



19th and 20th Basic Operations Course

The captioned courses will be held by Training Branch from May to June 2010 at Hong Kong Scout Centre. The course content includes “Constitutions of Scout Association of Hong Kong”, “Role and Responsibility of District / Regional Staff”, “Corporate Governance”, “Financial Management”, “Event Management”, “Scout Etiquette”, “Administrative Support”, “Supporting Leaders in their Role”, “Establishing Good Relationship” and case studies. With reference to Operations Circular No. 06/2008, all combined staff of Regions and Districts are required to complete the course before his/her appointment is made with effect from 1 April 2009. Details are stated below:

1. Course No.	Date		Duration	Course Leader	Deadline
19 th	8 May 2010	(Saturday)	1500 – 1930	Assistant Leader Trainer Mr Jason NG Ka-leung	31 March 2010 (Wednesday)
	9 May 2010	(Sunday)	0930 – 1800		
	16 May 2010				
20 th	12 June 2010	(Saturday)	1500 – 1930	Leader Trainer Mr Manson CHAN Man-kit	5 May 2010 (Wednesday)
	13 June 2010	(Sunday)	0930 – 1800		
	20 June 2010				

2. Eligibility:
 - (a) District or Regional Staff or Commissioner holding valid Warrant (Commissioner will be given priority); or
 - (b) Scout Leaders who will be appointed as District or Regional Staff or Commissioner and nominated by District or Regional Commissioner (nomination letter should be attached with the application form).
3. Course Fee: HK\$ 150 per person, including the cost of administration, handouts, refreshment and lunch. Course fee should be made by crossed cheque. Each applicant must issue a separate cheque payable to “Scout Association of Hong Kong”.
4. Application: Please complete Form PT/02e which can be downloaded at (<http://www.scout.org.hk/en/download/training/>) and return by mail or in person together with the crossed cheque, and copies of Warrant and Certificates to Training Branch, Room 908, 9/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon on or before the deadline. (Incomplete form or copies of the prescribed Certificates may affect the application result.)
5. No. of Places: 32 for each course
6. Others:
 - (a) Applicants will be notified in writing of the application result.
 - (b) Participants should attend all sessions of the course on time. Certificates will only be issued to candidates who complete all requirements of the course.
 - (c) During the course, accepted participants should be dressed in Scout Uniform.
 - (d) For enquiries, please contact Miss Anne PAN, Training Officer at 2957 6473 during office hours.

Kwok Ling Lam

(KWOK Ling-lam)
for Training Commissioner