



30th and 31st Basic Operations Course

The captioned courses will be held by Training Branch in from July to October 2011 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:

Course No.	Date		Duration	Course Leader	Deadline
30 th	23 July 2011	(Saturday)	1500 – 1930	Leader Trainer Mr CHAN Man-kit Manson	15 June 2011 (Wednesday)
	24 July 2011	(Sunday)	0930 – 1800		
	7 August 2011				
31 st	24 September 2011	(Saturday)	1500 – 1930	Leader Trainer Mr WU Chi-wai	17 August 2011 (Wednesday)
	25 September 2011	(Sunday)	0930 – 1800		
	2 October 2011				

2. Venue: Hong Kong Scout Centre
3. 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).
4. 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”.
5. 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.)
6. No. of Places: 32 for each course
7. Others:
 - (a) Applicants will be informed 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 Jesse LEE, Training Officer at 2957 6473 during office hours.

Kwok Ling Lam

(KWOK Ling-lam)
for Training Commissioner