

HONG KONG JUNIOR CHAMBER

AWARD BID BOOK

NOM : Hong Kong Junior Chamber

Award No. : II.A.1.1

Award Title : Individual Development Award

Conference : 1997 JCI Pattaya Asia Pacific Conference

JUNIOR CHAMBER INTERNATIONAL
GROUP II ENTRY FORM
AWARDS FOR NATIONAL ORGANIZATIONS

INSTRUCTIONS:
- Refer to the Awards Manual.
- Complete this form and attach five copies 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 United States dollars (US$) at the date of completion of this entry form.
- Scrapbooks for Group II Awards are restricted to 30 pages.
- Please include a photograph relevant to the project or activity described in the entry form.

NATIONAL ORGANIZATION: Hong Kong Junior Chamber

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

Signature _____ Date 18 May 1997

Name (Print) Henry U

AWARD NUMBER:	AWARD TITLE:	NAME, ADDRESS AND FAX NUMBER OF SUBMITTING NATIONAL ORGANIZATION OR CHAPTER:
II.A.1.1	Individual Development Award	Hong Kong Junior Chamber 1/F 60 Bonham Strand East Sheung Wan, Hong Kong Fax : (852)25436271

CURRENT DECLARED NUMBER OF MEMBERS:	CURRENT DECLARED NUMBER OF CHAPTERS:
1,250	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.

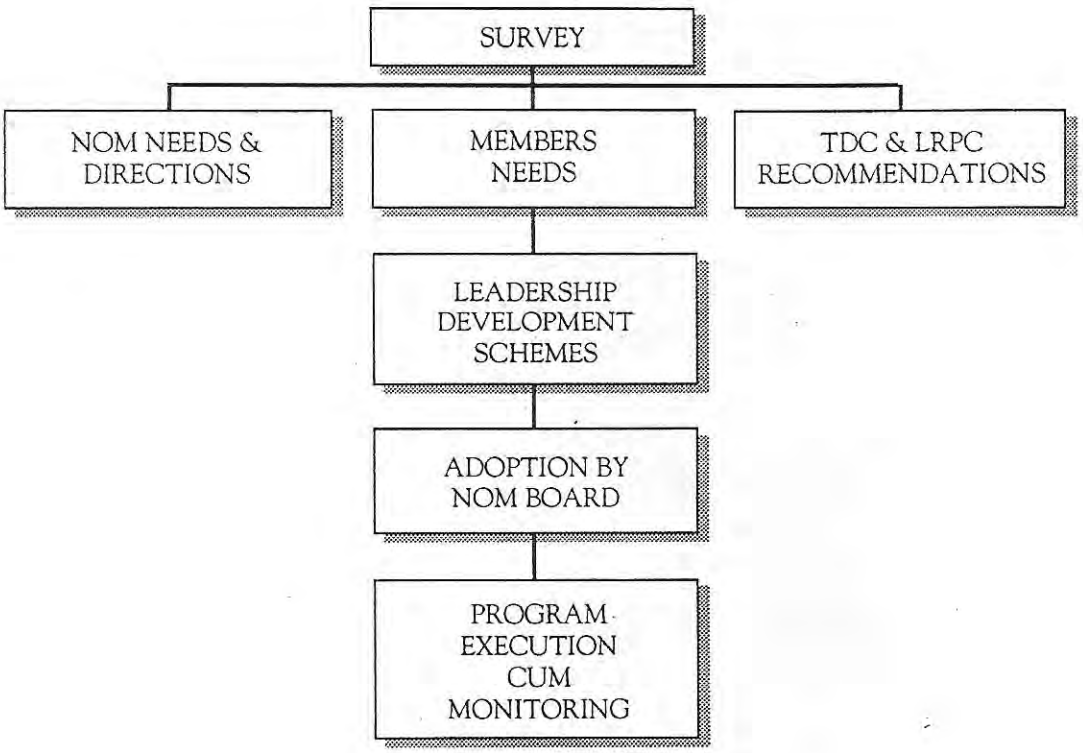
Conversion Rate HK$7.8=US$1.00	PROPOSED BUDGET	ACTUAL BUDGET
Income:		
Membership Dues	US$ Nil	US$ Nil
Other	US$ 45,000	US$ 44,390
Total Income:	US$ 45,000	US$ 44,390
TOTAL EXPENSES	US$ 45,000	US$ 43,354
TOTAL PROFIT/DEFICIT	US$ 0	US$ 1,036

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*** MP : Multiple Pages**

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



PROGRAM MONITORING

1. Training & Development Committee recommendations :
   a) Improvement in Program Contents
      - Program Standardization
      - Develop new coaching ideas and new training program
   b) Improvement in Coaches Quality
      - Training for Trainers
      - Experience exchange with external trainers
2. Recommendations from Long Range Planning Committee :
   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.

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.



Training programs are diversified to suit different members' needs.

SCOPE OF PROGRAMS

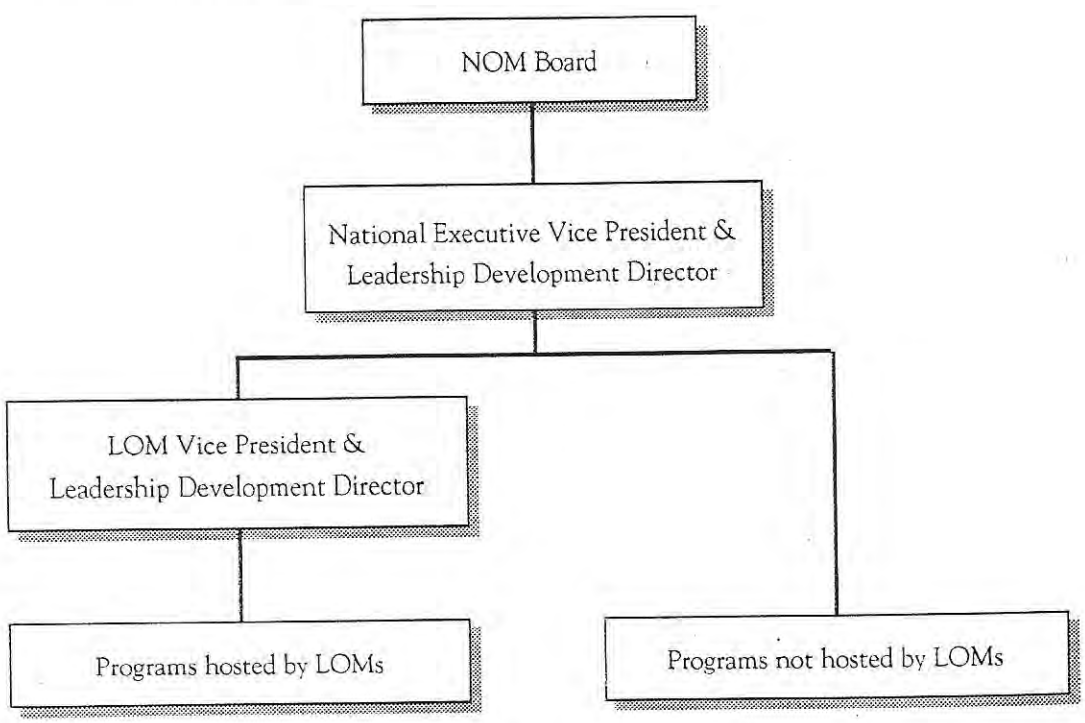
1. **Provide adequate basic training to general members**
   The objective is to strengthen individual development skills of members through their active participation.

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



Date	Training Activities (Apr. 96 to May 97)
	1. Survey, Analysis, Planning & Program Monitoring
1996 Nov. - Dec.	- Improve program by closely monitoring the 1996 and 1997 year plans, considering feedback from the Training Development Committee.
	- Conduct survey and analysis on training needs
	- Design Leadership Development Scheme 1997 incorporating NOM direction and emphasising program continuity and standardisation.
	- 1997 Scheme Adopted by NOM Board.
	2. Execution
	The organising committee meeting of each project started one to three months before event day.
	2.1 Training for Prospective Members
1996 Apr. 22	- Goal Setting and Time Management (Jaycees Academy I)
Apr. 29	- Communication Skills (Jaycees Academy I)
May 13	- Jaycee Protocol and Social Skills (Jaycees Academy I)
Jul. 20	- Effective Function Management (Jaycees Academy II)
Aug. 03	- Effective Chairman in Committee & Playing around with meeting procedures (Jaycees Academy II)
Aug. 17	- Honouring through Protocol & Get what you want in socialising (Jaycees Academy II)
	2.2 Training for Members
1996 Jul. 06	- The Power of Now
Jul. 27	- Achieving personal success by goal setting & Working smarter with your time (Jaycees Academy II)
Aug. 10	- Communication for results (Jaycees Academy II)
1997 Mar. 02	- Entrepreneurship
Mar. 24	- Public Speaking Seminar
Apr. 12	- Public Speaking Contest
May 15	- Emotional Intelligence (EQ)
	2.3 Training for Officers
1996 Jun. 09	- '96 Executive Development II
Dec. 01	- '96 Executive Development III
1997 Jan. 19	- '97 Executive Development I
	2.4 Training for NOM officers and LOM Presidents
1996 Jul. 07	- NOM officers & LOM Presidents Management Training
Jul. 27-28	- Presidents Academy
Dec. 15	- NOM officers & LOM Presidents Training for '97
	2.5. Training for Trainers
1996 Jun. 22-23	- 2nd Trainers' Circle Gathering & Trainers' Workshop
Oct. 05	- 3rd Trainers' Circle Gathering
1997 Mar. 12	- 1st Trainers' Circle Gathering
	3. Evaluation
1996 Jun.	- Mid year evaluation
1997 Apr.	- 1st Quarter evaluation
96-97	- Evaluation meeting held within 30 days after program completion

Summary of reports and recommendation submitted by:

1996 & 1997 National Leadership Development Director (NLDD)

1996 & 1997 Chairman of Training and Development Committee (TDC)

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1. 1997 NLDD report in January NOM Board meeting

1.1 program continuity

1.2 program standardisation

1.3 series of training planned for NOM/LOM officers - emphasising on problem solving and attitude

2. 1997 Chairman of Training and Development Committee report at January NOM Board meeting

2.1 to prepare standardise manuals in 1997

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. Recommendation from 1996 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

3.3 to realise that training not merely a transfer of skills and knowledge, but also, a cultural socialisation where Jaycees culture is internalised among members

4. Recommendation from 1996 TDC Chairman at National Convention

4.1 to reinforcing the internal resources which include the training materials and equipment

4.2 to exploring new coaching ideas

4.3 to providing opportunities to develop new coaches in particular providing opportunity for them to take part in coaching

Financial Status of Individual Development Area

(in US Dollars)

Projects	Income	Expenses	Surplus
For the period April to December 1996:			
Jaycees Academy II	1,421	1,308	113
The Power of Now	8,136	7,734	402
Executive Development Program II	5,437	5,364	73
Executive Development Program III	5,211	5,081	130
Presidents Academy	3,604	3,592	12
Trainer's Circle Gathering	0	0	0
NOM Officer's & LOM Presidents Training	509	486	23
For the period January to April 1997			
Executive Development Program I	5,600	5,423	177
Entrepreneurship	12,304	12,300	4
Trainer's Circle Gathering	103	101	2
Public Speaking Seminar cum Contest	2,065	1,965	100
Total	44,390	43,354	1,036

Prepared by:

Rose Mao
National Leadership
Development Director

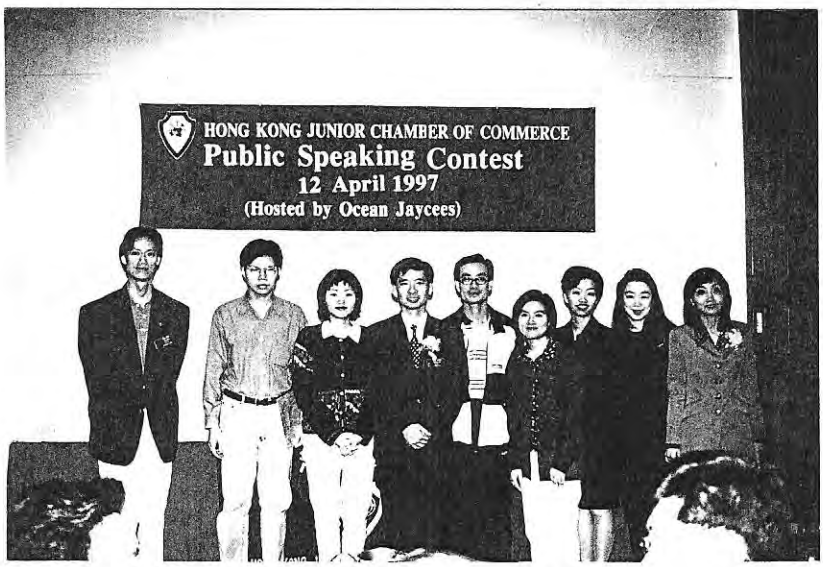
Confirmed by:

Alice Liu
National Hon. Treasurer

Projects

National Training Projects hosted by LOMs	**Hosting LOMs**
Public Speaking Seminar	Ocean Jaycees
Public Speaking Contest	Ocean Jaycees

Other National Training Projects	**Chapters from which the members of various organising committees came**
The Power of Now	)
Executive Development Program I	)
Executive Development Program II	)
Executive Development Program III	) all 18 local chapters
NOM Officers & LOM Presidents Training	)
Presidents Academy	)
Trainers' Circle Gatherings	)
Entrepreneurship	)



Conclusions:
100% of LOMs participated.
2 LOMs co-hosted 2 National Training Projects.
Members from all 18 LOMs participated in organising the other 14 training programs.



OC members from different LOMS



Good opportunity for OCs to learn to working with different LOM members

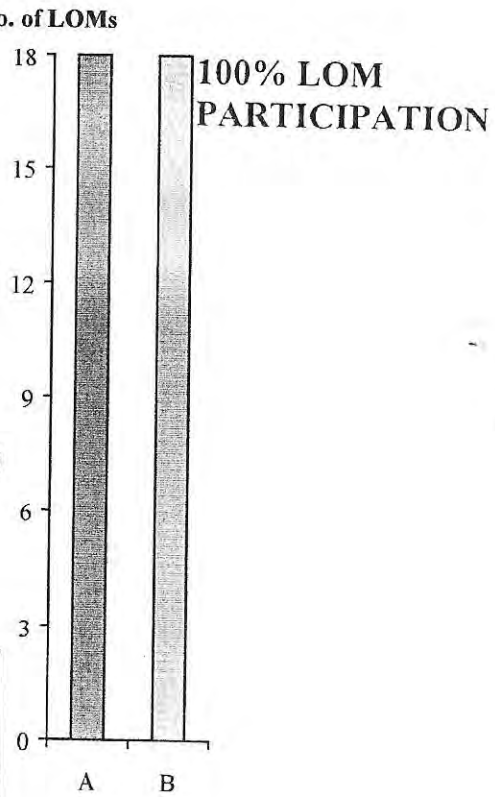


Careful Planning and Execution result in good attendance

Number of LOMs attending National Training Seminars hosted by LOM





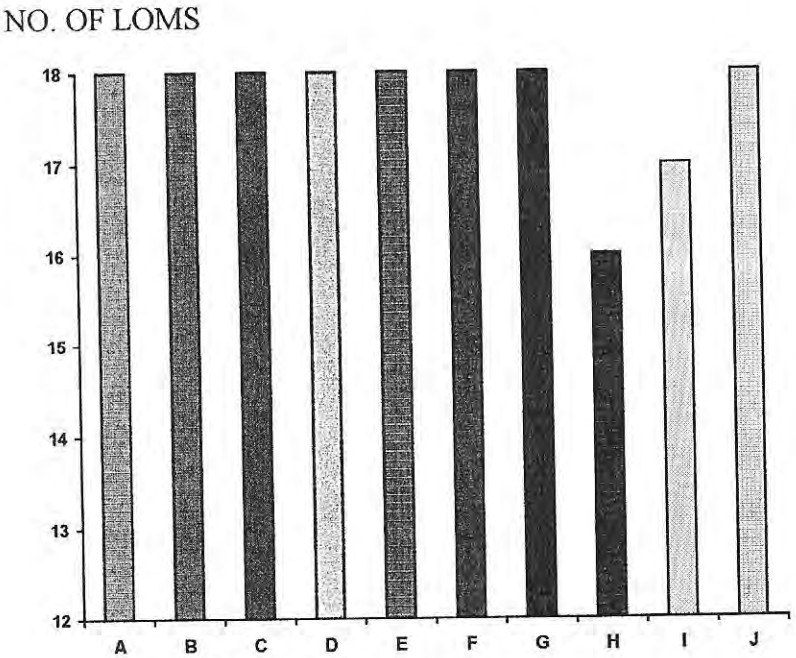


A: Public Speaking Seminar

B: Public Speaking Contest



Number of LOMs attending National Training Seminars hosted by NOM



List of National Training Projects hosted by NOM :

A	Jaycees Academy II	F	'97 Executive Development Program I
B	Jaycees Academy III	G	NOM Officers & LOM Presidents Training
C	The Power of Now	H	1996 Trainers' Circle Gathering
D	'96 Executive Development Program II	I	1997 Trainers' Circle Gathering
E	'96 Executive Development Program III	J	Entrepreneurship

Participation by LOMs

Attendance



會員熱烈和踴躍參與的表現，即有見海港成員參加創業啟示錄的人數，又直接有助年青人支持他呢！





總會舉辦『創業啟示錄』與主講嘉賓，總會會長、總會各職員及各分會會長合照。

Programs are widely accepted by LOM which resulted not only in high attendance but also wide coverage in LOM newsletters.

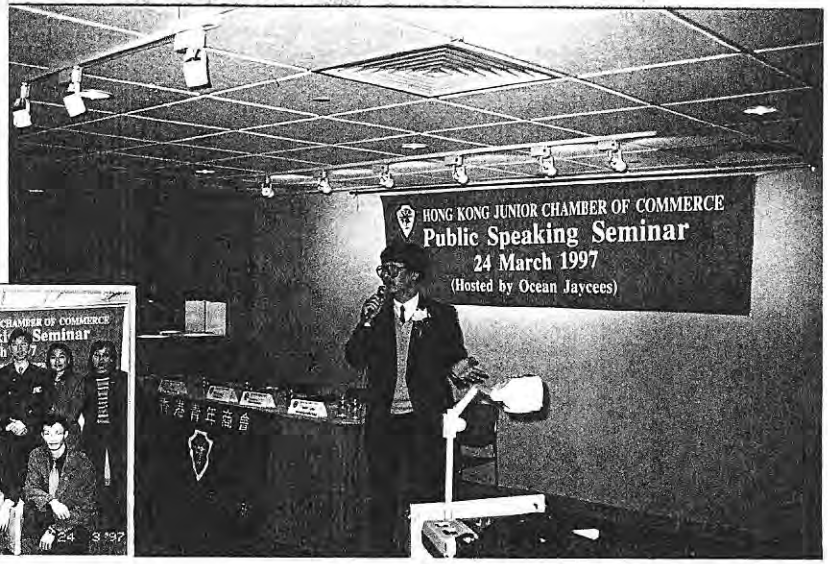




浩洋97'理事會成員出席總會職員訓練班



24.3.97綜合公開演說技巧導師





Summary

Projects	Number of Supervisors NOM	LOM	Organising Committee Membership	Number of LOMs attended	Number of members attended
National Training Projects hosted by LOMs					
Public Speaking Seminar	2	2	8	18	155
Public Speaking contest	2	2	8	18	120
Sub-total		**2**	**8**	**18**	**275**
Other National Training Projects					
Jaycees Academy II	2	0	5	18	170
Jaycees Academy III	2	0	4	18	234
The Power of Now	2	0	8	18	257
'96 Executive Development Program II	2	0	6	18	198
'96 Executive Development Program III	2	0	7	18	217
'97 Executive Development Program I	2	0	8	18	233
NOM Officers & LOM Presidents Training	2	0	3	18	35
Presidents Academy	2	0	6	18	34
'96 Trainers' Circle Gathering	2	0	2	15	28
'97 Trainers' Circle Gathering	2	0	2	14	32
Entrepreneurship	2	0	7	15	20
Sub-total			**58**		**1458**
Overall Total			**66**		**1733**

Observations:

1. Almost 100% participation from LOMs in terms of attendance.
2. A total of 2 LOMs co-hosted the National Training Projects.
3. 2 NOM officers (EVP & LDD) supervised all training projects.

Attendance to most projects were high. In particular, the EDP achieved the purpose of improving NOM/LOM communications, and developing skills and concepts of NOM/LOM officers.

Training for Prospective Members

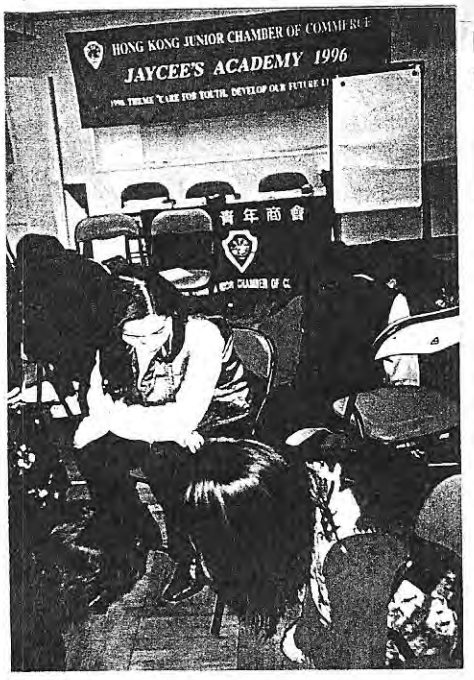
Jaycees Academy I

Goal Setting and Time Management
Communication Skills
Jaycee Protocol and Social Skills

Jaycees Academy II

Effective Function Management
Effective Chairman in Committee & Playing Around with Meeting Procedures
Honouring through Protocol and Get What You Want in Socialising

To make members feel the topic more relevant to their daily life and career, note that the same topic is modified with a name !



Prospective Members were eager to learn from our Jaycee Training.



Training for Members



LD Seminar by patience leung

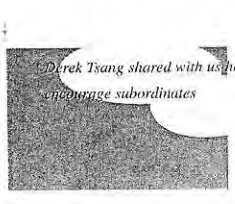
What a miss for those who didn't attend the leadership seminar held by NOM on Mar. 2!

Three guest speakers, Ms. Tina Lau, Mr. Edwin Chau and Mr. Lawrence Chan (also City JC member), shared their valuable experience of running their own business. Apart from the interesting sharing by the speakers, what impressed me the most was the way of guest introduction. Do you think that you have the competence and confidence to start your own business after this seminar?



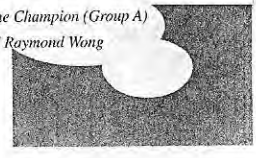


Creativity - A clear blend of the 5th opportunity - Business with individual development. In this "Revelation in starting your own Business" seminar, "Entrepreneurial Spirit" was emphasised: Ready to accept challenge, creativity, social responsibilities, endurance..... These are, in fact, the leadership qualities every individual should own!


Derek Tsang shared with us how to encourage subordinates






The Champion (Group A)
JC Raymond Wong

Public Speaking Seminar / Contest

On Mar 24, the Function Room at YMCA was not only full-house with 152 participants, but it was also filled with applause and cheers for the two extraordinary speakers: Dr Leo PK Yam and Mr Richard Chang. It was the Public Speaking seminar, one of the annual National functions, held by Ocean JC.

Let us highlight what the two speakers shared with us in that afternoon.

Mr. Richard Chang :

Sincerity is essential to fight stage-fright which is often due to one's insufficient preparation.

Creativity is the key outline of your script. Never memorize your script word-by-word.

Glance through the script about 1/2 hour in advance.

Chat with the audience to calm down your nerve.

Dr. Leo Yam :

Critically & Analytically prepare your materials into key points.

Enthusiastically, Sincerely and Naturally share the joy and tears with the audience.

Tone, Voice, Pace and Pause all make a difference to the feelings of a speech.

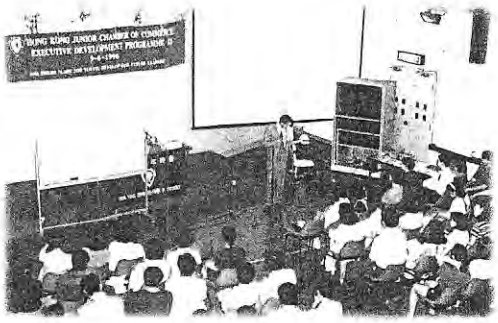
Dang Tien Xi（丹田气）exercise helps strengthen the soft voice commonly found in women.

The above is certainly not panacea for all the problems one may face in public speaking. What you need is to put all these into real practice. A lot of Jaycees joined the Public Speaking Competition on April 12, 1997. The event was well received. This year, the results of the contest are as follows:

Group A	*champion*	*Raymond Wong*	DJC
	1st run-up	Joseph Ho	OJC
	2nd run-up	Ernest Tse	VJC
Group B	*champion*	*Derek Tsang*	DJC
	1st run-up	Cam Cheng	VJC
	2nd run-up	Anglie Chu	NDJC
Best Stage Performance Award		Ernest Tse	VJC
Most Popular Award		Rosanna Lau	PJC

Training for LOM Officers

EXECUTIVE DEVELOPMENT PROGRAM (EDP-II)



Listening to analysis of the different personalities

Which type of personality do you belong to? Are you ONE or NINE? Perhaps the participants of the second Executive Development Program that was held on June 9 could give you a clue. The theme training session of the day was led by Unico Chan, Past President of Lion Rock Jaycees and a renowned coach in the field of personal growth. Unico shared with us the theory of Enneagram and dissected the characteristics of the nine basic personalities of human beings. The training session was well received with applause.

All participants enjoyed a delicious Chinese lunch before the Joint Directors' Meeting in which officers from NOM and LOMs exchanged their views and experiences and shared information of the forthcoming events. During the open forum session, National President Justin Lui painted us a picture of the Hong Kong Junior Chamber in1997. All participants brought home with this picture and a challenge from the project chairman to widen their comfort zone.



"Stand up and wave hands", said Unico Chan, speaker of the day's event

LOM officers welcome the training tailor-made for them - Executive Development Program







EDPI on Feb 2 1997

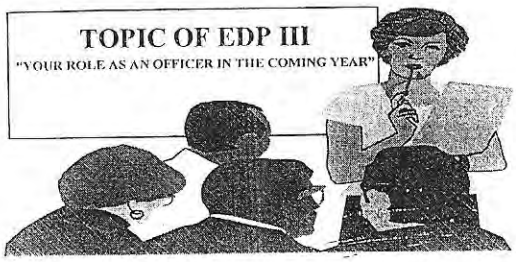


Training for NOM Officers & LOM Presidents





HONG KONG JUNIOR CHAMBER OF COMMERCE



OBJECTIVE : Executive Development Programme III is one of the selective training programmes for all NOM and LOM Officers.

During the programme, you will achieve and gather much knowledge in formulating strategy for future achievements; high motivation, build up strong team spirits; develop communication skill and explore self-potentials.

Date : 1st December, 1996 (Sunday)
Venue : Hong Kong Polytechnic University (HungHom)
Time : 9:00am - 4:00pm
Fee : $200 (Included Lunch)

Reply Slip

Name: _____ Tel: _____(Day)_____(Night)
Chapter _____ Cheque no. _____
No. of person(s) __ x HK$____=HK$____(Included Lunch)

Please make cheque payable to:
HONG KONG JUNIOR CHAMBER OF COMMERCE
For enquires: please contact Mr. Ken Lok (O)23853205 (F)27312278

Rm 1613, Ho King Comm Centre,
2-16 Fa Yuen Street,
MongKok, Kowloon
Attn: Mr. Ken Lok

Special training programs targeted towards executive officers.



Training for Trainers

1996	
Jun 22-23	1996 2nd Trainers' Circle Gathering and Trainers' Workshop
Oct 5	1996 3rd Trainers' Circle Gathering
1997	
Mar 12	1997 1st Trainers' Circle Gathering - 'Training with NLP'



Coaches have got tips on how to "Becoming Professional Coach"



"Bathing Song!" Learned from AISEC HK during local PRIME and develop all over the JC World.



Program development - An important role of our Coaches of Training and Development Committee (TDC). "Project SMART" is one of the training program designed by TDC and is widely used for Chapter Training.

GUIDES TO ORGANISING A JAYCEE PROJECT

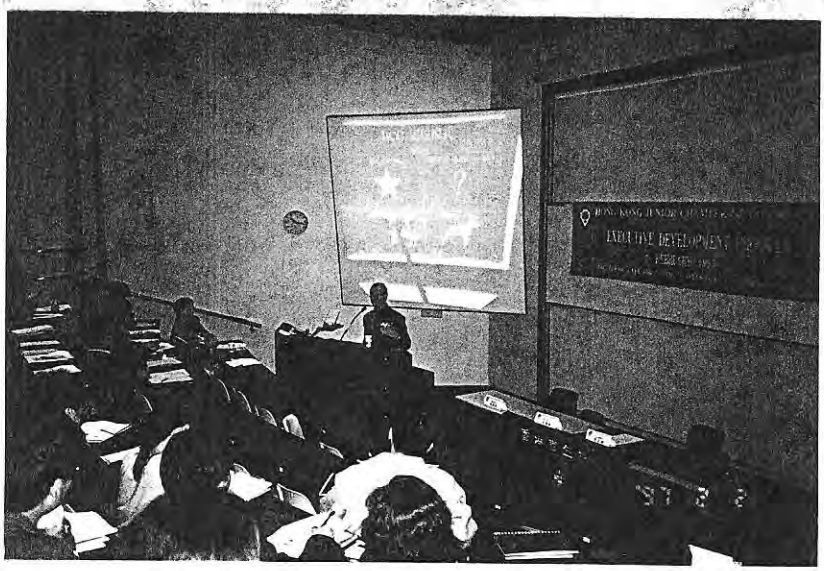
Members were provided adequate training materials for them to plan and execute projects.

HONG KONG
JUNIOR CHAMBER
OF COMMERCE

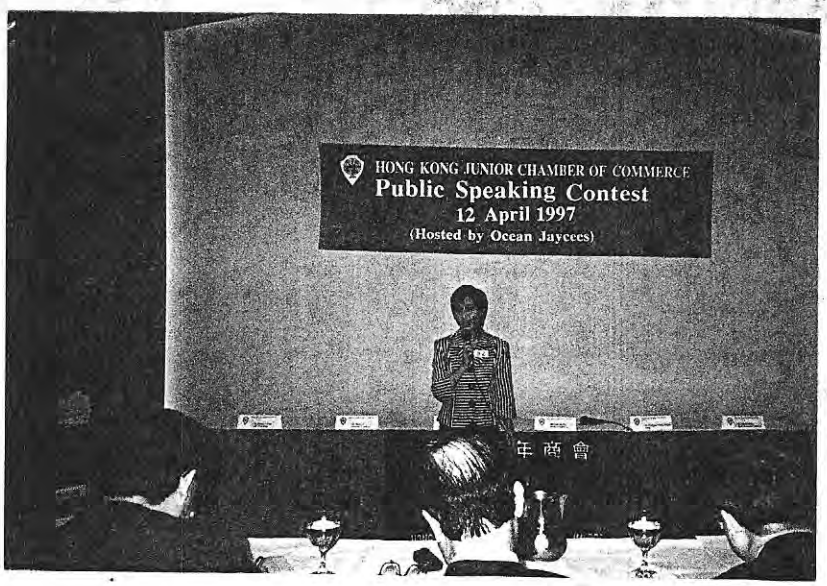
Y.E.S.

National Individual Development and Training Project for 1997

Date	Project	Target				
		Prospective Members	General Members	Executive Officers	Trainers	Public
15-12-96	NOM Officers & LOM President Training			✓		
2-2-97	Executive Development Program I 'Resource Management'			✓		
2-3-97	LD Seminar - 'Enterpreneurship'	✓	✓	✓	✓	✓
13-3-97	Trainers' Circle Gathering - 'Training with NLP'				✓	
24-3-97	Public Speaking Seminar	✓	✓			✓
12-4-97	Public Speaking Contest	✓	✓			



Executive Development program is designed for NOM/LOM officers.



Member's Training like Public Speaking is opened for general members

Training for Prospective Members

Social Skills
Project Management
Jaycee Protocol
Goal Setting
Time Management
Communication Skills
Chairmanship
Parliamentary Procedures

Training for Members

Goal Setting
Time Management
Chairmanship
Communication Skills
Project Management
Public Speaking & Contest
Parliamentary Procedures
The Power of Now
Entrepreneurship
Emotional Intelligence

Training for LOM Officers

'96 Executive Development Program II - Enneagram & Personal Growth
'96 Executive Development Program III - Your Role as an officer in the coming year
'97 Executive Development Program I - Resource Management

Training for NOM Officers & LOM Presidents

NOM Officers & LOM Presidents Training
Presidents Academy

Development for Trainers

Trainers' Circle Gathering
Trainers' Workshop

Timing



PRESIDENTS' ACADEMAY '96 - Preparing super-EXCOM for the coming year.



Right by the end of '96, NOM officers and LOM Presidents were well equipped.



Before the World Speaking Competition take place, public speaking skill was polished through seminar and contest.

Format



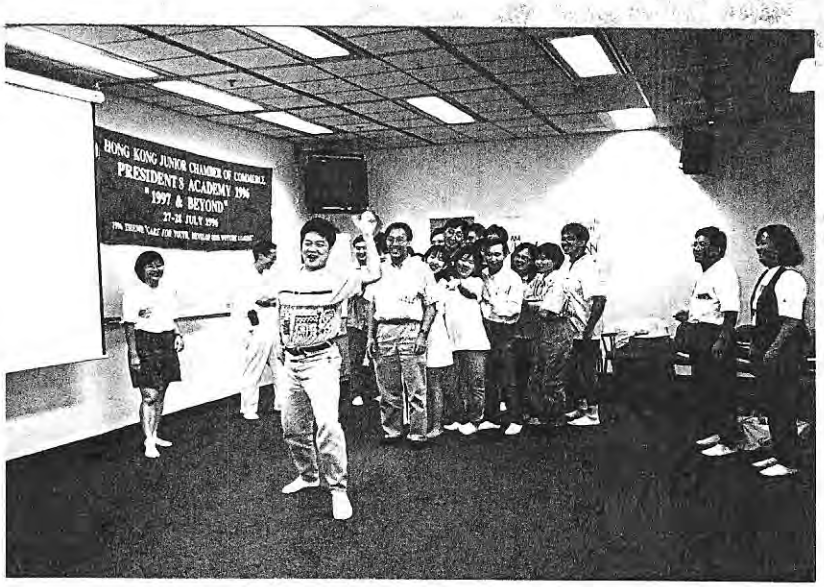




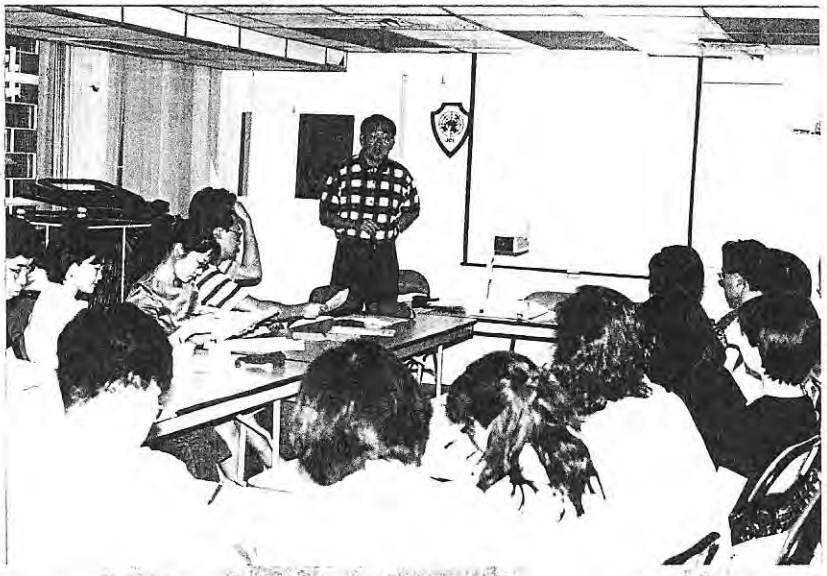
Workshop, Camp, Seminar, Outdoor games..... Different Training medium were used to enhance the quality of program.



Appropriate & Adequate Training



We stress on quality and quantity of training programs



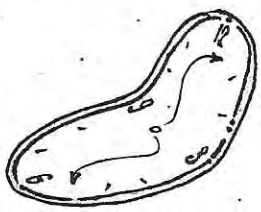
Again - stress on both QUALITY and QUANTITY of training programs



Training strikes deep into the attendees' heart.

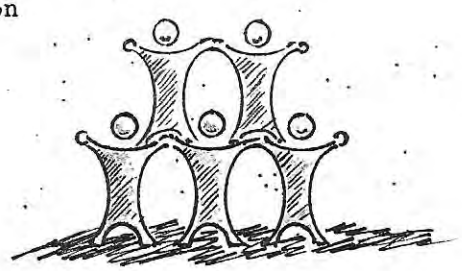
(1) Due to good planning and execution, all training activities resulted in handsome profits. Such profit would be used in future NOM and LOM projects.

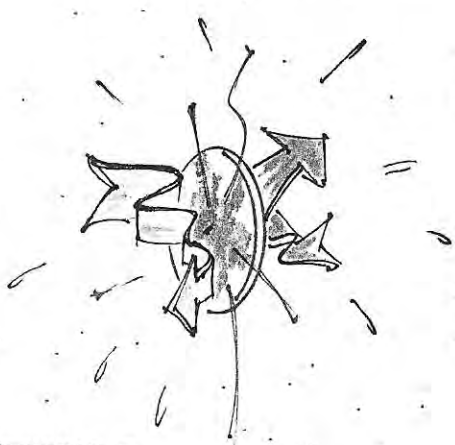
(2) Training projects under the co-ordination of NOM were cost effective (that is 1 LOM organized 1 project for 17 LOMs to attend) and helped to reduce unnecessary inter-chapter competition and time clash.



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

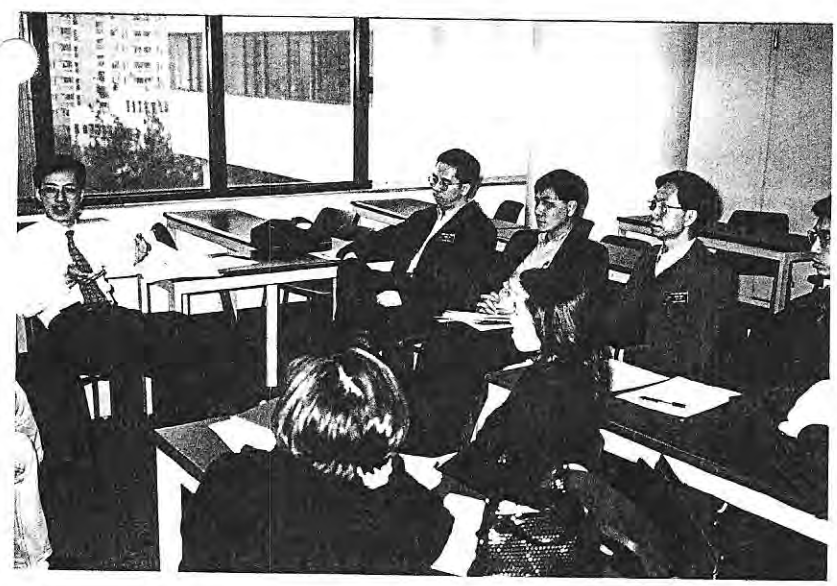






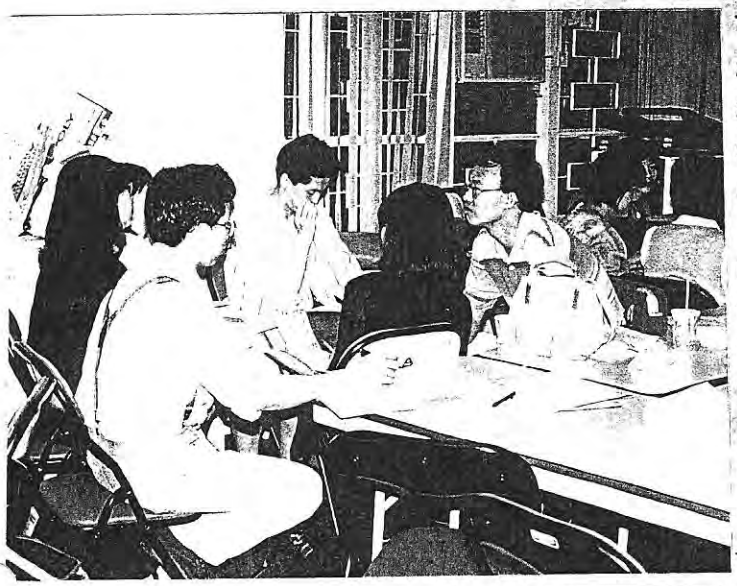
Directors from different LOMs came to have informal discussions and training course with NOM officers.





National Immediate Past President Sen. Justin Shared his view and experience with other LOM IPPs.

Learning by Doing

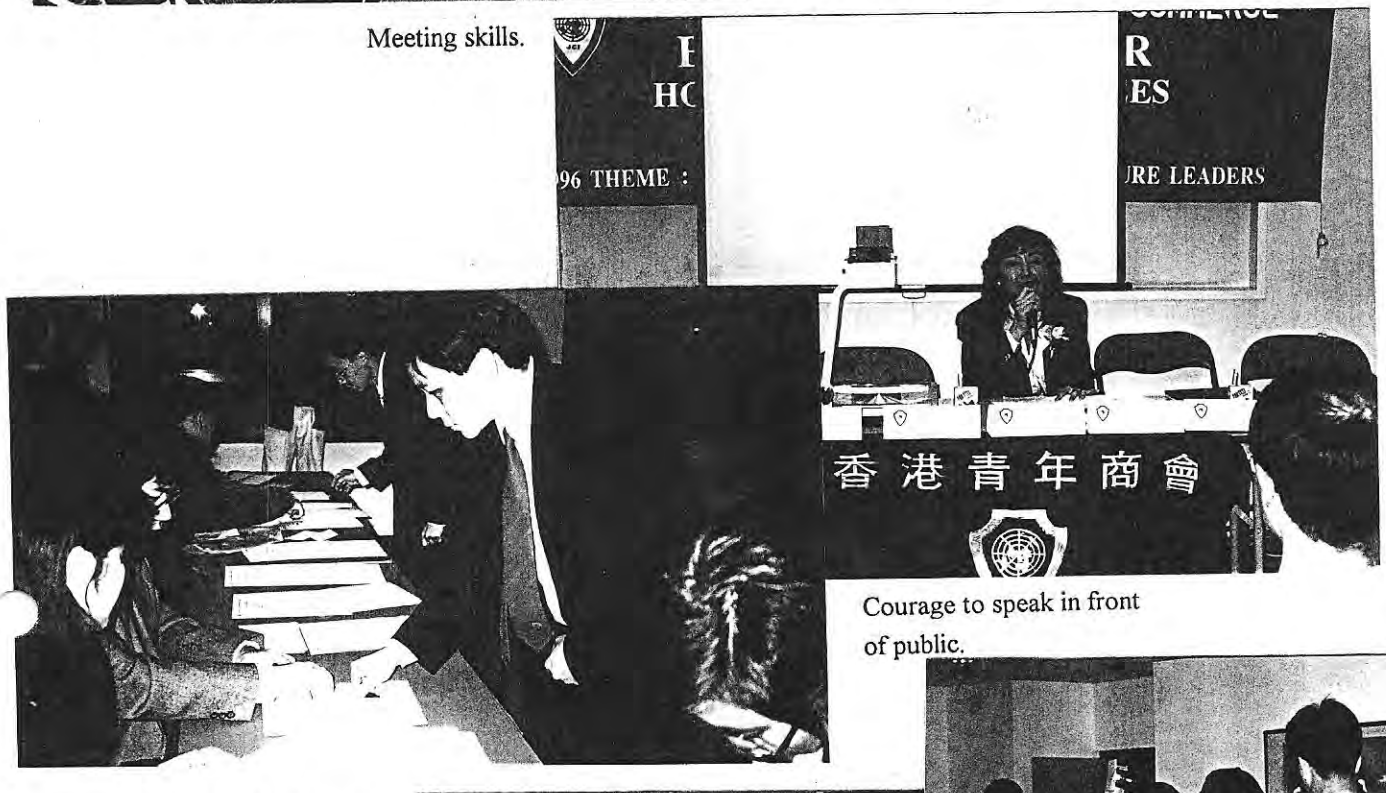


The mission of **training** in Junior Chamber is *to develop individual members and prepare them to undertake social responsibilities within their communities according to JCI principal of leadership development to create positive change.*

Members will be better trained and development through training seminars and **learning by doing** on projects.

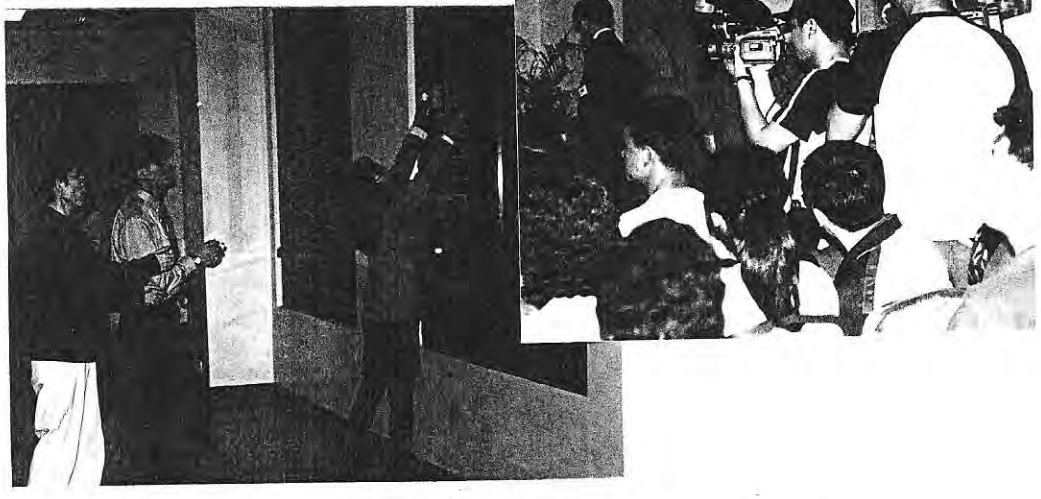
A better-trained and developed individual will react more as a *future leader* than others to his or her professional and family environment and thus contribute to a better world.

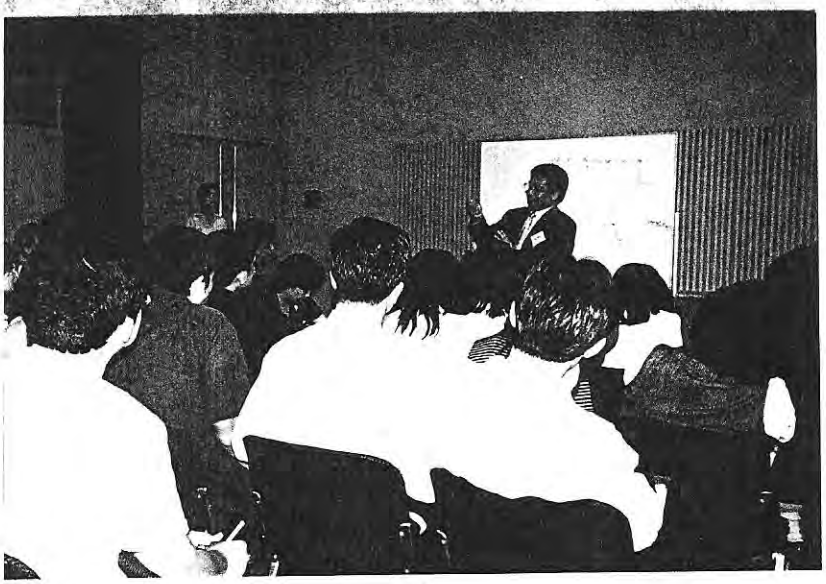
Meeting skills.



Courage to speak in front of public.

Team work - it works!





Discussion and Presentation are important parts of a training session





Smiling faces and foot without shoes, demontrating the enjoyable atmosphere

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

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



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



Baby coaches were exposed to different training opportunities to polish their coaching skills.

T THE DEBUT



ut expression

PRIME course
mp in Cheung

conducted
l received
was also
in as the

programme designer, Petrus Yung, Shelina Chung, Wesley Chau and '94 NVP C.K. Lee .

Presenting effectively is an art of acting. Fellow coaches acted in some fun-filled and dramatic drills to enhance their flexibility in presentation expression.

To improve clarity, participants practised the use of natural gestures, intonation and voice projection during the text-reading exercise. To many participants, perhaps the greatest benefits could be the guidelines and tips for effective presentation technique given by C.K.

"The only thing that could make our presentation lively is our enthusiasm". Yes! Our fellow coaches are full of enthusiasm to help members learn, but it's just the beginning of the long journey to excellence. We need opportunities. Dear fellow members, for sharing the new and dynamic learning experience, invite us from the PRIME as coaches to your programmes. Or just ring up Tony Tsang (Tel: 8485 0175) the sub-committee chairman for Coaches Development of the TDC for more information. New experiences are guaranteed!