Course Code: 40186456

Motivating Staff with Enneagram

6 & 7 December 2013 (Fri & Sat)

INTRODUCTION:

You cannot motivate another person; you can only cultivate the atmosphere to ignite his or her internal motivating force. With the understanding of Enneagram, you can grasp the driving force for different personalities. In this course, different types of core values, passions, vulnerability, fear and defense mechanism will be explained and illustrated so that participants can master what situation will best motivate themselves and others in the work place.

OBJECTIVES:

After attending this course, participants can better understand themselves, accept themselves, take action to improve and enhance themselves finally. Furthermore, through the understanding of other people, they can become more considerate, and start to appreciate others instead of just follow the rules and standards. Finally, teams can be motivated to work cooperatively with due respect to both reason and emotion.
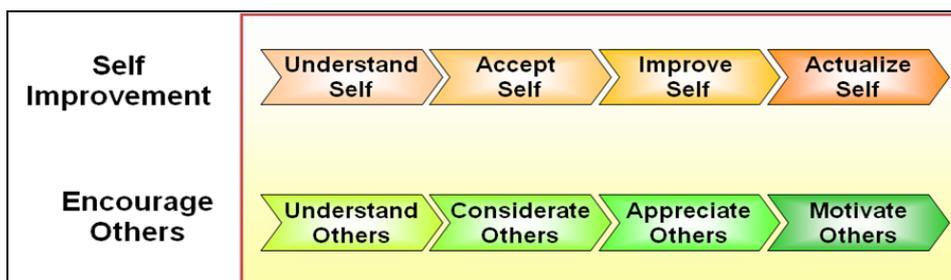

Fig.1 The advantage of learning Enneagram

WORKSHOP OUTLINE:

1. **The core theory on motivating others**
   - The importance of understanding self and other people (知己知彼)
   - What are the key elements of motivation?
   - Motivation through matching others' needs and style.

2. **Theory of the Enneagram**
   - Brief history of Enneagram
   - The application and impact of Enneagram
   - Why Enneagram?

3. **Understand the 9 types**
   Through a mix of mini-lecture, cases sharing, discussion and videos, the characteristics of each type will be covered:
   - **Trait of the type**: Core value, passion, vulnerability, fear and defense mechanism
   - How to **communicate and improve relationship with the type**
   - **Motivating staff** by appreciating their strengths and help to lower their fear and vulnerability

Organizer:

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METHODOLOGY

1. A highly-interactive workshop includes sharing, case study and discussion to stimulate participants' involvement.
2. Use **Wagner Enneagram Personality Style Scales,** a highly reliable and valid tool, to help the participants identify their types.

WHAT IS ENNEAGRAM?

Enneagram is an ancient old wisdom on personality typing. It classifies personality into 9 different types and is a powerful tool in self-discovery, interpersonal relationship enhancement and leadership insight. It provides invaluable information on core motivators of human being and explains why they take that particular approach. This humane-centered approach can motivate and retain valuable employees and achieve peak productivity in the workplace.

TARGET AUDIENCE:

Executives, Professionals, Managers and for those who need to supervise others

WORKSHOP FACILITATOR:

Dr. Eunice Chen

Dr Chen holds a certification in Enneagram Training, she is also a Certified Behavioral Consultant (DISC), MBTI Step I & II Accredited Administrator and certified NLP master practitioner. Dr Chen has conducted research on leadership development during her doctorate degree study and thesis preparation. Together with her interest in psychology, personality analysis and rich management experience, Dr Chen provides consultancy and management trainings services for many organisations to excel, such as HKCSL Limited, Samsung, Adecco Human Solution, Chanel, Citibank, sdm Jazz & Ballet Academie, and Carlsberg Brewery.

DATE: 6 & 7 December 2013 (Fri & Sat)

TIME: 9:15am - 12:45pm and 2:00pm - 6:00pm

VENUE: 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon

LANGUAGE OF INSTRUCTION: Cantonese

CERTIFICATE: A **Certificate of Completion** will be issued by Hong Kong Productivity Council

PROGRAMME FEE: HK$3,500 / HK$3,150*

(* Discounts will be offered to groups of 2 or more enrolments from the same company or members of The Cosmetic & Perfumery Association of Hong Kong Ltd).

ENQUIRIES:

Tel: 2788-5486/ E-mail: sandrachak@hkpc.org (Ms. Sandra Chak)

www.hktrainingonline.com

ENROLMENT PROCEDURES:

● To enroll, please fill out the enrolment form below and FAX to 2788-5486 for **seat reservation.**

● Crossed cheque made payable to "Hong Kong Productivity Council" should be sent to -

   Ms. Sandra Chak, ICD, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong,

   Hong Kong Productivity Council **for seat confirmation**.

ENROLMENT DEADLINE: 29 November 2013

Enrollment Form
報名表

課程編號 Programme Code：	課程名稱 Programme Title：	學費 Programme Fee:
40186456	**Motivating Staff with Enneagram** **6 & 7 December 2013 (Fri & Sat)**	❏ HK$3,500 x ＿＿＿ / ❏ HK$3,150# x ＿＿＿

#(Discounts will be offered to groups of 2 or more enrolments from the same company or members of The Cosmetic & Perfumery Association of Hong Kong Ltd).

請以正楷填寫此表格 **Please complete this form in BLOCK LETTERS.**   * 請刪除不適用者 Please delete whichever inappropriate

甲部 (Part A): 申請者資料 Applicant Information

公司名稱 Company Name：			
通訊地址 Correspondence Address：			

英文姓名 **Name in English** （必須與香港身份證/護照相同 **Must be the same as shown on ID card/Passport**） ：	職位 Position：	電郵地址 E-mail Address：	電話 Telephone：
1. (Mr / Mrs. / Ms*)			
2.(Mr / Mrs. / Ms*)			
3.(Mr / Mrs. / Ms*)			

乙部(Part B) 繳費方法 Method of Payment：

請選擇一項 Please select one only

❏ 現金 Cash
❏ 支票號碼 Cheque No.：＿＿＿＿＿＿＿＿＿＿＿，(公司 Company / 私人 Private*)。
   (支票請劃線，抬頭人為「香港生產力促進局」。The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")
Is the programme fee sponsored by your employer? 課程費用由僱主贊助？   ❏ YES是   ❏ NO否

*Please delete whichever is inappropriate / 請刪去不適用者

聲明 Declaration：
本人聲明在此報名表格及隨附文件所載的資料，依本人所知均屬完整、真實及準確。本人已**細閱**並**接受**報名表內的所有條款及細則。
I declare that all information provided in this enrolment form and the accompanying documents are, to the best of my knowledge, true, accurate and complete. I have **read** and **accepted** all the terms and conditions of this enrolment form.

❏ 本人反對香港生產力促進局使用本人的個人資料，包括但不限於姓名、年齡、性別、電話號碼、傳真號碼、職位、會員身份、繳費資料包括信人卡資料(如適用)、學術及專業資格、通訊地址及電郵地址 (**"個人資料"**) 於推介該局最新發展、工業支援服務、顧問服務、培訓課程及相關的活動及其他由生產力局的推廣活動的用途。I object to the proposed use of my personal data including, without limitation, name, age, gender, phone number, fax number, job title, member status, payment details including credit card information (where applicable), academic and professional qualification, correspondence address and email address ("**Personal Data**") for the purpose of sending me information relating to HKPC's latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC..

申請者簽名 **Applicant's Signature**：(1) ＿＿＿＿＿ (2) ＿＿＿＿＿ (3) ＿＿＿＿＿   日期 **Date**： ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

報名程序：
請填妥報名表、連同相關課程需要的文件及費用，親身或以郵遞方式遞交。
郵寄地址：九龍達之路 78 號生產力大樓香港生產力促進局生產力培訓學院 (請於信封面註明報讀課程名稱及編號。)

條款及細則：
1. 報名表（可用影印本）必須連同學費於開課前一併繳交，否則報名無效。
2. 所收集的個人資料將會作入學申請、登記、學術、行政、研究、統計及市場分析及用於推介本局最新發展、工業支援服務、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本局不會將個人資料轉移予第三者。本局已制定收集、使用及保留個人資料的政策，於報名處供索閱，閣下亦可向本局個人資料管理主任查詢。
3. 閣下可以信用咭、易辦事或支票繳交學費。學費收據以本局機印方為有效，支票收妥作實。
4. 除非本局於以下期限前收到申請者書面通知退學，否則已繳學費（不論全費或部分）概不退還：
   - 由本地講師教授的課程，**最少於開課前五個工作天**通知
   - 由外地講師教授的課程，**最少於開課前十五個工作天**通知
   閣下申請退還學費需繳交手續費**二百元正**。如申請者以信用卡繳交學費，則需額外支付學費之 **3%作銀行手續費用**。
5. 閣下可提名他人代替其本人出席課程，惟事先須得本局同意。閣下不可轉換其他課程。
6. 生產力局保留在任何情況下及以任何原因拒絕任何入學申請的權利。閣下繳付學費後，仍須符合入學的所有條件，其申請方可獲得接納。
7. 生產力局保留在有需要的情況下更改講師及/或課程內容、授課地點、日期及/或時間的權利。
8. 颱風及黑雨警告：如課堂時間是在早上(09:00-13:00)、下午(14:00-17:00)或晚間(6:30-10:00)，將在下列情況下取消：(一)八號或以上颱風訊號或黑色暴雨警告訊號在早上 6:00、11:00 或下午 4:00 仍然懸掛；或(二)香港天文台在早上 6:00、11:00 或下午 4:00 或之後，宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知閣下補課的日期及時間。
9. 以上"條款及細則"內容均以本院課程單張及網頁公佈之最後更新版本為依歸。

ENROLMENT PROCEDURE:
Please complete and send this enrolment form with requisite documents and fee to the Institute in person or by mail.
Mailing Address: Productivity Training Institute, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. (Please mark the programme title and programme code on the envelope.)

Terms and Conditions:
1. Course fee must be accompanied with this form (or photocopy) before course commencement, otherwise enrolment will be rejected.
2. Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training courses. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, Personal Data will not be transferred to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.
3. You may make payment by credit cards, EPS or cheques. Amount received will be imprinted on the official receipt. Cheques are subject to bank clearance.
4. Enrolment fee (in full or in part) is not refundable except if HKPC is notified in writing of your withdrawal:
   - **at least 5 working days** before the course commencement for training program run by **local speaker**
   - **at least 15 working days** before the course commencement for training program run by **overseas speaker**
   A handling charge of **HK$200** will be levied. For payment made by credit card, an additional **bank charge of 3%** of the enrolment fee will be imposed.
5. You may, subject to the prior approval of HKPC, nominate a person to attend the course on your behalf. Course switching request will not be accepted.
6. HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
7. HKPC reserves the right to replace the speaker and/or change the contents, venue and/or time as may be necessary.
8. Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning remains hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. You will be notified of the re-scheduling arrangement as soon as possible.
9. These terms and conditions are subject to revisions as may be set out in the course pamphlets and the latest updates in the Institute's website.