

# Formulating an Effective Workforce for the Economic Downturn

Due to the social unrests over the recent few months and China-US trade war lasting for more than a year, many business sectors in Hong Kong have been negatively affected. Most economists and business analysts foresee that there will be a further economic downturn and Hong Kong will enter the harsh winter in Year 2020. “How to develop such an effective workforce plan based on business needs and drive the implementation of relevant actions?” will become a big challenge for most HR professionals. Meanwhile, they may also face other side problems such as employee morale, retention of key talents & etc. during the downturn. Are there any strategies and tactics to deal with those challenges and prepare an effective workforce to drive the company’s performance? This practical and interactive training workshop is available now.



## Target Audience

The workshop is designed for HR professionals, functional managers and business leaders who are responsible for driving team’s performance and organization’s results.

## Course Objective

The purpose of this workshop aims at developing participants with the knowledge and skills to prepare effective workforce for the next economic downturn but engage employees to well perform continuously.

## Course Outline

- Preparation and development of accurate forecast and action plan for the upcoming downturn
- Development and management of the contingency workforce
- Different scenarios of “manpower planning” based on business needs
- Planning for the unavoidable labour arbitration
- Termination of bottom performers
- Retention of key talents
- Preparation of business recovery
- Effective communication to management and striving for employees’ trust and loyalty

**Date & Time:** 19<sup>th</sup> February, 2020 (Wednesday) 9:30am – 5:30pm

**Venue:** Room 2101, 21/F., Gala Place, 56 Dundas Street, Kowloon (Yaumatei MTR Exit A2)

**Language:** Cantonese with English terminology

**Fee:** HKD2,300 / \*HKD2,150

\*Discount for payment settled on or before 3<sup>rd</sup> February 2020, or 3 delegates apply together.

**Certificate:** Participants who successfully complete this course and have 80% attendance will be issued a Certificate of Attendance

**Enquiry:** Tel: 21539887 Email: [training@ced.edu.hk](mailto:training@ced.edu.hk)

## Enrolment:

Please make cheque payable to “CED School of Business Limited” and send it together with this form to: CED School of Business, Room 1314, 13/F., Gala Place, 56 Dundas Street, Mong Kok, Kowloon

## Trainer:

### Dr Phiyon Lam

#### Doctor in Business Administration

Phiyon has possessed more than 25 years of experience in regional Human Resources Management with sizeable US-based and European global corporations in manufacturing, consumer products, supply chain and automation engineering industries across Asia Pacific region. She has held senior regional HR leader positions in those companies and is now working as a Management Consultant.

Having in-depth working experiences in human resources management under global business environment, Phiyon is equipped with comprehensive expertise in optimizing and turning around organization performance for organization change, merge and acquisition. She is also good at formulating and executing organization development strategies including talent recruitment, development and retention, performance management, compensation and benefit system establishment. Phiyon obtained her Doctor Degree in Business Administration and Executive Master Degree in Business Administration from the City University of Hong Kong.

## Enrolment Form

### Formulating an Effective Workforce for the Economic Downturn (19 February 2020, Wednesday)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to [training@ced.edu.hk](mailto:training@ced.edu.hk)

Company Name:		Contact Person Name:	
Address:		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms):		Delegate Name (Mr/Ms):	
Position:		Position:	
Telephone:	Fax:	Telephone:	Fax:
Mobile:		Mobile:	
Email:		Email:	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1.  Fax 2.  Email 3.  Website 4.  Seminar 5.  Facebook
- ✓ 6.  LinkedIn 7.  Advertisement 8.  Business Manager 9.  Others : (Please specify) \_\_\_\_\_

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions      Signature: \_\_\_\_\_      Date: \_\_\_\_\_