

THE HONG KONG COUNCIL OF SOCIAL SERVICE

HKCSS Institute

The 3rd NGO Executive Leadership Development Programme (2021)

APPLICATION FORM

This form should be completed and returned to HKCSS Institute (Room 906, 9/F., Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong) or send to institute@hkcss.org.hk by **15 January 2021 (Fri) at Noon 1200.**

In compliance with the Personal Data (Privacy) Ordinance, all personal details would be kept in strict confidence.

PART I: TO BE COMPLETED BY APPLICANT

1. Name of Applicant: *(as appeared in your travelling document)*

*Prof/Dr/Mr/Mrs/Ms

** Please delete the inappropriate.*

_____ (Surname)

_____ (Other name)

_____ (Please give name in Chinese, if any)

2. Name of Organisation: _____

Position: _____

Work Unit/ Department: _____

3. Mailing Address _____

Tel: (Office) _____

Fax: _____

(Mobile) _____

E-mail: _____

4. Age: 21- 30 31 – 40 41 – 50 51 or Over

5. Education:

Post-graduate, please specify _____

Degree, please specify _____

Associate degree /Diploma, please specify _____

6. Work Experience in NGO Sector:

(In chronological order, starting with the present employment work experience)

Name of Agency	Position Held	Duration of Service (no. of years)	Working w/ Board (Yes – Name of Board /No)

7. Your span and impact of control in your current position:

Items	Numbers
No. of employees in the organization	
No. of employees under your direct supervision (with appraisal handling responsibility)	
No. of employees under your span of control	
Annual budget you are in-charge of	

8. Involvement in Public Services:

(In chronological order, starting with present or the most recent public service experience)

Name of Organisation	Position Held	Duration of Service (no. of years)

9. Highlights of Continuous Learning Achievement in the last five years, if any:

Name of Study	Course Provider	Year

10. What do you expect to achieve through participating in the 3rd NGO Executive Leadership Development Programme (2021)?

11. What do you think you can contribute to the Sector as an alumnus of the Programme?

12. Special Grants

Three special grants, at 50% of tuition fee support, for NGOs which are of no Social Welfare Development Fund support are available for application. Please indicate if you would like to apply with reasons indicated below.

13. Programme Requirement

The programme requires you:

1. to have 80% attendance of the whole programme including workshops, seminars, camp, talks and visits AND
2. to participate in the Leadership Assessment and two one-on-one coaching sessions AND
3. to write a case on a selected management topic and lead a discussion session AND
4. to participate in the group project

Programme details:

Workshop/Seminars *(Please note that time schedule, trainers and guest speakers are subject to change.)*

Tentative Date	Activities/ Workshops/ Luncheons
Module 1 - Lead with Purpose with Social and System Intelligence	
26 Mar (Fri)	1. Influential and Effective Leadership
Apr (Fri-Sat)	Reflective Leadership Camp
30 Apr (Fri)	2. Strategic and Sustainable Management of Organisations and People
14 May (Fri)	3. Strategic Thinking and Visioning
28 May (Fri)	4. Strategic Decision Making
11 Jun (Fri)	5. Working with Board and Governance Health
Module 2 - Organisational Health and Growth	
25 Jun (Fri)	6. Assessing and Improving Organisation Health
9 Jul (Fri)	7. Service Portfolio Management
23 Jul (Fri)	8. Technology and Knowledge Management
6 Aug (Fri)	9. People Development and Succession Planning
20 Aug (Fri)	10. Leading and Managing Innovation and Change
Module 3 - Network and Influence for Boundary Spanning	
3 Sept (Fri)	11. Working with Government & Networking in Community
17 Sept (Fri)	12. Risk and Crisis Management
8 Oct (Fri)	13. NGO Branding and Stakeholders Management
Late Oct	Graduation and Group Presentation

Harrison Assessment on Leadership and one-on-one Coaching

- on-line assessment by 5 Mar
- group leadership workshop on 26 Mar
- 1st one-on-one coaching session, 1 hour in Apr
- 2nd one-on-one coaching session, 1 hour in Aug

Leadership Reflection Camp (2-day)

- Apr (9-10 Apr or 16-17 Apr or 23-24 Apr)

Peer Group Learning with Case writing

- Bundled with workshops on Fridays.
- Alumni as resource persons

Six Meet-the-people talks in the formats of visit, luncheons or breakfast

- Each activity lasts for about 1.5 hours. To be scheduled in May, June and July.

Team Project Presentation

- 22 or 29 Oct 2021

Graduation Ceremony

- 22 or 29 Oct 2021

14. Programme Fee Payment procedure would be notified to shortlisted candidates after the deadline of application

Programme fee: \$35,000, excluding the 2-day camp. A studentship of \$5,000 will be offered to participants who have successfully fulfilled the programme requirements (Net Programme Fee: \$30,000, excluding the 2-day camp). Total fee will be advised to shortlisted candidates.

15. Statement by Applicant

I hereby declare that all information given in this form is true and complete to the best of my knowledge. I accept that this information will be used in the selection process and that any misrepresentation will disqualify my application. I authorize The Hong Kong Council of Social Service and HKCSS Institute to use my data for statistical and research purposes. I understand that I will have to take up the responsibilities as required if I am selected to join the programme.

Signature of Applicant:

Date:

PART II: TO BE COMPLETED BY BOARD OF DIRECTORS

1. **Reasons for recommending the applicant:**

2. **A successful applicant is obligated to engage in the assessment meeting, and other training activities requested by the organiser. Will your organisation support the applicant in fulfilling these tasks?**

3. **If your Agency/Organisation is recommending more than one staff, please indicate your priority position for this applicant:**

Signature : _____

Name : _____

Position : _____

Name of Organisation : _____

Address : _____

E-mail address: _____

Telephone : _____

Date : _____

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