

September 2024 OPEN SEMINARS AT PASONA EDUCATION

Enhancing Personal Productivity Sep 3

Learn essential strategies and useful tips to enhance your personal productivity!

Main Topics

- A more balanced work-life
- Daily work performance curve
- Degree of control and its myths
- Getting more control, relaxation and focus
- Getting even more control of the time

Date/Time : Sep 3, 2024 (Tue) 10:00—17:00

Target : Junior Staff

Fee : HK\$2,300/person

Language : Cantonese

Lecturer : William Shing

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Graduated with an MBA from the UK, William's extensive training and managerial background include Standard Chartered Bank, Cathay Pacific, Expeditors International of Washington Inc. and more. He designed and developed programs for HKU Space. He also works as a freelance trainer for Hong Kong and multi-national companies in Asia.

Logical Thinking Sep 4

Equip yourself with logical thinking for more efficient problem solving skills!

Main Topics

- Logical communications
- Analyzing information with MECE
- The structure of logic tree
- Case studies

Date/Time : Sep 4, 2024 (Wed) 10:00—17:00

Target : Assistant Managers ~ Supervisors

Fee : HK\$2,300/person

Language : Cantonese

Lecturer : Nelson Hui

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Graduated from University of Toronto with a Master's degree, Mr. Nelson Hui has gained experience in the finance industry before joining HKU SPACE as a lecturer for the School of Economics.

New-Hire Professionalism Sep 5

Strive to exceed expectations as a Japanese company staff!

Main Topics

- What is basic business behavior?
- Dress for success
- Japanese business customs and mindset
- Receiving visitors and exchanging name cards
- HORENSO (reporting/sharing info/reporting)

Date/Time : Sep 5, 2024 (Thu) 10:00—13:00

Target : Junior Staff

Fee : HK\$1,500/person

Language : Cantonese

Lecturer : Iris Wan

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A graduate of Simon Fraser University in Vancouver with extensive experience in training. Drawing on her experience of working and teaching in Japan, she provides customer service training for prestigious clients and Business Manner Training for Japanese companies.

Managing and Coaching for Performance Sep 6

Lead your staff to achieve performance excellence!

Main Topics

- Coaching underperformers
- Inspiring superior performance
- Practice sessions

Date/Time : Sep 6, 2024 (Fri) 10:00—17:00

Target : Assistant Managers ~ Supervisors

Fee : HK\$2,500/person

Language : Cantonese

Lecturer : William Shing

Pasona Education



Pasona Education is a subsidiary of Pasona Group Inc. founded in 1984 and a leading professional training institute that offers unrivalled expertise in language training as well as customer service and business training throughout Asia. We are deeply committed to helping people maximize their potential.

* Please note that a minimum of 8 participants is required for all seminars.

Other in-house seminar topics:

- Cross-cultural Communication
- Team Visioning and Working
- Customer Service
- Financial Decision Making ...etc.

※Call us to find out more!