

Memorandum

To: Social Enterprise Units and Related Organizations
From: Jessica Tam, Head of Social Enterprise Business Centre
Subject: Social Enterprise Seminar Series – Human Resource Management for Social Enterprises
Date: 13 February 2017

For a lot of social enterprise (SE) startups, only a small team of co-founders, if not one single founder, run each and every aspect of the entire business; therefore, as the business scale, (co-)founders often face human resource (HR) management challenges - how should one build from scratch an HR management system and draw up related policies given the resource constraints, with regard to recruitment, staff welfare, leave, performance review, training, complaint handling, and employment termination? Apart from full time staff, what are some good practices to manage part-time staff, even volunteers?

At this seminar, Founder of FLEX Human Resources will speak on HR management for SEs. With a clientele of small- and medium- businesses, FLEX Human Resources has recently joined SEBC's "Corporate Social Angel Programme" which serves to provide free or discounted professional business support for SEs.

Please join the seminar with details as follows:

Featured topics

- Attracting the best talents and reducing employee turnover
- Building HR management policies and related systems
- Managing full-time and part-time staff, as well as volunteers

Date : 14 March 2018 (Wednesday)
Time : 3:00 – 5:00p.m. (registration begins at 2:45pm)
Venue : 4/F., Duke of Windsor Social Service Bldg., 15 Hennessy Rd., Wanchai, H.K
Speaker : Mr. Michael Tsang, Founder and Business Director, FLEX Human Resources
Target : Small and medium SE practitioners, administrators of social welfare organizations and related organizations (*Priority given to Social Innovation and Entrepreneurship Development Fund (SIE Fund) grantee projects*)
Seat : 60
Language : Cantonese
Fee : Free Admission
Enquiry/RSVP : Ms. Y. W. Wong (2876 2491; yw.wong@hkcss.org.hk)