



# **Investing in Tomorrow's Leaders Today**

23 & 24 October 2025 (2-Day)

Organized by

**Hong Kong Association for  
Testing, Inspection and Certification Ltd.**

(Delivered by ICC Limited)

This two-day course provides comprehensive training for participants who are equipped them with the essential skills to inspire, manage, and drive performance.

# Objective

This two-day course equips emerging leaders with critical leadership skills to enhance team performance, foster engagement, and drive organizational success. Participants will develop competencies in Effective communication, emotional Intelligence (EQ) in leadership, delegation & empowerment, and understanding basic Instructing Coaching & Mentoring, in which can assertive conversation in creating results, handling stress and conflict with composure, avoiding micromanagement while ensuring accountability and creating a growth-oriented team culture towards change.

On completion of the course, participants shall have adequate knowledge of leadership management.

## Outline

### Expected Outcomes

- Improved leadership confidence & decision-making
- Stronger team collaboration & trust
- Increased employee engagement & retention
- Enhanced ability to navigate challenges & drive results

### Why This Matters for Your Organization

- Retain & Develop Talent: Employees leave managers, not companies. Skilled leaders boost
- Engagement, reduce turnover, and cultivate future-ready teams.
- Accelerate Performance: Strong leadership directly impacts productivity, innovation, and adaptability in a competitive market.
- Future-Proof Your Leadership Pipeline: Proactive training ensures a steady flow of competent leaders, reducing disruption and sustaining growth.

### Training Methodology:

- Lecture with PowerPoint
- Case sharing and Role Play exercises
- Interactive learning style which encourages Q & A

### Training Content

#### 1. Effective Communication

- Active listening & clear messaging
- Delivering constructive feedback
- Assertive Conversation in creating results
- Managing difficult conversations

#### 2. Emotional Intelligence (EQ) in Leadership

- Self-awareness & self-regulation
- Empathy & relationship management
- Handling stress & conflict with composure
- Leading teams through transitions

#### 3. Delegation & Empowerment

- Trust-building & assigning tasks effectively
- Avoiding micromanagement while ensuring accountability
- Developing team members' skills
- Overcoming resistance to change

#### 4. Understanding basic Instructing, Coaching & Mentoring

- Guiding vs. directing
- Motivating & developing high-potential employees
- Creating a growth-oriented team culture towards Change
- Encouraging innovation & agility

## Who Should Attend

This course is designed for all operation and quality managers, supervisors, approved signatories, and quality officers to equip with the essential skills to inspire, manage, and drive performance by fostering effective communication, emotional intelligence, decision-making and coaching abilities.

On completion of the course, participants shall have adequate knowledge of leadership and management.

### Date

23 & 24 October 2025 (2-Day)

### Time

9:00am to 5:30 pm

### Venue

Room CF401 (Logistics and Simulation Laboratory), Hong Kong Polytechnic University (PolyU)

### Instructors

Ms. Dorothy Wong, PGD., M.Soc.Sci., M.B.A., B.A.

Executive Coach, Corporate Trainer and Counselor

### No. of Participants

First-come-first-served basis (Priority will be given to members.)

## Language

Chinese (with English course material)

## Registration

1. Email the complete the registration form to [info@hktic.org](mailto:info@hktic.org)
2. Prepare a crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee.
3. Post the completed registration form and signed cheque to the following address:

HKTIC Secretariat  
1/F., CMA Building,  
64-66 Connaught Road Central,  
Hong Kong

## Fee

HK\$ 4,800

This fee covers course notes. Refreshment will NOT be provided. (Fees will be refunded for unsuccessful registration or course cancellation).

## Deadline

17 October 2025 (Friday)

## Assessment

There will not be any assessment at the end of the course. Those that have attended will receive a 'Certificate of Completion' from HKTIC.

## Enquiry

Email: [info@hktic.org](mailto:info@hktic.org)  
Tel: 3652 7515

## HKTIC Organized

**Investing in Tomorrow's Leaders Today**

## Registration Form

Participants: Suitable for operation and quality managers, supervisors, approved signatories, and quality officers

Course Content: Please refer to the detail course outline

Date and Time: 23 & 24 October 2025 (2-Day), 9:00am to 5:30 pm

Venue: Room CF401 (Logistics and Simulation Laboratory), Hong Kong Polytechnic University (PolyU)

Participant: Dr. / Ir. / Mr. / Mrs. / Ms. / Miss \_\_\_\_\_  
**\*Name to be shown on the certificate** **Full name in block letters, surname first**

Organization: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_

Mobile No. / Phone: \_\_\_\_\_  
**Participant** **Admin., HR, etc., if applicable**

Email: \_\_\_\_\_  
**Participant** **Admin., HR, etc., if applicable**

Fee (HK\$): Please tick one      Physical certificate \$4,810 ☐      E-certificate \$4,800 ☐

Payment: \_\_\_\_\_  
**Cheque No.** **Bank** **Amount**

Receipt Recipient: Please tick one      Organization ☐      Participant ☐

Mailing address: \_\_\_\_\_  
**(For receiving the certificate and receipt )**

**For registration,** please

- 1) email the completed registration form to  
info@hktic.org;
- 2) prepare a signed crossed cheque payable to  
"Hong Kong Association for Testing, Inspection and Certification Ltd."; and
- 3) post the completed registration form and signed crossed cheque to  
HKTIC Secretariat, 1/F., CMA Building, 64-66 Connaught Road Central, Hong Kong.

**For enquiry,** please contact HKTIC Secretariat

Email: info@hktic.org  
 Tel.: (852) 3652 7515