

SAMPLE

Please state your **involvement and contribution to HKIHRM / HR profession** for applying Professional Membership according to the following format and in reverse chronological order:

Course Name, Organiser, Year (DD- MM-YYYY)

Example:

Involvement and Contribution to HKIHRM / HR Profession

Qualification obtained:

- Professional Member (ABC HR Institute / USA, 2016-Present)
- Accredited Law Officer of HR (Advanced) 高級人力資源法務師 (2016)
- Accredited Global Mobility Specialist (GMS®) and Strategic Talent Mobility(GMS®-T) (2015)
- The Global Professional in Human Resources (GPHR) (2014)

Completed the following Certificate Courses:

- Certificate in HK Employment Ordinance (HKIHRM, 01-01-2018)
- Certificate in Salaries Tax (HKIHRM, 01-01-2017)
- Certificate in Train-the-Trainer (ABC University, 01-01-2015)
- Foundation Certificate in Training Management (ABC Organization, 01-01-2007)

Participated in the following events:

- 微表情於面試中的應用及其解讀 (HKIHRM, 20-05-2019)
- 2018 Pay Trend and Benefits Seminar (HKIHRM, 01-11-2019)
- Annual Conference & Exhibition (ABC Institute, 01-01-2017)
- Complaints Management for Workplace (ABC Association, 01-01-2010)

Other Contributions to the HR Community:

- Part-time Lecturer, Higher Diploma in Human Resources Management (ABC University, 2014-2018)
- Judging Panel, HR Excellence Award (HKIHRM, 2018)
- Organising Committee, HR Conference (ABC Institute, 2017)
- Guest Speaker, HR Conference (ABC Institute, 2016)
- Mentor, Mentorship Programme (ABC Company, 2014-2016)