

Organizations and individuals encounter problems everyday. Often these problems can be complicated by our unwise decisions, emotional reactions or panicky actions. To be able to do the right thing at the right time to these problems is crucial to an organization's long term survival.

Objectives

At the completion of the course, participants will be able to:

1. Adopt a fundamental 4-step process to solving problems
2. Identify barriers to innovation
3. Generate creative ideas
4. Turn ideas into actions
5. Screen and sell screened ideas to management

It is expected that, by applying the tools and techniques in the program, participants can adopt a strategic yet innovative approach to problem solving, thereby improving their overall productivity in the workplace.

Methodology

Games, Discussions, interactive mini-lectures, simulation exercises

Course Outline

1. Recognising and assessing a problem

- identifying a problem
- Assessing the short term and long term implications
- When is a problem worth solving ?
- Overview of a problem solving strategy

2. Innovative approach to problem solving

- Advantage and challenges of innovation
- Roadblocks to innovation
- Three (3) principles to overcome innovative roadblocks

3. Innovative thinking tools and techniques

- Mapping your ideas
- Brainstorming and reverse brainstorming
- SCAMPER
- Simple random word

4. Screening, selling and action-planning

- Not all innovative ideas are practicable and 'sellable'
- Using Quadrant Diagram to screen ideas
- Examining an idea in six (6) different dimensions
- Turning ideas into action plan
- Selling an idea upwards

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction	
2	Jun-06	Blue Ocean Problem Solving and Decision Making	updated B-PSDM	1	HK\$3,480	HK\$3,180	May 12, 2017	May 17, 2017	C/E
	Jun-07	Change Management Workshop	NEW CHM	1	HK\$3,480	HK\$3,180	May 12, 2017	May 17, 2017	C/E
3	Jun-14	Negotiation Skills Workshop for Merchandisers	NEW NSW-M	1	HK\$3,480	HK\$3,180	May 19, 2017	May 24, 2017	C/E
	Jun-15	Effective Business and Email Writing	EBEW	1	HK\$3,480	HK\$3,180	May 19, 2017	May 24, 2017	C/E
4	Jun-20	Etiquette Training for Technical Professionals	NEW ETPP	1	HK\$3,480	HK\$3,180	May 26, 2017	May 31, 2017	C
	Jun-21	Effective Presentation Skills Workshop	NEW EPSW	1	HK\$3,480	HK\$3,180	May 26, 2017	May 31, 2017	C
5	Jun-28	Innovative Thinking and Problem Solving	NEW ITPS	1	HK\$3,480	HK\$3,180	Jun 2, 2017	June 7, 2017	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
Call Miss Mak at:
2838-1182



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Wan Chai, Hong Kong



BY FAX:
Send enrolment form above to
our FAX at number:
2838-7122



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