

ISO 20700

A Standard for Outstanding Practices (2-hour talk) GSOP-A5042

What to Expect of Consultants and Service Providers?

(IMCHK accredited training programme. Participants can earn 2 CPD units for their continued membership enrolment with IMCHK)

From the point of view of a company, you want to hire consultants or service providers to work on a problem to deliver a solution within a time period and within stated resources.

From the point of view of consultants or service providers, you would like to let your client know what you could deliver to meet the client requirements and expectation.

ISO 20700 is doing exactly the above. The ISO 20700:2017 Guidelines for Management Consultancy Services was developed by CMC-Global (International Council of Management Consulting Institutes, ICMCI) with International Organization for Standardization (ISO). It aims to improve the transparency and understanding of consultancy assignments between service providers of management consultancy and their clients.

In this 2-hour talk, participants would be able to:

- understand the requirements set by ISO 20700;
- find out the values of ISO 20700;
- understand how to work with service providers.

CONTENTS

- Introduction to Self-Declaration Checklist.
- How to apply the Self-Declaration Check List on services.
- Benefits of service providers and clients.

SUITABLE FOR

Those who are consultants, service providers and clients to understand the operations and benefits of ISO 20700 would find the talk useful.

DATE & TIME

Class A: 25 October 2019 (Friday) 3:30 - 5:30pm
Class B: 20 November 2019 (Wednesday) 3:30 - 5:30pm

APPLICATION DEADLINE

15 October 2019
9 November 2019

MEDIUM OF INSTRUCTION

Cantonese (Complemented with English materials)

FEE

HK\$100 (HKMA or IMCHK member) / HK\$300 (Non-member)

VENUE

The Hong Kong Management Association,
1-6/F, First Commercial Building, 33 - 35 Leighton Road, Causeway Bay, HONG KONG

ENQUIRIES

General Enquiry & Enrolment : 2774 8500 or 2774 8501
Course Website : www.hkma.org.hk/gsop
For course details : Ms Winnie Sit: 2774 8573
Email : tsw@hkma.org.hk

ISO 20700 for Consultancy & Service Providers (1-day training)

The Hong Kong Management Association (HKMA) and the Institute of Management Consultants Hong Kong (IMCHK) are jointly organising the programme on **ISO 20700 for Consultancy & Service Providers (1-day training)**. Please visit the website www.hkma.org.hk/giso for details.

SPECIAL OFFERS: Participants who have attended our talk on the “**ISO 20700 - A Standard for Outstanding Practices**” (**GSOP**) in the past can attach the original official receipt of the talk to enjoy the **same dollar amount discount** for the 1-day training. One receipt for one training participant.

Enrolment Form



ISO 20700

A Standard for Outstanding Practices (2-hour Talk) GSOP-A5042-2019-1-FC

Date & Time : Class A: 25 October 2019 (Friday) 3:30 - 5:30pm, GSOP- A5042A-2019-1-FC
(Please) Class B: 20 November 2019 (Wednesday) 3:30 - 5:30pm, GSOP- A5042B-2019-1-FC

Venue : The Hong Kong Management Association,
1-6/F, First Commercial Building, 33 - 35 Leighton Road, Causeway Bay, HONG KONG

FEE: HK\$100 (HKMA or IMCHK member **) / HK\$300 (Non-member)

**** copy of the IMCHK membership card should be provided**

Name : Mr/Ms _____ (In English) _____ (In Chinese)

HKMA Membership No.: _____ HKID Card No. (for verification of the applicant's identity) : _____

Company : _____ Position : _____

Company Address : _____

Nature of Business (e.g. Retail), please specify: _____

Job Function (e.g. Accounting), please specify: _____

Telephone No (Office): _____ (Residence): _____ (Mobile): _____

E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Master or above Bachelor HKMA Diploma Other Diploma
 Matriculation F.5 / HKDSE Others (Please specify) _____

Total Number of Years of Working Experience: _____ Years of Working Experience in Course-Related Field: _____

Name and Title of Nominator (if applicable) _____

Sponsorship: Company-sponsored Self-sponsored

From where did you **FIRST** learn about this Programme?

Mail Newspaper / Magazine (please specify) : _____ HKMA email

Email promotion form other websites (please specify) : _____ Website Advertisement (please specify) : _____

HKMA Website (From where did you learn about, please specify) : _____

MTR Station (please specify) : _____ Others (please specify) : _____

- Registration must be made on the Enrollment Form provided and returned to the Association **before the programme commencement date (Not less than 5 days)** with full fee. This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to: **The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
- Acceptance is subject to the discretion of the Association.
- An official receipt will be sent to you within two weeks.
- For RESERVATIONS and ENQUIRIES please call 2774-8501 (Student Services Department) during normal office hours.
- The HKMA reserves the right to make alterations regarding the details.
- Website: www.hkma.org.hk

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Applicant's Declaration

1. I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____