THE HONG KONG JUNIOR CHAMBER OF COMMERCE

AWARD BID BOOK

NOM

HONG KONG JUNIOR CHAMBER OF COMMERCE

NAME OF PRESIDENT

JUSTIN LUI

ADDRESS

1/F., 60 BONHAM STRAND EAST, SHEUNG WAN, HONG KONG

AWRAD NO.

II.A.1.1

AWARD TITLE

INDIVIDUAL DEVELOPMENT PROGRAM AWARD

CONFERENCE

1996 KANAZAWA ASPAC CONFERENCE

JUNIOR CHAMBER INTERNATIONAL
GROUP II ENTRY FORM
AWARDS FOR NATIONAL ORGANIZATIONS

INSTRUCTIONS:
- Refer to the Awards Manual.
- Complete five copies of this form and attach to your scrapbook as instructed in the Awards Manual.
- Attachments to this form are not permitted.
- Any financial information must be accompanied by the exchange rate into U.S. dollars at the date of completion of this entry form.
- Scrapbooks for Group II Awards are restricted to 30 pages.
- Ensure that your National Organization submits the necessary pre-entry information, if applicable.

NATIONAL ORGANIZATION: HONG KONG JUNIOR CHAMBER OF COMMERCE

CERTIFICATION OF NATIONAL PRESIDENT
I hereby certify that the information in this entry form is true to the best of my knowledge.

Signature _____ Date May 1, 1996

Name (Print) Justin Lui

AWARD NO.:	AWARD TITLE:	NAME, ADDRESS AND FAX NUMBER OF SUBMITTING NATIONAL ORGANIZATION OR CHAPTER:
11.A.1.1.	INDIVIDUAL DEVELOPMENT PROGRAM AWARD	HONG KONG JUNIOR CHAMBER OF COMMERCE 1/F, 60 BONHOM STRAND EAST SHEUNG WAN, HONG KONG FAX NO. 852-25436271

CURRENT DECLARED MEMBERS: 1165	CURRENT DECLARED NUMBERS OF CHAPTERS: 18

BUDGET AND FINANCIAL STATEMENT: In the space provided below, fill in the applicable amounts in local and U.S. currency. The "Proposed Budget" column reflects the project's anticipated income and expenses at the planning stage. The "Actual Budget" column reflects actual income and expenses.

Conversion Rate HK7.80 = US $ 1.00	PROPOSED BUDGET	ACTUAL BUDGET
Income		
Membership Dues	US$ NIL	US$ NIL
Other	US$ 28406	US$ 27229
Total Income	US$ 28406	US$ 27229
Total Expenses	US$ 28406	US$ 25513
Total Profit/Deficit	US$ 0	US$ 1716

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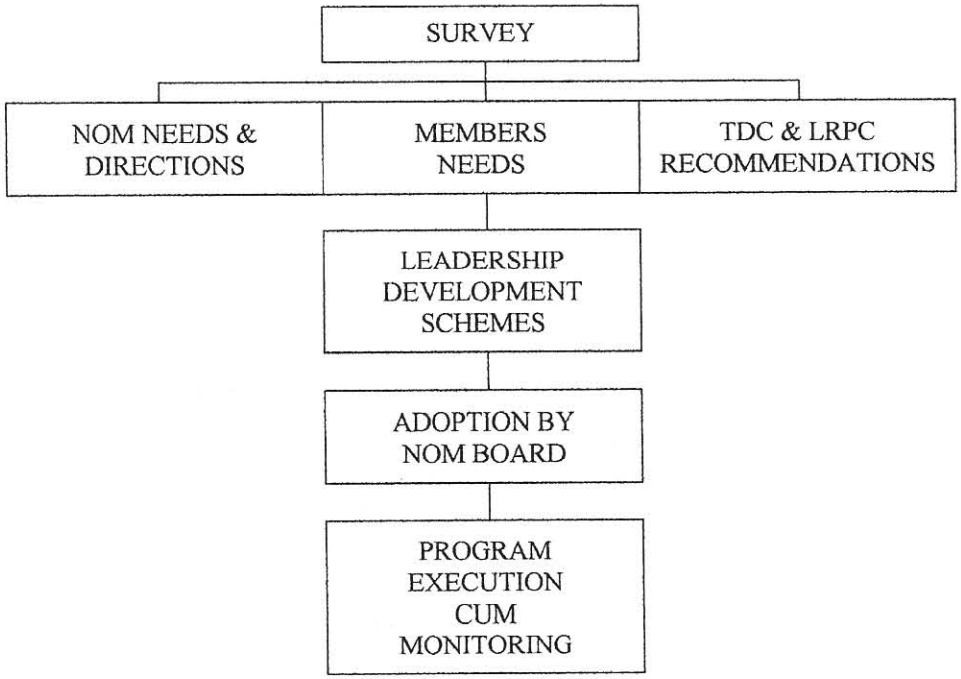
*** MP stands for Multiple Page ***

3. General Planning & Execution

3.1 Survey & Analysis

SURVEY AND ANALYSIS

In order to meet the ever-changing training demands, surveys were conducted to gain insight into views of various levels of members. Recommendations from the Training & Development Committee (TDC) and the Long Range Planning Committee (LRPC) were also obtained and put forth in the Leadership Development Scheme for 1995-96.



PROGRAM MONITORING

1. Training & Development Committee recommendations :
   a) Improvement in Program Contents
      - Program Standardization
   b) Improvement in Coaches Quality
      - Training for Trainers
      - Experience exchange with external trainers
2. Recommendations from Long Range Planning Committee Report adopted at the 1995 National Convention :
   a) To activate senior members to conduct training.
   b) To improve the quality of existing trainers.
3. Feedback from LOM Officers and members re their preferrences :
   a) NOM's co-ordination in essential training programs for prospective members and members for resource effectiveness.
   b) Program continuity i.e. provision of essential training at levels of prospective members, members and officers.
   c) Diversify topics to satisfy different needs of members.

3. General Planning & Execution

3.2 Objectives

KNOWLEDGE & SKILLS

- To enhance members knowledge and skills by providing *essential and quality* trainings.

STANDARDIZATION

- To standardize program contents to enhance *cohesiveness and consistency.*

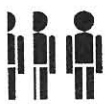
DEVELOPMENT

- To further improve NOM/LOM officers skills necessary for *management and leadership.*
- To strengthen the trainers team by providing *learning and practising* opportunities.
- To provide *experience sharing* opportunities and thereby *fellowship* cultivation amongest members.

ECONOMY OF RESOURCES

- To *co-ordinate and consolidate* training activities of LOMs to achieve economy of resources.

Individual Development



On general members level, we will carry on with the momentum as was set off last year and continue to run the frequent training sessions "Jaycees Academy". The sessions shall cover on skills and experience necessary to manage and supervise projects. On board members level, the traditional Executive Development Programs (EDPs) will continue but we shall review past formats and tap on new topics to satisfy the needs of our members. The Presidents Academy shall be launched around July of the year.

Externally, we will launch a large scale leadership development seminar middle of the year to promote the image of the HKJCC and hopefully to recruit members through this Project.

The Training and Development Committee (TDC) will continue with its advisory service on the area and to provide suitable development programs for our local coaches.

Objectives and planning of Individual Development Area were reported in our NOM publication - Harbour Lights

2. Individual and Leadership



Through the tremendous joint efforts made by the Training and Development Committee (TDC), National Leadership Development Team (NLDT) and National Leadership Development Director (NLDD) Louise Chan, 1995 was a fruitful and busy year in the area of training.

The mission of the NLDT is to enhance the image of Jaycees as a leadership development organization by providing quality training and leadership skill to all levels of members. Louise had organized eight training programs for members and four for NOM/LOM officers in a bid to equip them for future challenges. The NLDT had consolidated a training tool - 'Guide to organize a project' for project chairmen so as to enhance their skill on project management.

Meanwhile, TDC continues to improve our programs. It also arranges activities to enhance the skills and knowledge of our coaches. With improved coaching quality, improved programs and our unique learning-by-doing training provided to members, we remain to be a proclaimed leadership development organization.

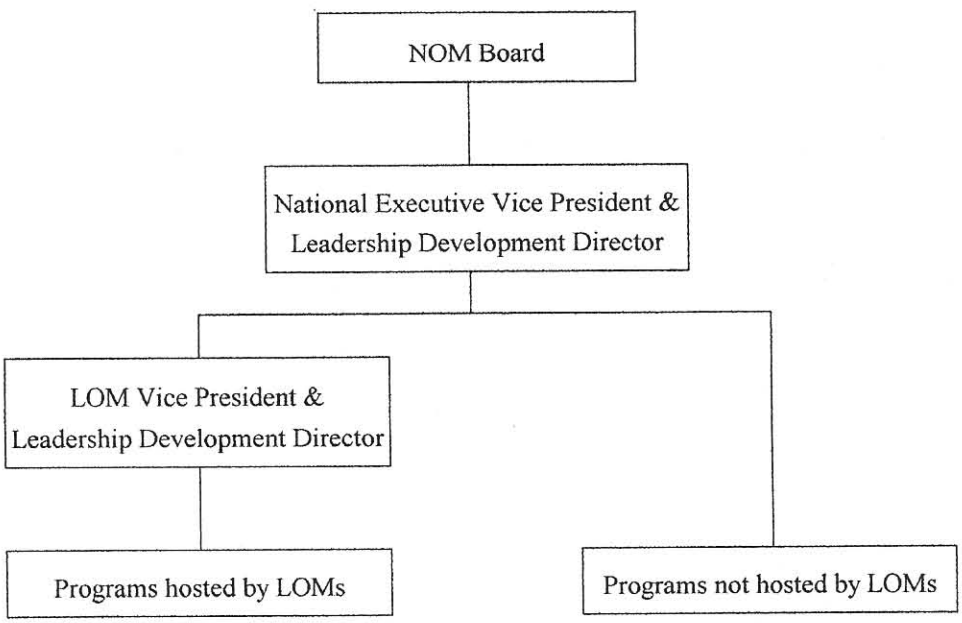


Our LD training is usually a mixture of seminars and activities

SCOPE OF PROGRAMS

1. **Provide adequate basic training to general members**
   The objective is to strengthen individual development skills of members through their active participation.
2. **Advanced training for NOM & LOM officers**
   The objective is to strengthen leadership skills of NOM & LOM officers through their active participation.
3. **Special training for trainers**
   Special trainings are provided in forms of trainers' circle gatherings and workshops which expose Jaycee coaches to external professional trainers and enhance their skills. The NOM also encourages local coaches to conduct training for outside organisations.
4. **Develop training tools for members**
   All NOM project chairmen are provided with a "Project Management Tool" and briefed fully before the first organising committee meeting.

HUMAN RESOURCES



ACTIVITIES SCHEDULE

Date	Training Activities (Apr 16 1995 to Apr 15 1996)
	1. Survey, Analysis, Planning & Program Monitoring
1995 Nov	- Improve program by closely monitoring the 1995 and 1996 year plans, considering feedback from the Training and Development Committee.
to	- Conduct survey and analysis on training needs.
Dec	- Design Leadership Development Scheme 1996 incorporating NOM direction and emphasising program continuity and standardization.
1996 Jan	- 1996 Scheme adopted by NOM Board.
	2. Execution
	The organizing committee meeting of each project started one to three months before event day.
	2.1 Training for Prospective Members
1995 Aug 2	- '95 Time Management & Goal Setting
Nov 4	- '95 Social Skills
Nov 18	- '95 Project Management
Dec 2	- '95 Jaycee Protocol
	2.2 Training for Members
1995 June 22	- '95 Negotiation Skills
Sep 13	- '95 Public Relations & Interpersonal Skills
Oct 31	- '95 Jaycee Protocol
Nov 11	- '95 Goal Setting & Time Management
Nov 25	- '95 Chairmanship & Effective Meeting Skills
Dec 9	- '95 Communication Skills
1996 Apr 13	- '96 Project Management
	2.3 Training for Officers
1995 May 14	- '95 Executive Development Program II
Dec 3	- '95 Executive Development Program III
1996 Feb 4	- '96 Executive Development Program I
	2.4 Training for NOM Officers and LOM Presidents
1995 Aug 18-19	- '95 President's Academy
Dec 9-10	- '96 NOM Officers & LOM Presidents Training
	2.5 Training for Trainers
1995 June 10	- '95 2nd Trainers' Circle Gathering
Aug 31	- '95 3rd Trainers' Circle Gathering
Oct 7	- '95 4th Trainers' Circle Gathering
May 6-7	- '95 Trainers' Workshop
1996 Apr 4	- '96 1st Trainers' Circle Gathering
Apr 5-7	- '96 Prime
	3. Evaluation
1995 June	- Mid year evaluation
Dec	- Year end evaluation
1995-96	- Evaluation meeting held within 30 days after program completion

Summary of reports submitted by

1996 National Leadership Development Director (NLDD)
1996 Chairman of Training and Development Committee
1995 Recommendation from NLDD at National Convention

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1. 1996 NLDD report in January NOM Board meeting

1.1 program continuity
1.2 program standardisation
1.3 series of trainings planned for NOM / LOM officers - emphasizing on problem solving and attitude

2. 1996 Report from Chairman of Training and Development Committee report at January NOM Board meeting

2.1 to update standard Training manuals
2.2 to devise and implement the certification scheme
2.3 to provide more training to trainers
2.4 to maintain the training database
2.5 to strengthen relationship with outside training organisations
2.6 to market Jaycees training programs to outside training organisations

3. Recommendations from 1995 NLDD at National Convention

3.1 to continue to provide standardised and quality programs for all levels of members
3.2 to encourage the adoption of dynamic approaches towards training which advocate active participation of trainees and creative approach of trainers

FINANCIAL STATUS (US DOLLAR)

Projects	-------Budget------- Income=Expenses	----------Actual---------- Income	Expenses	Surplus
National Training Projects hosted by LOMs ('95)				
Time Mgt. & Goal Setting	700	800	453	347
Negotiation Skills	1400	1580	1222	358
PR & Interpersonal Skills	1100	1056	787	269
Jaycee Protocol	950	900	827	73
Sub-total	4150	4336	3289	1047
Other National Training Projects ('95/96)				
'95 Executive Development Program II	5100	4925	4707	218
'95 Executive Development Program III				
'95 President's Academy	5865	4875	4870	5
'95 Jaycee's Academy	385	420	408	12
'95 Trainers' Workshops	0	0	0	0
'95 & '96 Trainers' Circle Gatherings	0	0	0	0
'96 Executive Development Program I	4830	4630	4265	365
'96 NOM Officers & LOM Presidents Training	1346	1211	1147	64
'96 Prime Course	6730	6832	6827	5
Sub-total	24256	22893	22224	669
Overall Total	28406	27229	25513	1716

Senator Raymond Yu
1995 National President

Apr 17, 1996

Senator Justin Lui
1996 National President

Apr 17, 1996

Notes : The National Training Seminars hosted by LOMs are self-financed projects. The Surplus / (Deficit) generated were shared by NOM and the hosting LOMs.

4. Participation by LOMs

4.1 Program Execution

Projects

National Training Projects hosted by LOMs ('95)	**Hosting LOMs**
Time Management and Goal Setting	Ocean Jaycees
Negotiation Skills	Harbour/North District Jaycees
Public Relations & Interpersonal Skills	Peninsula Jaycees
Jaycee Protocol	East Kowloon/Queensway Jaycees

Other National Training Projects	**Chapters from which the members of various organising committees came**
'95 Executive Development Program II	)
'95 Executive Development Program III	)
'95 President's Academy	)
'95 Trainers' Workshop	)
'95 & '96 Trainers' Circle Gatherings (total 4)	) all 18 local chapters
'95 & '96 Jaycees Academy	)
'96 Executive Development Program I	)
'96 NOM officers & LOM Presidents Training	)
'96 Prime Course	)



100% LOM PARTICIPATION



Conclusions :

100% of LOMs participated.

6 LOMs (co-)hosted 4 National Training Projects.

Members from all 18 LOMs participated in organising the other 13 training functions.

4. Participation by LOMs

4.1 Program Execution



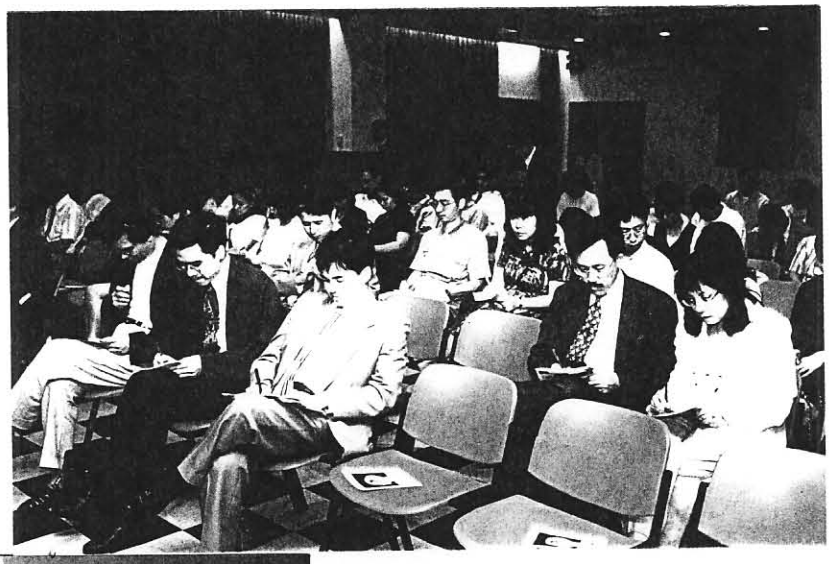
OC members from different LOMs.

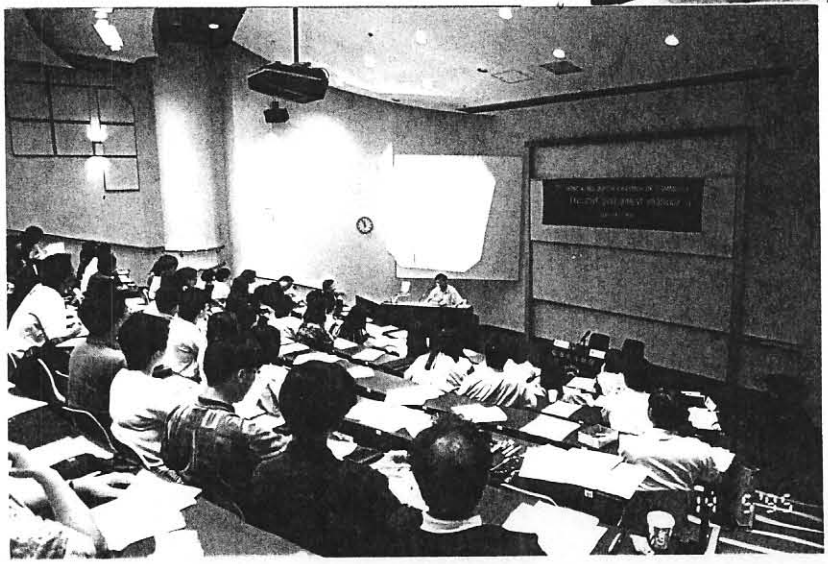
Good opportunity for

OCs to learn to working

with different LOM members



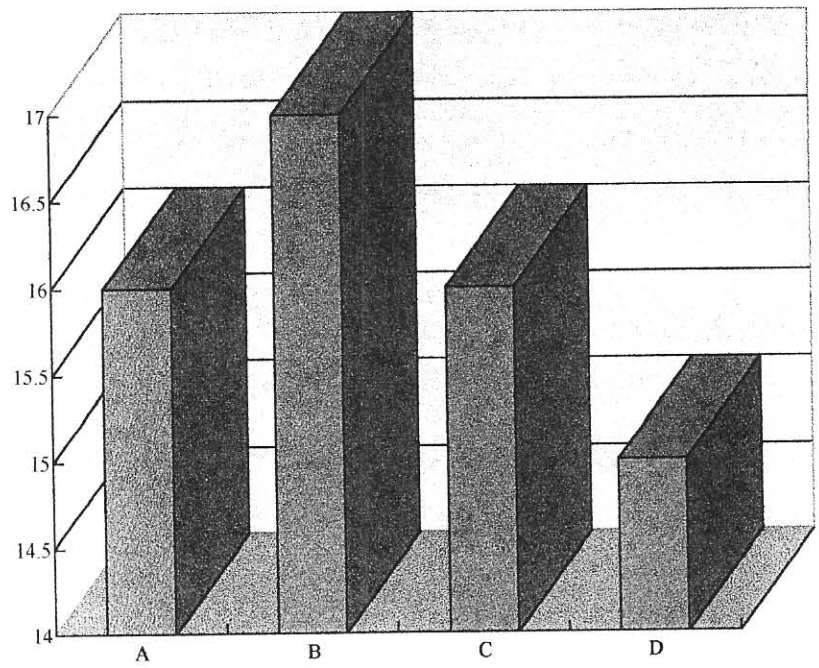




Careful Planning and Execution

result in good attendance

No. of LOMs attending National Training Seminars hosted by LOM



List of National Training Projects hosted by LOMs :

A. '95 Time Management & Goal Setting

B. '95 Negotiation Skills

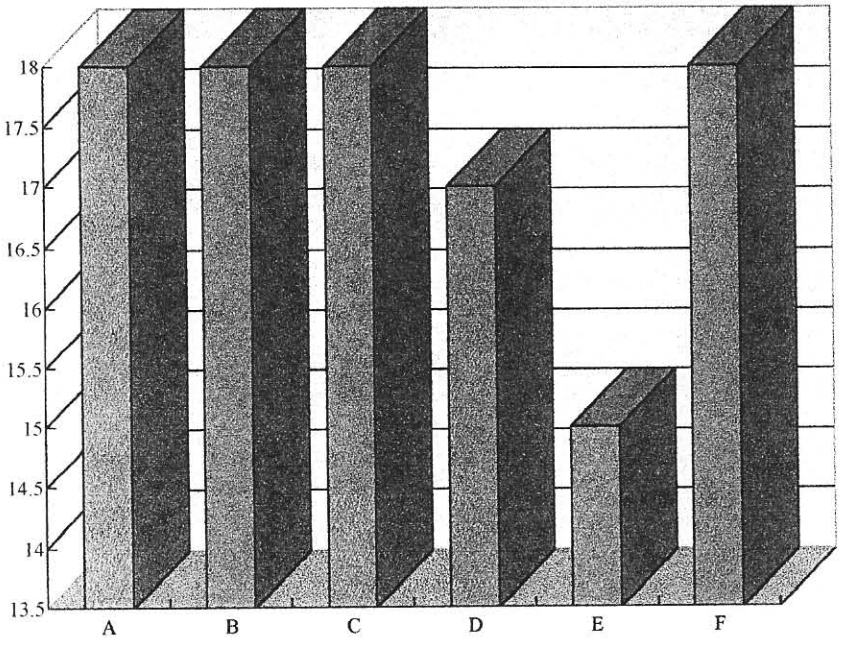
C. '95 Public Relations & Interpersonal Skills

D. '95 Jaycee Protocol

4. Participation by LOMs

4.2 Attendance

No. of LOMs attending National Training Seminars NOT hosted by LOM



List of National Projects NOT hosted by LOMs :

A. '95 Executive Development Program II
B. '95 Executive Development Program III
C. '96 Executive Development Program I
D. '95 President's Academy
E. '96 NOM Officers and LOM Presidents Training
F. '95 Jaycee's Academy

4. Participation by LOMs

4.2 Attendance

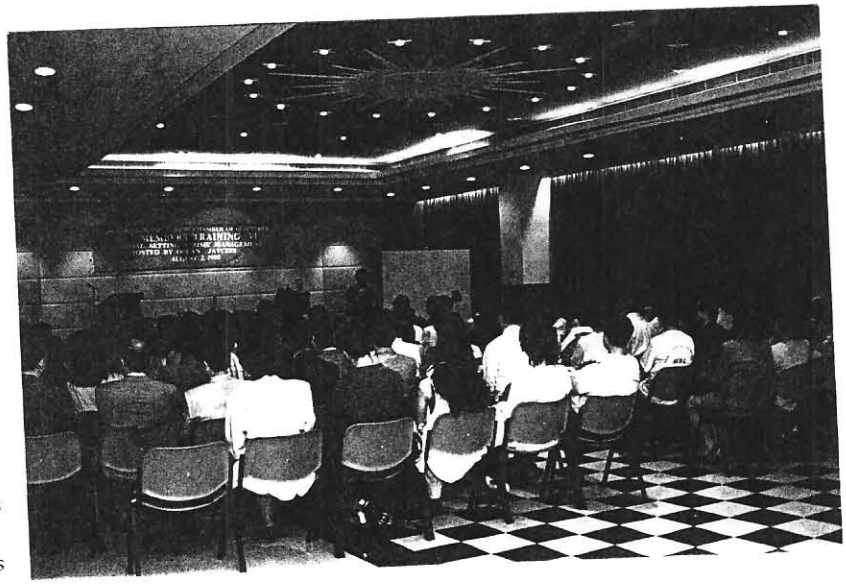


Attendance

at all training projects

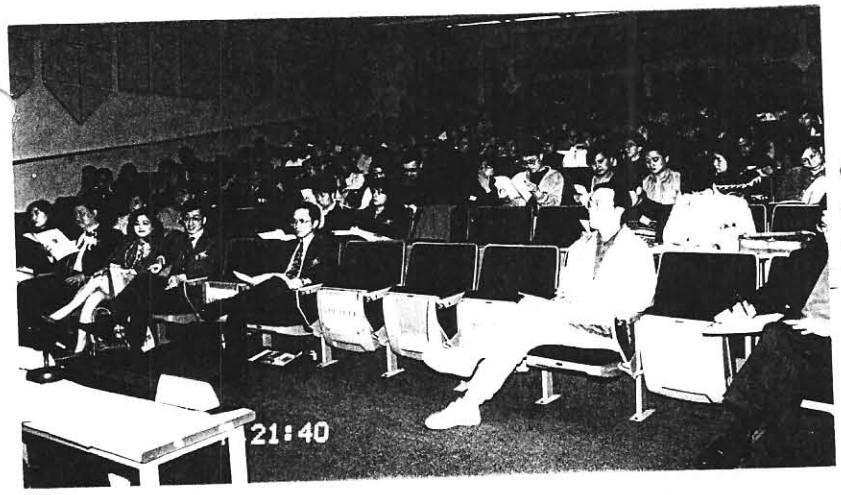
were extremly high

and feedback was encouraging



Total of over 400 members

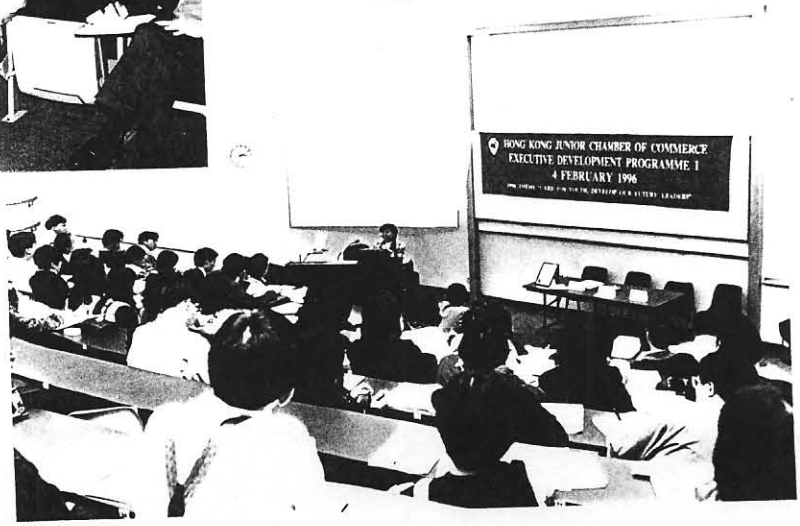
attended Member Training Programs



On average,

over 150 NOM / LOM officers

attended each of the Executive Development Program



5. Participation by Individual Members

5.1 Summary

100% LOM PARTICIPATION
(in terms of attendance)

SUMMARY OF PARTICIPATION BY INDIVIDUAL MEMBERS

Projects	Number of Supervisors NOM	Number of Supervisors LOM	Organising Committee Membership	Number of LOMs attended	Number of members attended
National Training Projects hosted by LOMs ('95)					
Time Mgt & Goal Setting	2	2	6	16	113
Negotiations Skills	2	2	7	17	137
PR & Interpersonal Skills	3	1	7	16	103
Jaycee Protocol	2	2	6	15	70
Sub-total		7	26		423
Other National Training Projects					
'95 Executive Development Program II	2	0	6	18	171
'95 Executive Development Program III	2	0	7	18	183
'95 President's Academy	2	0	8	17	30
'95 Jaycee's Academy	1	0	2	18	109
'95 Trainers' Workshops	1	0	2	-	49
'95 & '96 Trainers' Circle Gatherings	1	0	2	-	125
'96 Executive Development Program I	2	0	6	18	182
'96 NOM Officers & LOM Presidents Training	1	0	2	15	27
'96 Prime Course	2	0	8	13	35
Sub-total			43		911
Overall Total			69		1334

Observations :

1. Almost 100% participation from LOMs in terms of attendance.
2. A total of 6 LOMs were involved in hosting the National Training Projects.
3. 2 NOM officers (EVP & LDD) supervised all training projects.
4. Attendance to most projects were high. In particular, the EDP achieved the purposes of improving NOM/LOM communications, and developing skills and concepts of NOM/LOM officers.

5. Participation by Individual Members

5.2 Training for Prospective Members

Projects ('95)	Number of Supervisors NOM	LOM	Organising Committee Membership	Number of Members Attended Actual	Estimated
Time Mgt. & Goal Setting	2	2	6	113	80
Social Skills	1	0	2	25	15
Project Management	1	0	2	20	15
Jaycee Protocol	1	0	2	22	15
Sub-Total		2	12	180	125

Jaycee's Academy



This is a new series of basic training programs conducted to provide more opportunities for new members and prospective members in addition to the twelve training projects organized this year.

With "limited resources", this series of training seminars were organized on six consecutive Saturdays starting from 2nd November, 1995 to 9th December, 1995 at the Seminar Room of Chamber Office. Topics included social skills, time management and goal setting, project management, chairmanship, JC protocol and communication skills.

The feedback from members were very good and it attracted around 35 members for each seminar and it is planned to have another series of Jaycee's Academy in next year.

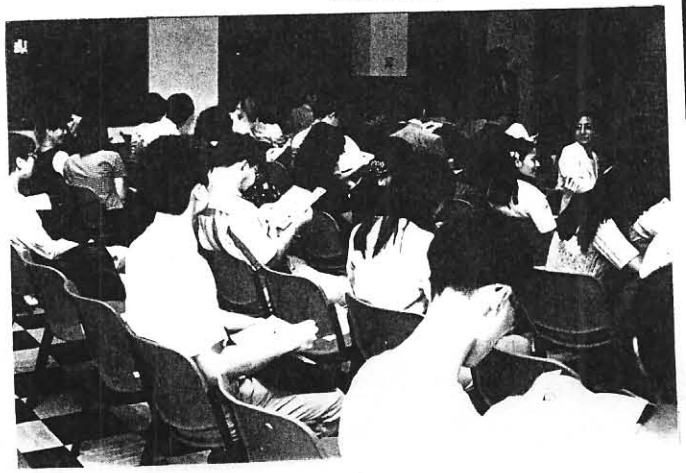


A good chance to practise coaching skills at the Jaycee's Academy



Our CLTs sharing experience with enthusiastic PMs

Over 110 PMs were attracted by the interesting presentation on Time Management & Goal Setting



5. Participation by Individual Members

5.3 Training for Members

Projects	Number of Supervisors NOM	LOM	Organising Committee Membership	Number of Members Attended Actual	Estimated
'95 Negotiation Skills	2	3	6	140	80
PR & Interpersonal Skills	2	2	7	118	70
Jaycee Protocol	2	2	6	72	60
Goal Setting & Time Mgt.	1	0	2	20	15
Chairmanship & Effective Meeting Skills	1	0	2	18	15
Communication Skills	1	0	2	20	15
'96 Project Management	1	0	2	20	15
Sub-Total		7	27	408	270

Member Training VIII - Jaycee Protocol

The last Member Training project, Jaycee Protocol, was jointly hosted by East Kowloon Jaycees and Queensway Jaycees on 31st October, 1995. We are delighted to have PNP Senator Eddy Wong and Ocean Jaycee's President Joseph Ho to share with us their valuable and practical experiences on Jaycee protocol such as seating arrangement, receiving of honourable guests...etc.





Well designed learning games attracted high attendance rate



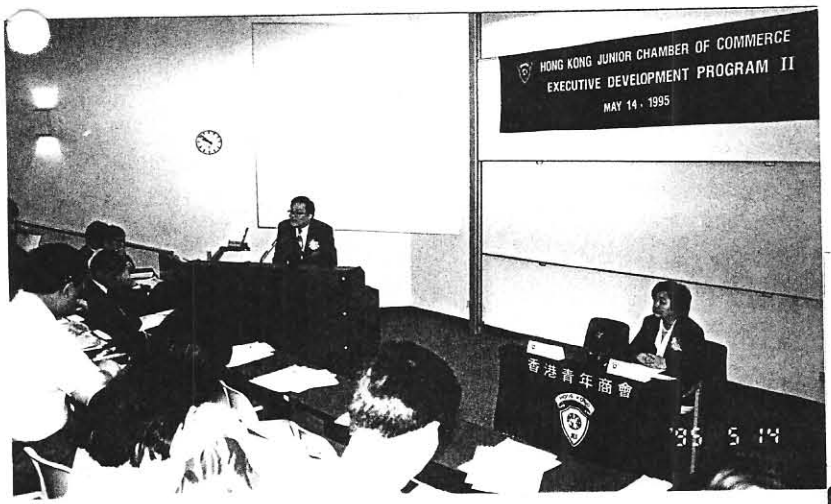
5. Participation by Individual Members

5.4 Training for LOM Officers

Projects	Number of Supervisors NOM	Organising Committee Membership	Number of Members Attended	
			Actual	Estimated
'95 EDP II	2	6	178	150
'95 EDP III	2	7	190	180
'96 EDP I	2	6	182	150
Sub-Total		19	550	480

Executive Development Program III

The final EDP of this year was successfully organized on 3rd December,1995 at City University of Hong Kong and with 183 members to attend. Both the current and incoming Board Members from NOM and LOMs were enlightened by NP Senator Raymond Yu and JCI EVP Senator George Lung on Resources Management. During the Joint Directors' Meeting in the afternoon session, all Directors and supervisors from respective areas joined together for sharing of experiences so that the new Directors can set more practicable goals in 1996.



'95 National President enlightening the topic of "Resources Management" attracted over 170 members





Over 180 NOM and LOM Officers particpated the '96 Executive Development Program

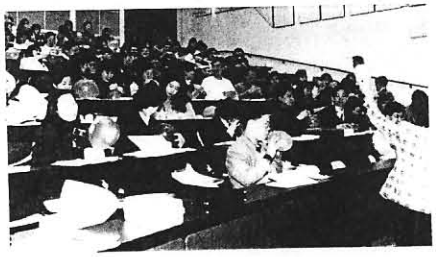
Executive Development Programme I (EDP I)

"Changing Ourselves & Our Future"

Team building was the major subject matter for our EDP I held on February 4 1996. Our coaches Paul Chan and Shelina Chung tailor made two sessions for all NOM and LOM officers and the following visions were shared:

- In order to motivate others, we must have a firm stand on our self-motivation
- We must do our best to be objective in our judgments
- It is vital to have positive believes in ourselves
- We must understand our team members' likes and dislikes, habits, interest and value

Our officers also shared important issues planned for the year during the Joint Directors Meeting.



Colourful balloons and marching tunes brightened up the spirit of our officers.

At closing, Project Chairman Kevin Wong compared his experience for arranging the project to that of a soccer match - that with all the preparations and anxieties, the result would only be known until the event is ended . Kevin then thanked all committee members and participants whom made the EDP I delivered smoothly.

5. Participation by Individual Members

5.5 Training for NOM Officers & LOM Presidents



Team at work – lifting DJC President Dennis to the top

Projects	Number of Supervisors NOM	Organising Committee Membership	Number of Members Attended Actual	Estimated
'95 President's Academy	2	8	30	25
'96 NOM Officers & LOM Presidents Training	1	2	32	30
Sub-Total		10	62	55

WORLD PRESIDENT'S VISIT

World President Thomas Clear III visited the Hong Kong Junior Chamber of Commerce (HKJCC)

The 51st World President - Thomas Clear III (Tom) visited the HKJCC during the period 8 Jan to 12 Jan 1996. Upon his arrvial Tom made it clear that he has started his visits early as it is his plan to visit as many countries as possible during his term of office.

National Officers and Chapter Presidents had a taste of World President Tom's training session before the official reception dinner. During the training session, Tom shared his inspirations on the "Rainbow Bridge of Opportunities" - which is his presidential theme for 1996. Details of the theme are spelled out in the interview conducted by our "Harbour Lights" reporter.



World President Tom tried on his Kung Fu outfit



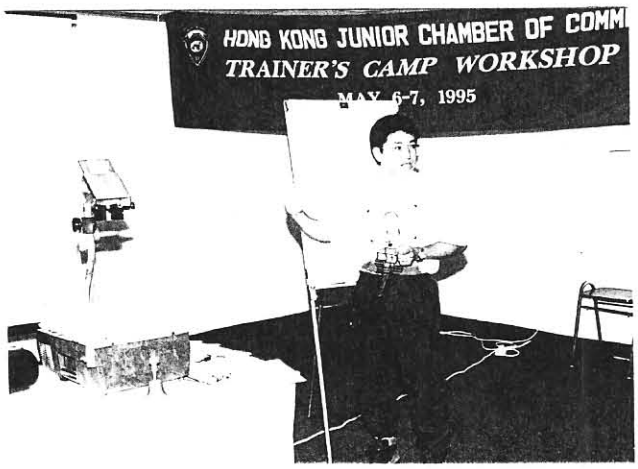
Special trainings to get NOM / LOM officers for the year ahead



5. Participation by Individual Members

5.6 Training for Trainers

Projects	Number of Supervisors NOM	Organising Committee Membership	Number of Members Attended Actual	Estimated
'95 2nd Trainers' Circle Gathering	1	2	24	15
'95 3rd Trainers' Circle Gathering	1	2	25	15
'95 4th Trainers' Circle Gathering	1	2	27	15
'96 1st Trainers' Circle Gathering	1	2	35	20
'95 1st Trainers' Workshop	1	3	49	35
'96 Prime Course	2	8	35	35
Sub-Total		19	195	135



CLTs join to sharpen their saws





PRIME Course for Jaycee members and AIESEC members



GUIDES TO ORGANISING A JAYCEE PROJECT



Through the tremendous joint efforts made by the Training and Development Committee (TDC), National Leadership Development Team (NLDT) and National Leadership Development Director (NLDD) Louise Chan, 1995 was a fruitful and busy year in the area of training.

The mission of the NLDT is to enhance the image of Jaycees as a leadership development organization by providing quality training and leadership skill to all levels of members. Louise had organized eight training programs for members and four for NOM/LOM officers in a bid to equip them for future challenges. The NLDT had consolidated a training tool - 'Guide to organize a project' for project chairmen so as to enhance their skill on project management.

Meanwhile, TDC continues to improve our programs. It also arranges activities to enhance the skills and knowledge of our coaches. With improved coaching quality, improved programs and our unique learning-by-doing training provided to members, we remain to be a proclaimed leadership development organization.

HONG KONG
JUNIOR CHAMBER
OF COMMERCE

Y.E.S.

6. Scope and Relevance of Program

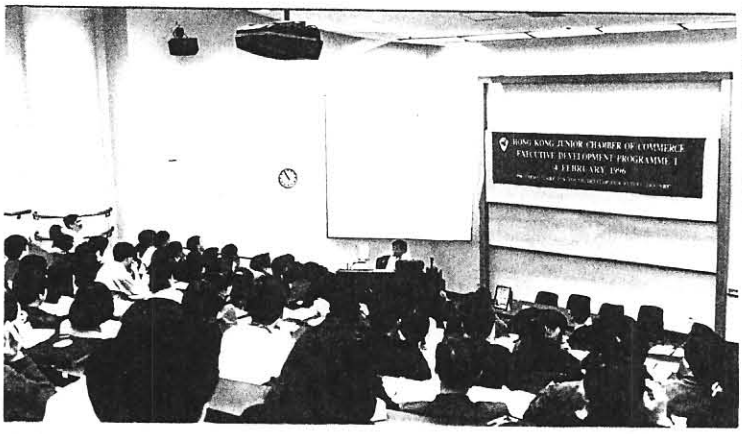
6.2 Meeting Different Levels of Needs

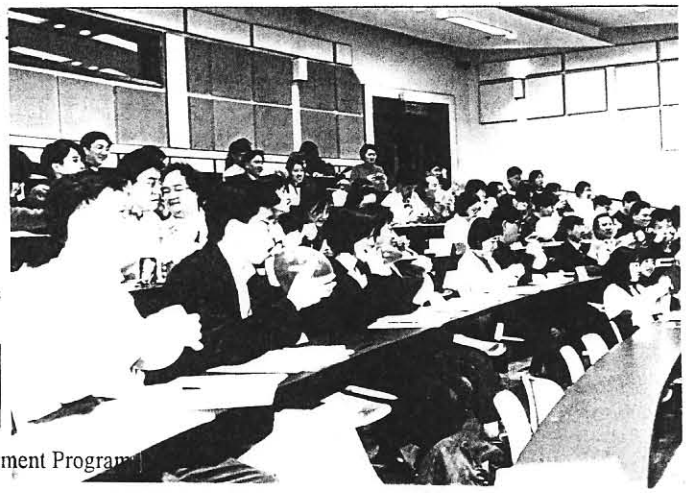
Right programs

were designed for our members



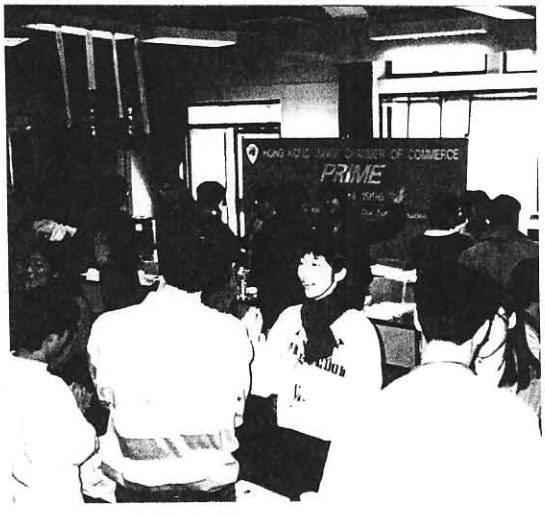
NOM Officers & LOM Presidents special training





NOM & LOM Officers exclusive training opportunity - The Executive Development Program





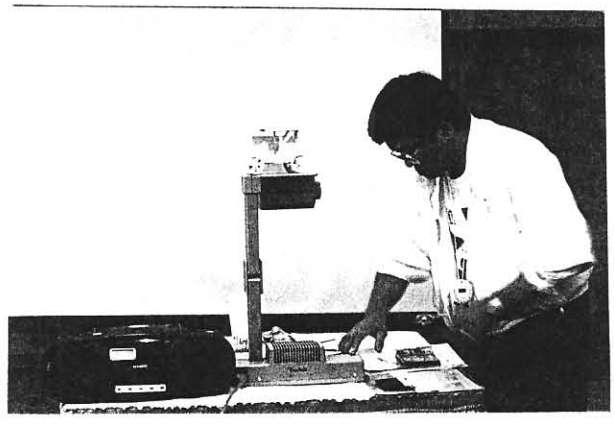
Members training -

Training for the trainers

Training for new members

6.3 Program Quality

Total Quality Coaching = Quality Coaching Skills + Quality Coaching Materials







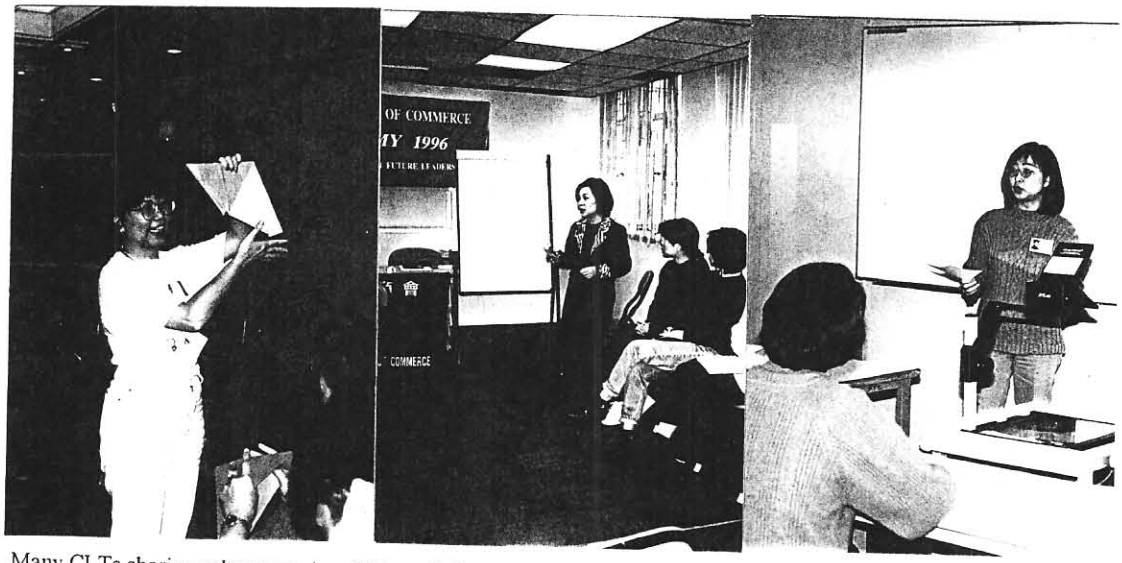


Members participation is essential

to put knowledge into practise

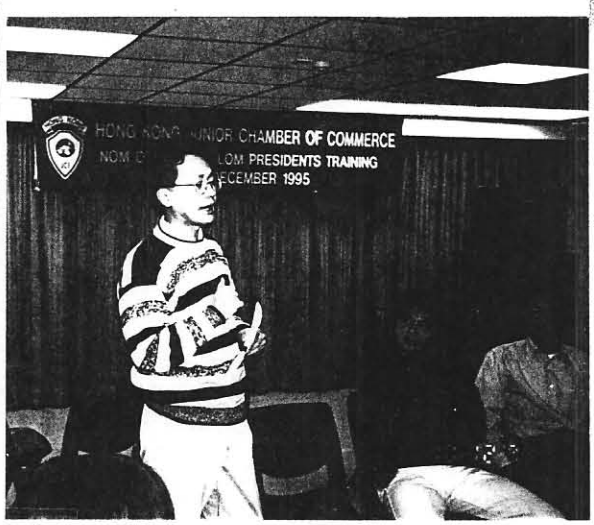


6.4 Emphasis on Skills Development



Many CLTs sharing relevant and useful knowledge and experience - fulfilling members needs





Members needs - self development such as Public Speaking, Goal Setting, Time Management ...



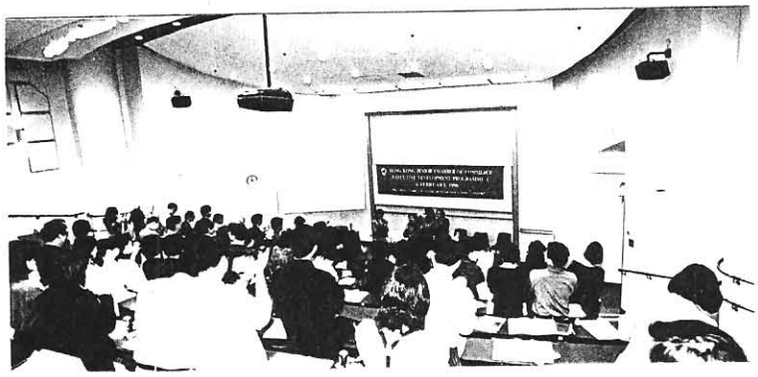
NOM needs -

to provide quality training to members of all categories,

beneficial to NOM / LOM development

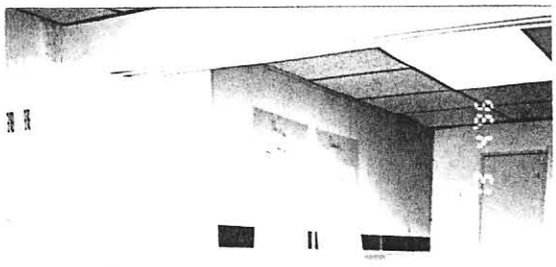
7.1 Appropriate & Adequate Training

We stress on quality and quantity of training programs





Know when and how to recognise - part of Protocol training







Again -

stress on both QUALITY and QUANTITY

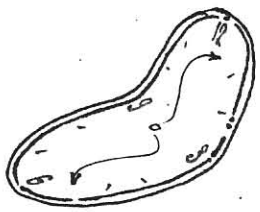
of training programs



7.2 Economic Use of Resources

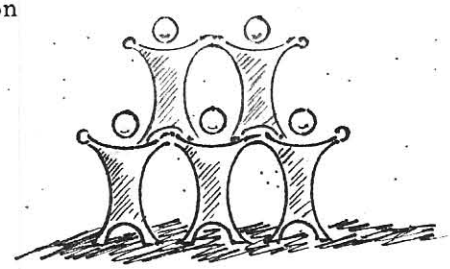
(1) Due to good planning and execution, all training activities resulted in handsome profits. Such profit would be used in future NOM and LOM projects.

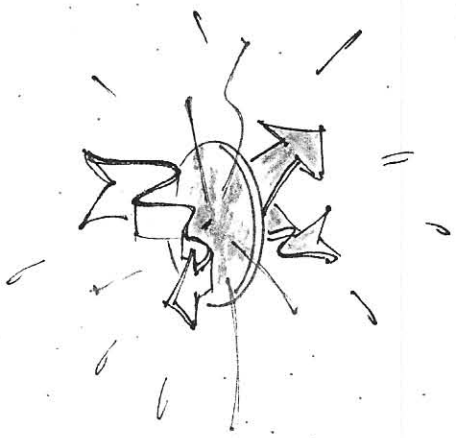
(2) Training projects under the co-ordination of NOM were cost effective (that is 1 LOM organized 1 project for 17 LOMs to attend) and helped to reduce unnecessary inter-chapter competition and time clash.



Time Effectiveness - to avoid time clash

Manpower Effectiveness - to relieve tight manpower situation





Cost Effectiveness - to avoid unnecessary inter-chapter competition

Cost Effectiveness - to generate project fund

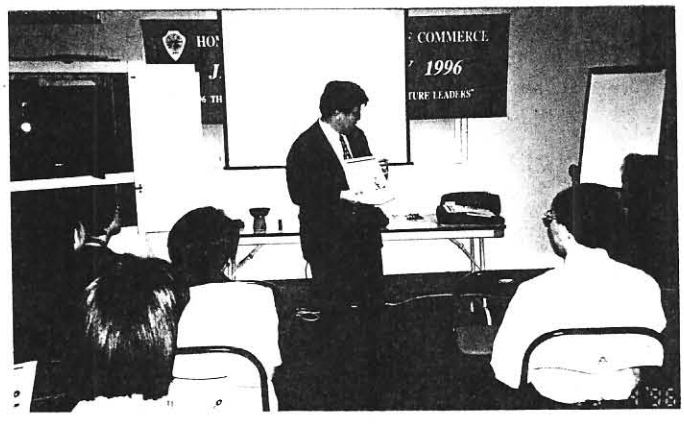


7.3 Enhance NOM/LOM Exchanges





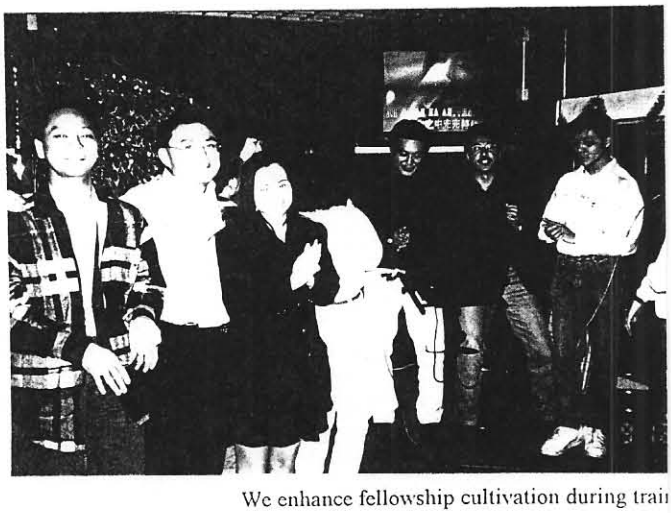
'96 National President always emphasized on NOM / LOM Officers trainin





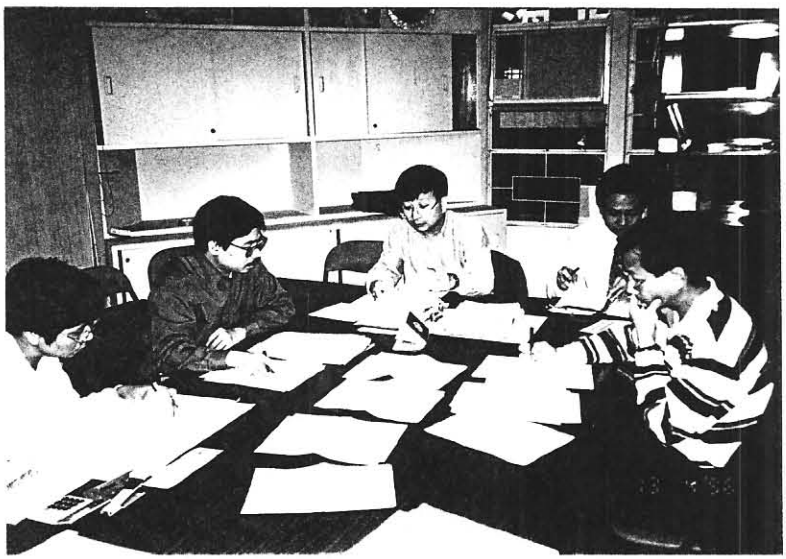
CLTs sharing the knowledge of leadership skills

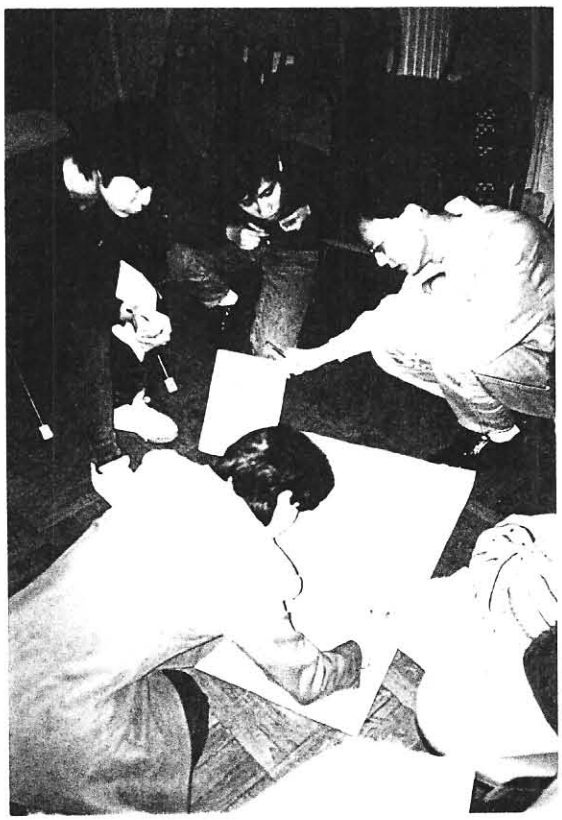




We enhance fellowship cultivation during trai

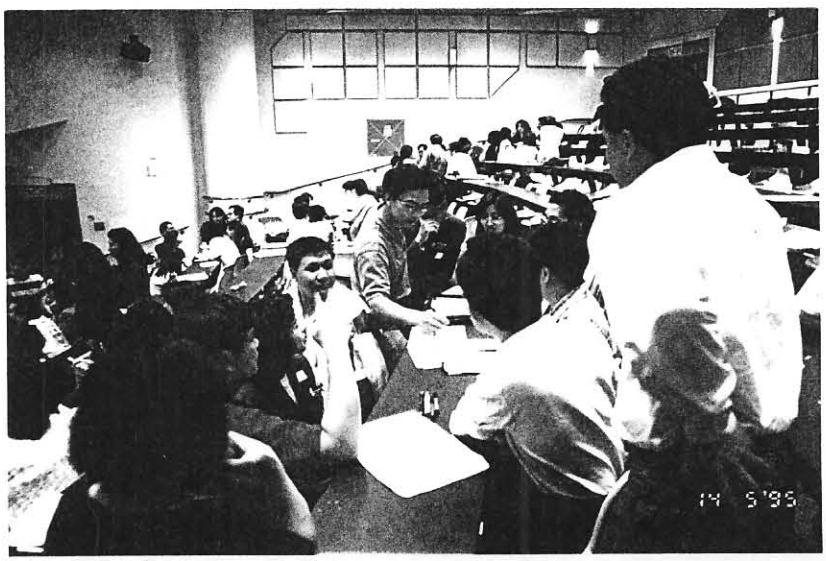
8.1 Learning by Doing







Constructing the "ME" chart at the Prime Course

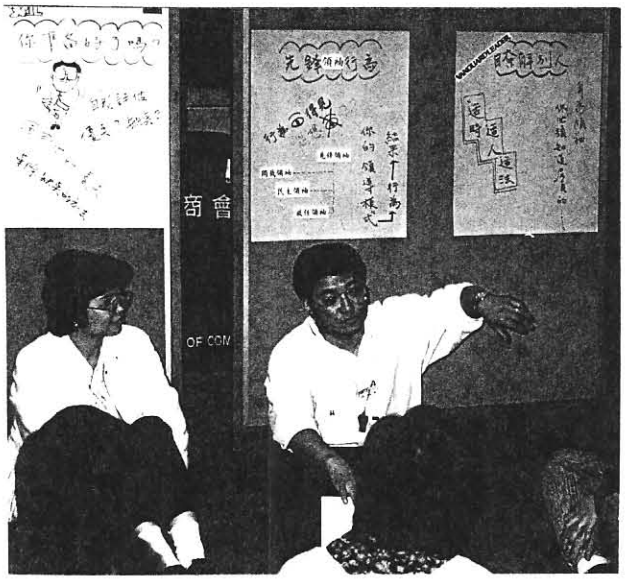


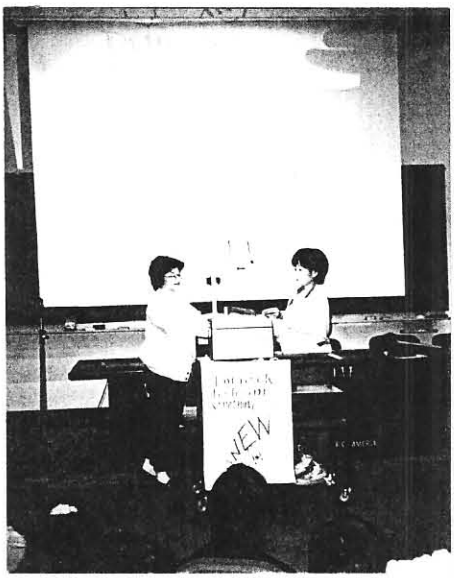
Team Work,

Public Speaking &

Problem Solving ...

8.2 Fellowship & Members' Development





Discussion and Presentation are important parts of a training session



CLTs not forgetting the importance of physical exercise





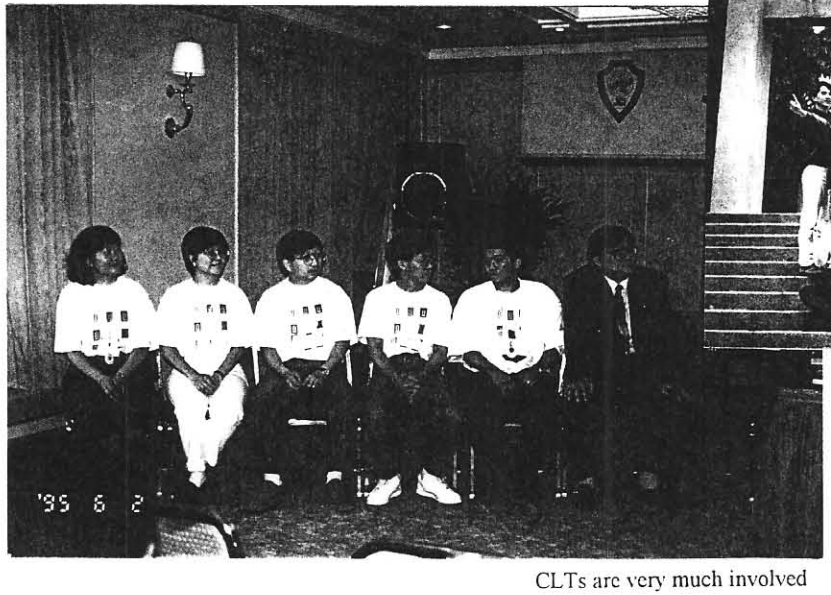
Smiling faces and foot without shoes,

demontrating the enjoyable atmosphere

8.3 Develop Coaches



CLTs at work to provide members training



CLTs are very much involved



Prime Course held for Jaycee members and AIESEC members.

TDC Training Camp For YWCA

On 14-15 October 1995, our Training & Development Committee offered a training seminar to Young Woman Christian Association (YWCA) for 16 volunteers who worked for the mentally retarded and disable children. The seminar aimed at enhancing self-development and social awareness. The seminar was conducted by Senator Paul Chan and Senator Shelina Chung and assisted by JC Wesley Chau and JC Cindy Kwan. During the seminar, the coaches used music to create a suitable learning atmosphere which resulted in excellent response from the participants.



An exercise of overcoming fear



Participants gather for a group photo