

Digital Transformation Support Pilot Programme 數碼轉型支援先導計劃 (DTSP)
– Training Sponsorship Scheme 培訓資助方案

For Internal Use Only
 只供內部填寫
Application No.:
 申請編號:

Application Form 資助申請表格

- 在填寫本資助申請表格前，請先細閱《數碼轉型支援先導計劃 - 培訓資助方案申請指引及須知》（文件編號：ENC.RF.071）。Please read the "Digital Transformation Support Pilot Programme – Training Sponsorship Scheme Guides and Notes for the Applicants" (Doc Ref: ENC.RF.072) carefully before completing this Application Form.
- 請用正楷及阿拉伯數字填寫本表格。如有空位不足的情況，可自行以紙張補充填寫。Please complete this Application Form in block letters and Arabic numbers. If the space provided is not enough, please use additional paper to supplement.
- 請在標示「☐」之欄位選擇適當選項並於方格內填上「√」號。Please fill in with "√" in the appropriate option(s) marked with "☐".
- 申請商會必須填寫本資助申請表格，並提供丁部中列出的證明文件，在 2025 年 03 月 31 日前電郵至 dtraining@cyberport.hk。Applicant must fill in this Application Form with supporting documents listed in Part D and send to dtraining@cyberport.hk **by 31 March 2025**.

甲部 Part A - 申請商會詳情 Particulars of the Applicant			
商會名稱 Name of Trade Association • 如同商業登記證的名稱 as shown on the Business Registration Certificate			
商業登記號碼 Business Registration Number of Trade Association • 如同商業登記證的號碼 as shown on the Business Registration Certificate			
商會行業（必須為香港註冊公司） Sector(s) of Trade Association (must be incorporated in Hong Kong)		☐ 餐飲業 Food and Beverage (F&B) Sector ☐ 非餐飲業的零售業 Non-Food-and-Beverage Retail (Non-F&B Retail) Sector ☐ 旅遊業 Tourism Sector ☐ 個人服務業 Personal Services Sector	
地址 Address			
網站 Website			
主要聯絡人 Principal Contact Person • 執行培訓項目的主要聯絡人 main contact of the Training Programme implementation		職稱 Job Title	
聯絡電話 Telephone No.		電郵地址 Email Address	
第 2 聯絡人（市場推廣部門） Contact Person 2 (Marketing Department) • 有關商會市場推廣活動的聯絡人 contact for marketing event(s)		職稱 Job Title	
聯絡電話 Telephone No.		電郵地址 Email Address	
商會背景 Background of Trade Association • 例如：成立年份及目的 e.g. year of foundation and objectives			
企業會員數目 Number of Members		☐ < 50 ☐ 51-100 ☐ 101-150 ☐ > 150	

乙部 Part B - 培訓項目 Training Programme

- *申請商會必須舉辦相關的培訓課程（面授培訓課程及/或網授培訓課程），共逾 100 名參與者，以符合培訓資助申請條件。
Trade Association shall organise training session(s) face-to face and/or online with total 100+ participants to be eligible for the training sponsorship reimbursement.
- *一個混合培訓課程（參加者可以選擇以面授形式或網授形式參與的培訓課程），將可視為兩個培訓課程。ONE blended training session (the training session allows participants to join by face-to-face and/or online format) will be counted as TWO training sessions.
- *如舉辦多個培訓課程，可自行以紙張補充填寫培訓課程詳細資料。Please use additional paper to supplement the details if organising multiple training sessions.
- *請留意每個已獲批准的申請商會可以申請的培訓資助上限為港元 50,000。Please note that the maximum amount of training sponsorship for each approved Trade Association is HKD50,000 only.

乙 1 B1 - 培訓課程 Training Session（面授培訓課程 Face-To-Face Training Session）

預計培訓課程時間 Training Schedule • 培訓課程必須在 2024 年 1 月 1 日至 2025 年 4 月 30 日期間進行並完成 Training Session must be conducted and completed within 1 Jan 2024 to 30 Apr 2025	☐ 2024 年第一季度 / Q1 2024 ☐ 2024 年第二季度 / Q2 2024 ☐ 2024 年第三季度 / Q3 2024 ☐ 2024 年第四季度 / Q4 2024 ☐ 2025 年第一季度 / Q1 2025 ☐ 2025 年四月內 / Apr 2025
預計培訓形式 Training Format	☐ 研討會 Seminar ☐ 工作坊 Workshop ☐ 小組討論 Group Discussion ☐ 會議 Conference ☐ 討論會 Symposium ☐ 其他 Other（請列明 Please Specify: _____）
培訓主題 Training Topic(s)	☐ 電子支付系統及店面銷售 Digital Payment Solutions and Shopfront Sales 請列明 Please specify: _____ _____ _____ ☐ 線上推廣 Online Promotion Solutions 請列明 Please specify: _____ _____ _____ ☐ 客戶管理及優惠系統 Customer Management and Loyalty Solutions 請列明 Please specify: _____ _____ _____

乙 2 B2 - 培訓課程 Training Session（網授培訓課程 Online Training Session）

預計培訓課程時間 Training Schedule • 培訓課程必須在 2024 年 1 月 1 日至 2025 年 4 月 30 日期間進行並完成 Training Session must be conducted and completed within 1 Jan 2024 to 30 Apr 2025	☐ 2024 年第一季度 / Q1 2024 ☐ 2024 年第二季度 / Q2 2024 ☐ 2024 年第三季度 / Q3 2024 ☐ 2024 年第四季度 / Q4 2024 ☐ 2025 年第一季度 / Q1 2025 ☐ 2025 年四月內 / April 2025
預計培訓形式 Training Format	☐ 研討會 Seminar ☐ 工作坊 Workshop ☐ 小組討論 Group Discussion ☐ 會議 Conference ☐ 討論會 Symposium ☐ 其他 Other（請列明 Please Specify: _____）
培訓主題 Training Topic(s)	☐ 電子支付系統及店面銷售 Digital Payment Solutions and Shopfront Sales 請列明 Please specify: _____ _____ _____ ☐ 線上推廣 Online Promotion Solutions 請列明 Please specify: _____ _____ _____ ☐ 客戶管理及優惠系統 Customer Management and Loyalty Solutions 請列明 Please specify: _____ _____ _____

乙 3 B3 - 培訓課程 Training Session (混合培訓課程 Blended Training Session)	
預計培訓課程時間 Training Schedule • 培訓課程必須在 2024 年 1 月 1 日至 2025 年 4 月 30 日期間進行並完成 Training Session must be conducted and completed within 1 Jan 2024 to 30 Apr 2025	☐ 2024 年第一季度 / Q1 2024 ☐ 2024 年第二季度 / Q2 2024 ☐ 2024 年第三季度 / Q3 2024 ☐ 2024 年第四季度 / Q4 2024 ☐ 2025 年第一季度 / Q1 2025 ☐ 2025 年四月內 / April 2025
預計培訓形式 Training Format	☐ 研討會 Seminar ☐ 工作坊 Workshop ☐ 小組討論 Group Discussion ☐ 會議 Conference ☐ 討論會 Symposium ☐ 其他 Other (請列明 Please Specify: _____)
培訓主題 Training Topic(s)	☐ 電子支付系統及店面銷售 Digital Payment Solutions and Shopfront Sales 請列明 Please specify : _____ _____ _____ ☐ 線上推廣 Online Promotion Solutions 請列明 Please specify : _____ _____ _____ ☐ 客戶管理及優惠系統 Customer Management and Loyalty Solutions 請列明 Please specify : _____ _____ _____
乙 4 B4 - 培訓項目詳情 Details of Training Programme	
預計參加者總人數 (=乙 1+乙 2 和/或乙 3) Estimated Total Number of Participants (= B1 + B2 and/or B3) • 培訓課程必須至少達到 100 總參加人數，以符合培訓資助條件 at least 100 participants from training session(s) for being eligible for training sponsorship • 培訓項目必須為非牟利形式，參加者無須支付任何形式的費用 Training Programme shall be non-profit seeking in nature and participants shall not pay any kind of fee • 培訓項目完成後，請提供： (1) 出席記錄列表、包括出席者總人數、名字、性別、職稱、公司名稱、出席時間和離開時間、在培訓項目的出席時數；和 (2) 問卷調查（請使用本資助申請表格附錄甲和附錄乙的範本） • After Training Programme, please provide: (1) Attendee List with total number of participants, their names, gender, job titles, company names, sign in and sign out timestamps and time spent in the Training Programme; and (2) Survey data (with the templates at Appendix A and Appendix B in this Application Form)	☐ 100 名 pax ☐ 150 名 pax ☐ > 200 名 pax
講者人數 (如有) Number of Trainer(s) (if any) • 講者酬金上限為每小時港幣 890 元 Honorarium to be paid to each trainer is up to HKD890 per hour	☐ 1-5 名 pax 請列明 Please Specify : _____ ☐ 6-10 名 pax 請列明 Please Specify : _____ ☐ > 10 名 pax 請列明 Please Specify : _____

銜接數碼轉型支援先導計劃的效果 Impact on DTSP Programme Engagement 這是申請培訓資助實報實銷的審核條件之一 this is one of the vetting criteria for claiming training sponsorship reimbursement	☐ 在培訓項目中包含數碼轉型支援先導計劃的介紹 Including DTSP introduction during the Training Programme ☐ 在商會的宣傳渠道及資料中介紹數碼轉型支援先導計劃 Introducing DTSP in the Trade Association's promotional channels and materials (例如：網站、電郵行銷、社交媒體貼文或會員通訊 e.g. Website, eDM, Social Media Post, Newsletter) ☐ 向商會的會員提供申請數碼轉型支援先導計劃的額外支援 Providing additional support to Trade Association's members applying DTSP 請列明 Please Specify : _____ ☐ 其他 Other 請列明 Please Specify : _____
宣傳計劃 Promotion Plan	☐ 網站 Website ☐ 電郵行銷 eDM / Email ☐ 社交媒體貼文 Social Media Post ☐ 會員通訊 Newsletter ☐ 海報 / 傳單 Poster / Leaflet ☐ 廣告 Commercials ☐ 其他 Other (請列明 Please Specify : _____)
培訓項目執行管理 Training Programme Implementation Management	☐ In-House 由商會內部人員舉辦 ☐ Outsource 尋求外判管理及執行 (例如：培訓代理，活動管理代理 e.g. training agent, event management agent)
請問申請商會是否就本培訓項目申請其他在香港的公共資助？ Is the Applicant applying for subsidy from any other public fund in Hong Kong regarding this Training Sponsorship Application?	☐ 沒有 No ☐ 有 Yes (請列明 Please Specify : _____) _____)

丙部 Part C - 補充資料 Supplementary Information

丁部 Part D - 證明文件 Supporting Documents	
☐ 商業登記證副本 Copy of Business Registration Certificate ☐ 商會的商標 Trade Association Logo (檔案大小至少2 MB, Adobe Illustrator 檔案優先, 用於宣傳用途 at least 2 MB in size, Adobe Illustrator format preferred, for promotional usage) ☐ 商會的企業會員名單 Trade Association's Corporate Member List ☐ 其他 Others (請列明 Please specify: _____)	
戊部 Part E - 預計開支明細 Breakdown of Estimated Costs	
<i>*每個商會可以申請上限港幣50,000的培訓資助, 以補貼在本資助申請表格乙部所列出的培訓課程的安排和運作的直接開支 (注意: 資助金額不包括餐飲、紀念品, 以及資本如硬體、軟件和任何其他設備的開支)。Each Trade Association can apply for training cash sponsorship up to HKD50,000 of the direct costs of training development and operation of training session(s) listed in Part B of this Application Form, excluding food & beverage, souvenirs, capital such as hardware, software and equipment purchases.</i>	
開支項目 Costs Items	預計開支 (港幣) Estimated Costs (HKD)
☐ 培訓場地租金和 / 或網授平台訂閱費用 Training Venue Rental and/or Online Training Platform Subscription	
☐ 宣傳費用 Promotion Costs	
☐ 培訓運作支出 (不包括餐飲、紀念品, 以及資本如硬體、軟件和任何其他設備的開支) Training Logistics (excluding food & beverage, souvenirs, capital costs such as hardware, software and equipment purchases)	
☐ 講者酬金 Training Honorarium (講者酬金為每小時上限港幣890元 honorarium to be paid to each trainer is up to HKD890 per hour)	
☐ 培訓項目的外判支出 Outsourcing Costs for Training Programme	
☐ 培訓項目的錄影、拍照、培訓錄影檔案剪輯支出 (注意: 提供獲講者授權的演示文件及網授培訓課程的錄影檔案予數碼港, 以上傳到數碼港學院網站供公眾免費觀看一年) Video Recording, Photography and Post-Training Video Editing Costs (with the written consent of the trainer(s), the presentation materials and video recordings shall be provided to HKCMCL for public access at Cyberport Academy Smart Learning Portal free-of-charge for one calendar year)	
☐ 其他 Others (如有, 請列出 Please specify, if any: _____) _____	
Total Amount of Estimated Costs (HKD) 預計開支的總金額 (港元):	
己部 Part F - 聲明 Declaration	
<i>*必須在所有標示「☐」之欄位內填上「√」號。It is compulsory to fill in with "√" in all the options marked with "☐".</i>	
☐ 我們證實所有與本資助申請表格關聯的資料是已核實為真實正確及證實我們沒有隱瞞相關資料。We certify that all information contained in this Application Form is certified truthful and accurate and that no relevant information has been withheld. ☐ 我們同意本培訓資助申請受到《數碼轉型支援先導計劃 - 培訓資助方案申請指引及須知》(文件編號: ENC.RF.071) 的條款及細則的約束。We agree to be bounded by the terms and conditions of the training sponsorship application as set out in the "Digital Transformation Support Pilot Programme – Training Sponsorship Scheme Guides and Notes for the Applicants" (Doc Ref ENC.RF.072). ☐ 我們在此授權香港數碼港管理有限公司在培訓項目中拍照的准許。相關照片被准許用在主要與數碼轉型支援先導計劃相關的活動完結後的宣傳和未來活動的推廣。We hereby grant HKCMCL permission to take photos at the Training Programme(s). Such photos are permitted to use in post-event publicity and promotion for future events primarily related to the DTSP. ☐ 我們願意, 如有, 在香港數碼港管理有限公司的官方社交媒體平台上現場廣播培訓項目。We are willing to have the Training Programme(s) live broadcasted via online social media platform(s) at the HKCMCL official account, if applicable. ☐ 我們願意, 如有, 在培訓項目完成後, 如培訓課程以網授形式進行, 申請商會須提供獲講者授權的演示文件及網授培訓課程的錄影檔案予數碼港, 以上傳到數碼港學院網站供公眾免費觀看一年。We are willing to, with the written consent of the trainer(s), provide the presentation materials and video recordings of online training sessions to HKCMCL for public access at Cyberport Academy Smart Learning Portal free-of-charge for one calendar year.	

☐ 我們已閱讀香港數碼港管理有限公司的收集個人資料聲明，包括有關使用我們的個人資料作直接促銷的用途，並明白其內容。我們表示同意香港數碼港管理有限公司使用我們的個人資料（主要是我們的姓名及聯絡資料）作直接促銷服務、產品、設施、活動及其他題材（主要與香港數碼港管理有限公司或數碼港或數碼港的合作夥伴或數碼港的商店或商戶有關，或在數碼港提供或舉辦的服務、產品、設施、活動、事件及題材），詳見《收集個人資料聲明》。有關私隱政策的更多信息，請參閱數碼港的網站 http://www.cyberport.hk/en/privacy_policy。We have read the Personal Information Collection Statement of HKCMCL, including the information about the use of our personal data in direct marketing, and we understand its contents. We signify our consent for HKCMCL to use our personal data (primarily our names and contact details) in direct marketing services, products, facilities, activities and other subjects to us (primarily services, products, facilities, activities, events and subjects offered in relation to HKCMCL or Cyberport or partners of Cyberport or shops or merchants in Cyberport or offered or hosted at Cyberport) as more particularly set out in the Personal Information Collection Statement. For more on privacy policy, please refer to Cyberport website at http://www.cyberport.hk/en/privacy_policy.

提交日期 Submission Date

庚部 Part G - 條款及細則 Terms and Conditions

- 如培訓項目有任何修訂、撤回申請、或更改主要聯絡人，申請商會必須在培訓項目生效日期前最少 10 個工作日前提交改動申請表格（文件編號: ENC.SF.243），闡述合理解釋及提交相關文件。In cases there are drastic changes to the Training Programme(s), and/or application withdrawal, and/or change of Principal Contact Person(s), Applicant shall submit the Amendment Form (Doc Ref: ENC.SF.243) with valid reason(s) and supporting proof(s) at least 10 working days before the original commencement date of the Training Programme(s).
- 已獲批准的培訓資助申請，申請商會應在在培訓項目完成後 20 個工作日內，並在相應的實報實銷提交截止日期之前（即是 2024 年 5 月 10 日，2024 年 8 月 9 日，2024 年 11 月 8 日，2025 年 2 月 7 日和 2025 年 5 月 2 日），向 dtraining@cyberport.hk 提交實報實銷表格（文件編號: ENC.SF.242），以及其他所須的證明文件和報告。所有用以實報實銷用途的已提交的資料將不會發回。For approved training sponsorship applications, Applicants shall submit the Reimbursement Form (Doc Ref: ENC.SF.242) to dtraining@cyberport.hk with all required supporting documents and Post-Training Programme report within 20 working days after the completion of the Training Programme(s), and on or before the respective reimbursement submission deadlines (i.e. 10 May 2024, 9 August 2024, 8 November 2024, 7 February 2025 and 2 May 2025). All submitted documents for training sponsorship reimbursement will not be returned.
- 申請商會的名稱必須是發票和收據上的支付者。不能證明申請商會為支付者的文件將不會接受為培訓資助實報實銷用途。The Applicant's name (i.e. trade association name) must be shown on the invoices and receipts as the payer. Documents failed to prove the Applicant as the payee are not eligible for training sponsorship reimbursement.
- 如有任何已獲批准培訓資助金額和培訓項目實際開支存在的差異，香港數碼港管理有限公司保留最終決定權，培訓資助金額可能被扣減。The training sponsorship may be deducted, subject to the final decision of HKCMCL, if there are discrepancies between the approved training sponsorship amount and the actual costs of the Training Programme(s).
- 香港數碼港管理有限公司保留向申請商會索取有關申請的額外信息的權利。HKCMCL reserves the right to obtain further and additional information from the Applicant in relation to the training sponsorship application.
- 即使申請文件中有任何相反的規定，政府及香港數碼港管理有限公司保留以申請商會曾經、正在或有理由相信申請商會曾經或正在作出可能導致或構成發生危害國家安全罪行的行為或活動為由，取消其申請商會資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關申請。Notwithstanding anything to the contrary in the application documents, the Government and HKCMCL reserves the right to disqualify an Applicant on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- 若出現下列任何一種情況，政府或香港數碼港管理有限公司可以立即終止對申請商會獲批的培訓資助安排：（1）申請商會曾經或正在從事可能構成或導致發生危害國家安全或不利於國家安全的行為或活動；（2）繼續履行申請不利於國家安全；（3）政府或香港數碼港管理有限公司有理由相信上述任何事情即將出現。The Government or HKCMCL may immediately terminate the sponsorship arrangement approved to the applicant upon the occurrence of any of the following events: (1) the Applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (2) the continued engagement of the Applicant or the continued performance of the relevant sponsorship arrangements is contrary to the interest of national security; or (3) the Government or HKCMCL reasonably believes that any of the events mentioned above is about to occur.
- 中英文版本如有歧異，概以英文版本為準。The English version of this Application Form shall prevail in case of any discrepancy or inconsistency between the English version and the Chinese version.
- 香港數碼港管理有限公司有權在任何時間及沒有事前通知的情況下，修改及補充本資助申請表格的條款及細則。These terms and conditions may be amended or supplemented by HKCMCL at any time without prior notice.

For the Use of HKCMCL 供香港數碼港管理有限公司使用		
Part H (To be certified by the Cyberport Academy team)		
This application is: ☐ Recommended ☐ Not Recommended		
Recommended sponsorship HKD _____		
Submitted by:	Signature:	Date:
Part I (To be verified by Cyberport Management - Department Head or above)		
This recommendation is approved by Cyberport: ☐ Confirmed ☐ Not Confirmed		
Cyberport approved training sponsorship HKD _____ for this application.		
Cyberport imposed terms and conditions to this application (if any):		

Endorsed by:	Signature:	Date:
Approved by	Signature:	Date:

附錄甲 Appendix A

培訓評估 Training Evaluation

這是香港數碼港管理有限公司就每個培訓課程完結後提供給參加者填寫的培訓評估副本。評估回應率必須是參加者總數的30%或以上。本培訓評估的培訓評估回應總結，連同培訓項目完成報告和實報實銷表格（Doc Ref.: ENC.SF.242），必須在培訓項目完成後 **20 個工作日內**，**並在其相對應的實報實銷提交限期前**（即是 2024 年 5 月 10 日，2024 年 8 月 9 日，2024 年 11 月 8 日，2025 年 2 月 7 日和 2025 年 5 月 2 日），經電郵 (dtraining@cyberport.hk) 提交至香港數碼港管理有限公司。香港數碼港管理有限公司有權派出員工出席及監察培訓課程。The is a copy of the training evaluation form which HKCMCL ask all participants to complete at the end of each Training Session. The response rate of training evaluation must be at least 30 percent or above of the total number of attendees. A summary of the responses to these forms must also be submitted to HKCMCL, along with Post-Training Programme Report and Reimbursement Form (Doc Ref.: ENC.SF.242) by email (dtraining@cyberport.hk) **within 20 working days** after completion of Training Programme(s), and **on or before the respective reimbursement submission deadlines** (i.e. 10 May 2024, 9 August 2024, 8 November 2024, 7 February 2025 and 2 May 2025). HKCMCL may send one of its staff to attend and monitor the Training Session(s).

培訓評估 [給參加者的範本]

Training Evaluation [Template for Training Participants]

參加者名稱 Participant Name: _____

請在培訓課程後，完成這表格，並提交至培訓課程統籌，謝謝。（請選擇並在適當的選項填上「√」號） Please complete this form at the end of the training session and submit it to the training session co-ordinator, thank you. (Please √ the appropriate options)

1. 總體評估：你對培訓課程的整體滿意度是如何？ General Evaluation: How satisfied are you with the overall training session?

非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor

2. 講者的知識和表現 Trainers' Knowledge and Performance

	非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor
演講的質素及全面性 Quality and comprehensiveness of presentation					
內容清晰及培訓方式容易明白 The content and the training delivery are clear and easy to understand					
講者的整體評分 Overall rating to the trainers					

3. 培訓課程內容和相關性 Training Content and Relevance

	非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor
培訓課程切合你的需要/期望 The training session meets your needs/ expectations					
培訓課程內容對你工作環境有用處 The training session content is useful in your workplace					
培訓課程內容的整體評分 Overall quality of training session content					

4. 學習的反思 Reflection on Learning

	非常同意 Strongly Agree	同意 Agree	中立 Neutral	不同意 Disagree	非常不同意 Strongly Disagree
培訓課程增加你對數碼轉型的認識 / 知識 The training session increases your understanding/ knowledge in digital transformation					
培訓課程刺激及啟發你對數碼轉型的興趣 The training session stimulates and inspires your interest in digital transformation					
培訓課程提供對數碼轉型有價值的知識 This training session provides worthwhile knowledge in digital transformation					

謝謝你花時間填寫這個培訓評估。
Thank you for taking the time to complete this training evaluation.

附錄乙 Appendix B

培訓評估回應總結 [給商會的範本]

Summary of Training Survey Response [Template for Trade Association]

商會 Trade Association:

培訓項目日期 Training Programme Date(s):

已舉辦培訓課程總數 Total Number of Training Sessions conducted:

請列出培訓課程主題 Please Specify the Training Topics:

- 1) _____
- 2) _____

培訓課程模式 Training Format (請選擇並在適當的選項填上「√」號 Please ✓ the appropriate options):

- ☐ 面授培訓課程 Face-To-Face Training Session ☐ 網授培訓課程 Online Training Session
- ☐ 混合培訓課程 Blended Training Session (即參加者可以選擇以面授形式或網授形式參與的培訓課程 the training session in which participants to join by face-to-face and/or online format)

培訓項目參加者的總數 Total Number of Participants of Training Programme(s):

獲取回應評估的參加者的總數 Total Number of Survey Response Collected:

1. 總體評估：你對培訓課程的整體滿意度是如何？ General Evaluation: How satisfied are you with the overall training session?

非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor
%	%	%	%	%

2. 講者的知識和表現 Trainers' Knowledge and Performance

	非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor
演講的質素及全面性 Quality and comprehensiveness of presentation	%	%	%	%	%
內容清晰及培訓方式容易明白 The content and the training delivery are clear and easy to understand	%	%	%	%	%
講者的整體評分 Overall rating to the trainers	%	%	%	%	%

3. 培訓課程內容和相關性 Training Content and Relevance

	非常好 Excellent	很好 Very Good	好 Good	普通 Fair	差 Poor
培訓課程切合你的需要/期望 The training session meets your needs/ expectations	%	%	%	%	%
培訓課程內容對你工作環境有用處 The training session content is useful in your workplace	%	%	%	%	%
培訓課程內容的整體評分 Overall quality of training session content	%	%	%	%	%

4. 學習的反思 Reflection on Learning

	非常同意 Strongly Agree	同意 Agree	中立 Neutral	不同意 Disagree	非常不同意 Strongly Disagree
培訓課程增加你對數碼轉型的認識 / 知識 The training session increases your understanding/ knowledge in digital transformation	%	%	%	%	%
培訓課程刺激及啟發你對數碼轉型的興趣 The training session stimulates and inspires your interest in digital transformation	%	%	%	%	%
培訓課程提供對數碼轉型有價值的知識 This training session provides worthwhile knowledge in digital transformation	%	%	%	%	%