



## 企業培訓課程申請表 Corporate Training Programme Request Form

請於填寫本表格前參閱以下知。 Please read the following notes before completing this form.

1. 請將填妥之表格傳真至香港中文大學專業進修學院 2603-6565。  
Completed form should be faxed to the School of Continuing and Professional Studies, The Chinese University of Hong Kong at 2739-2797.
2. 如有任何查詢，請與本院張小姐聯絡 (電話：2209-0208)。  
For enquiries, please contact Ms. Cheung of the School at 2209-0208.
3. 請附上有關 貴公司之資料 (例如：公司性質、機構背景及培訓對象的學歷/工作/職責等資料)。  
Please enclose relevant information about your company (e.g. nature of business, organization set up, academic background/job titles/responsibilities of target participants etc.)

公司名稱

Name of Company \_\_\_\_\_

申請人英文姓名

Name of Applicant (in English) \_\_\_\_\_ (Mr./Mrs./Miss/Ms.)\*

申請人中文姓名

Name of Applicant (in Chinese) \_\_\_\_\_ (先生/小姐/女士/太太)\*

職銜

Position \_\_\_\_\_

通訊地址

(Correspondence Address) \_\_\_\_\_

(香港/九龍/新界)\*  
(HK./ Kln / NT)\*

聯絡電話

Contact No. \_\_\_\_\_

傳真號碼

Fax No. \_\_\_\_\_

電郵地址

E-mail address \_\_\_\_\_

以下資料有助設計員工在職進修及培訓課程以配合 貴機構的培訓需要。

The following information will be used to tailor a training programme to meet the needs of your organization.

培訓課程目的

Objectives of the Training Programme

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目標對象

Target Participants

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培訓項目

Training Topics

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課程模式 (請於適當的方格內填上☑號)

Delivery Format (please ☑ the appropriate box)

授課 Lecture

講座 Seminar

分組討論 Group Discussion

個案研究 Case Study

其他 (請註明) Others (Please specify)

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上課人數 Class Size: \_\_\_\_\_

面授時數 Total Contact Hours: \_\_\_\_\_

上課時間表 (請於適當的方格內填上☑號)

Class Schedule (please ☑ the appropriate box)

星期一 Monday

星期三 Wednesday

星期五 Friday

星期日 Sunday

星期二 Tuesday

星期四 Thursday

星期六 Saturday

共 Total \_\_\_\_\_ 節 sessions

時間 Time: \_\_\_\_\_ 上午/下午 am/pm

培訓課程為期 Duration of the Training Programme: \_\_\_\_\_ 月 month(s)

地點 Venue: \_\_\_\_\_

授課語言 (請於適當的方格內填上☑號)

Medium of Instruction (please ☑ the appropriate box)

粵語 Cantonese

英語 English

普通話 Putonghua

申請人簽署 Applicant's Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

印鑑 Official Chop : \_\_\_\_\_

\* 請刪去不適用者。 Please delete if inappropriate.