- Classification of wines
- Key wine producing regions of the world
- Grape varieties
- Tools in wine tasting
- Identify the scent of wine
- Wine tasting skills
- Wine tasting etiquette

葡萄酒的種類
產酒國家基本知識
認識不同葡萄品種
葡萄酒工具利用
分辨葡萄酒中的香氣
葡萄酒品嘗技巧
品嘗葡萄酒禮儀



Our trainer will coach the participants to taste 4 kinds of wine.
導師帶領品嘗4款不同類型的葡萄酒。

Workplace fitness Exercise 工作健身操工作坊

5



- Introduction of various injuries and pains easily induced in workplace.
簡介日常工作容易產生的勞損和痛症。
- Stretching exercises in Workplace
工作間的健身伸展運動
- Prevention of shoulder, neck and back pains
預防肩頸背痛
- Ways of breathing to relax and reduce stress
鬆弛神經和幫助減壓的呼吸法

Creative Bottle Gardening 創意瓶栽製作

6

By making bottle gardens, participants can learn the horticulture techniques that help to facilitate greening of home or the office. It can also help to enhance their greening awareness.
主要向透過瓶栽製作提升參加者對園藝的興趣，從而美化工作環境或居室，親近自然，提升環保的意識。

- Plant Introduction
- Basic knowledge of plant care and maintenance
- Bottle Gardening techniques

植物簡介
植物護理知識
瓶栽製作技巧



Business Etiquette 商務禮儀工作坊

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Business Etiquette is a key to build up professional self-image and to facilitate effective social networking. Our training focuses on dining and social etiquette. Our trainer will help team members to handle different social occasions with ease and confidence.
商務禮儀能幫助建立專業的自我形象，及促進有效的社交網絡。導師將以輕鬆手法教授基本商務進餐和接待的禮儀，以助學員從容及和自信地應對不同的社交場合。

Business Etiquette training could be arranged together with the activities of "Iron Chef: Bakery Making" or "To be a Coffee Specialist."
禮儀訓練可配合「鐵人料理：烘焙篇」或「咖啡達人大挑戰」活動進行。

Joyful Balloon Twisting 氣球扭扭樂

8

Balloon arts always brings us fantasy, creativity and joy. After learning the basic balloon twisting techniques from our trainer, participants will undergo a group competition to create their own balloon art product.
氣球藝術一向帶給人夢幻、創意和歡樂，IVDC 的專業導師將教授基本扭氣球技巧，再由參加者進行比賽。



Creative hand-painted T shirt design 創意手繪T shirt 設計

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With unlimited creativity, participants can compete against the other teams by designing and hand-painting a T-shirt under a specific theme. At the same time, each participant can also make a T-shirt with individual style for their own.
在指定的主題下，參與者可發揮創意，以手繪形式為團隊製作一件特別的T shirt 以進行比賽。
此外，參與者亦能為自己設計具有個人風格的T shirt留念。

Other Components 訓練活動的其他環節

Our facilitator will conclude the key messages derived from the activities and invite the participants to share their joyful experience. Follow by presentation of group prizes, taste of end products and group photo taking.

主持會鞏固當日活動的訓練目標，並邀請參加者分享體驗和感受。比賽勝出組別將獲頒獎品以作鼓勵，以及安排參加者即場分享食物成果和進行大合照。

聯絡我們

IVDC (LCK)

7/F, Billion Plaza, 8 Cheung Yue Street,
Cheung Sha Wan, Kowloon
(near to MTR Lai Chi Kok Station exit A)

匯縱專業發展中心(荔枝角)

九龍長沙灣長裕街8號億京廣場7樓
(近港鐵荔枝角站A出口)

IVDC (TM)

Room A205B, 18 Tsing Wun Road,
Tuen Mun, New Territories

匯縱專業發展中心(屯門)

屯門青雲路18號A205B室
(位處青年學院(屯門)2樓)

Enquiry 查詢

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Member of VTC Group
VTC 機構成員

Integrated Vocational Development Centre
(Fanling / Ma On Shan)
匯縱專業發展中心(粉嶺/馬鞍山)

Staff Development Programme 企業員工發展活動



Feature Activities 主要活動項目

- ★ Creative Design: Floral Jamming / Nail Art / Hair Revolution
創意設計技巧: 花藝篇/美甲造型篇/辮髮起革命
- ★ Iron Chef: Cake Making / Seafood Paella / Dim Sum
鐵人料理: 烘焙篇/西班牙海鮮飯/點心篇
- ★ Latte Art Competition 咖啡達人大挑戰
- ★ Playgroup 團隊遊戲大挑戰
- ★ Performance Space 魔幻表演間
- ★ Other Tailor-made Activities 度身訂造活動

Programme Fee

Approximately HK\$12,000 (3 to 4 hours for 25 participants)

*Fees of tailor-make programme will be adjusted.

活動費用

費用: 約港幣12,000 (3至4小時, 約25人)

*度身訂造合適的活動方案, 有關費用會相應調整。

Free After Event Services

A summary of participants' feedback form, disc/link of group photos of the activities, and recipe of catering-related activities will be provided to the participating organizations.

免費服務

IVDC 將於舉辦企業員工發展活動後, 向參與機構或客戶發放參加者意見回饋總表、團體大合照和活動花絮的電腦檔案, 以及訓練項目的食譜(如適用)。

Enquiries查詢

IVDC (FL)

Shop 102, 1/F, Ka Fuk Shopping Centre,
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IVDC(MOS)

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New Territories
匯縱專業發展中心(馬鞍山)
新界馬鞍山耀安邨92地段

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IVDC Website 網址: www.ivdc.edu.hk

Member of VTC Group

Feature Activities to Choose 主要活動項目可供選擇

Creative Design: Floral Jamming / Nail Art / Hair Revolution
創意設計技巧: 花藝篇/美甲造型篇/辮髮起革命

Team of participants will compete against one another, by designing and producing a creative product using different decoration materials, so as to enhance their creative and team building.

參加者可以透過創意和團隊合作，親自設計並製作獨特作品進行比試。

Iron Chef: Cake Making / Seafood Paella / Dim Sum
鐵人料理: 烘焙篇/西班牙海鮮飯/點心篇

Team of participants will compete against one another, by designing and producing a cake/ a delicious Paella/ dim sum, with limited resources and time, and even cooking in the dark.

參加者於有限時間及物資提供下，來進行製作比試，你有機會一嚐於黑暗中製作美食。

Latte Art Competition
咖啡達人大挑戰

Team of participants will compete against one another, by producing cups of coffee using different levels of latte art skills.

參加者可以利用學習的技巧，製作一杯獨特的咖啡作比試。



Other Components
訓練活動的其他環節

Our facilitator will conduct the key message derived from the activities and invite the participants to share their joyful experience. Follow by presentation of group prizes, taste of end products and group photo taking. 主持會鞏固當日活動的訓練目標，並邀請參加者分享體驗和感受。比賽勝出組別將獲頒獎品以作鼓勵，以及安排參加者即場分享食物成果和進行大合照。



Playgroup
團隊遊戲大挑戰

Through the short and lively ice-breaking games and energizer team building activities, participants can enhance positive thinking and interpersonal skills, as well as confidence.

透過一系列破冰及團體競賽遊戲，參加者可以提昇正向思維及人際溝通技巧，並且可有效提高個人自信。

Performance Space
魔幻表演間

With coaching by IVDC's professional trainer, participants will learn the basic balloon twisting and some magic tricks with the skills of interacting with audience. Participants will undergo a group performance. This activity aims to boosting their presentation skills, self-confidence and to bring joy to others.

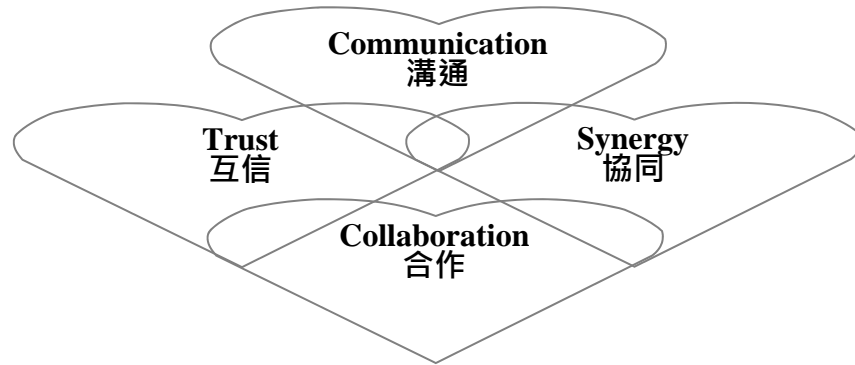
參加者在IVDC的專業導師指導下，學習基本扭氣球技巧，數款魔術表演和與觀眾互動技巧，再由參加者進行表演比賽。透過本活動，不但提升參加者演說技巧及自信，亦為大家帶來無限歡樂。

Other Tailor-made Activities
度身訂造活動

IVDC may also tailor-make programme to suit the training needs of organization. 本中心亦可按參與機構或客戶的培訓需要度身訂造合適的活動方案。

Staff Development Programme

企業員工發展活動



Objectives 訓練活動目標

Communication, collaboration, synergy and trust form the cornerstone of an effective team. Comprising fun-loaded activities with group sharing session, our Staff Development Programme aims at strengthening these four elements among team members. Besides, the team members will learn to bridge individual differences and demonstrate their creativity for meeting a common goal with limited resources. Through the activities, the personal confidence, positive mindset and interpersonal skills will also be sharpened to prepare individuals to meet challenges ahead.

溝通、合作、協同和互信是團隊內不可或缺的基石。透過一系列富趣味性的學習活動和分組討論，本企業員工訓練活動能強化團隊的以上原素。同時，訓練活動可引導參加者利用有限的資源，在團隊內充分發揮合作精神及創意，以達致共同目標。另一方面，訓練活動亦有效提升參加者的自信、正面思維及人際關係技巧，以迎接新工作挑戰。

Feature Activities 主要訓練活動項目

Creative Cooks: Herbal Cooking and Planting
Skillful Watchmaker: Design of Watch Straps / Watch Dial
Creative Design: Floral / Terrariums / Animation
Stress Relief: Aromatherapy
Latte Art Competition
Management skills sharing (with different choices of topics including, leadership, problem solving, team building, positive working attitudes and quality customer service)

創意料理 - 香草篇 (示範香草栽培及製作香草食品)
巧手錶匠 - 錶帶/錶面設計
創意設計技巧 - 花藝創作 / 玻璃盆景設計/ 動畫設計
減壓有法 - 香薰治療
咖啡達人大挑戰
管理技巧和軟性技能訓練 (包括督導管理、解難技巧、提升團隊士氣、正面思維及優質客戶服務等)

Programme Fee 活動費用

Approximately HK\$12,000 for a half-day event comprising two activities, presentation of prizes to teams and a sharing session. IVDC may also tailor-make programme to suit the training needs of organizations, and the programme fees will be adjusted.

約 HK\$12,000 (3 至 4 小時)，包含以上兩項訓練活動項目、活動比賽的頒獎及分組討論環節。本中心亦可按參與機構或客戶的培訓需要度身訂造合適的活動方案，有關費用會相應調整。

Number of Participants 參加者人數

25 – 30 (can be adjusted to suit the needs of individual participating organization)

參加者人數 約 25—30 人 (可按參與機構或客戶需要調整)

Programme Schedule 訓練活動時間

Monday to Saturday. Mostly runs from 9:30am to 12:30pm, or 2:00pm to 5:00pm. Tailor-made programmes can also be arranged for whole-day event.

星期一至星期六，上午 9 時 30 分至中午 12 時 30 分，或下午 2 時至 5 時。
本中心亦可按參與機構或客戶的需要安排全日的訓練活動。

Free After Event Services 免費服務

A summary of participants' feedback forms, disc/link of group photos and photos of the activities, and recipe of catering-related activities will be provided to the participating organizations.

IVDC 將於舉辦企業員工發展活動後，向參與機構或客戶發放參加者意見回饋總表、團體大合照和活動花絮的電腦檔案，以及訓練項目的食譜(如適用)。

Enquiries 查詢

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