



MDS members enjoy **20% discount** on all items!  
 管理發展服務會員購買本目錄產品專享八折優惠!

## Management Training Product Order Form 管理培訓產品訂購表格

Name of Products 產品名稱	Video / VCD / CD-Rom 錄影帶/ VCD/ 互動光碟	Language* 語言*	Unit Price HK\$ 售價 (港幣)	Order Qty 訂購數量	Total Amount 金額
<b>Training Videos/ VCD (some have marked with CD-ROM versions) 培訓錄影帶/ VCD (部份註明有互動光碟版本)</b>					
1	The Successful Supervisor Series (成功督導管理系列)				
	1. Leadership (領導技巧) <i>CD-Rom available</i>		C/P*	\$280.00	
	2. Communication (有效之溝通) <i>CD-Rom available</i>		C/P*	\$280.00	
	3. Problem Solving (處事得法) <i>CD-Rom available</i>		C/P*	\$280.00	
	4. Delegation (授權) <i>CD-Rom available</i>		C/P*	\$280.00	
	5. Team Building (建立團隊) <i>CD-Rom available</i>		C/P*	\$280.00	
	6. Discipline (紀律執行) <i>CD-Rom available</i>		C/P*	\$280.00	
	7. Staff Motivation (激勵你的員工) <i>CD-Rom available</i>		C/P*	\$280.00	
	8. Interpersonal Skills (人際關係在你手) <i>CD-Rom available</i>		C/P*	\$280.00	
	9. Time Management (時間管理) <i>CD-Rom available</i>		C/P*	\$280.00	
	10. Planning and Performing (策劃與跟進) <i>CD-Rom available</i>		C/P*	\$280.00	
2	More Customers Are Coming (客似雲來)		C	\$990.00	
3	Managing Service to Your Customers (卓越服務之道)		C/P/E*	\$800.00	
4	Presentation Skills (表達的技巧)		C	\$1,200.00	
5	Managers As Trainers (如何培訓員工)		C/P	\$1,200.00	
6	Winning a YES in Negotiation (談何容易)		C/P*	\$750.00	
7	Video Case Series (管理個案分析集)				
	1. 管理個案分析集(第一輯)		C/P*	\$280.00	
	2. 管理個案分析集(第二輯)		C/P*	\$280.00	
	3. 管理個案分析集(第三輯)		C/P*	\$280.00	
	4. 管理個案分析集(第四輯)		C/P*	\$280.00	
	5. 管理個案分析集(第五輯)		C/P*	\$280.00	
8	Professional Presence (行政人員形象指南)		C	\$750.00	
9	Corporate Direction (企業路向)		C/P*	\$1,000.00	
10	How to Make Difficult Customers Smile (賓至如歸)		C/P*	\$750.00	
11	Starting Your Own Business Video (創業先鋒)		C	\$280.00	
12	Business Starter Programme (創業課程)		C	\$590.00	
13	Marketing Innovation (市場空間 創意無限)		C/P*	\$495.00	
14	Corporate Innovation (企業創新 開拓商機)		C/P*	\$470.00	
15	Making Successful Change (變出新路向)		C/P*	\$495.00	
16	Project Management (項目管理)		C/P*	\$470.00	
17	CRM (顧客關係管理)		C/P*	\$495.00	
18	Setting Strategic Direction (巧用策略 勝算在握)		C/P*	\$395.00	

\* C = Chinese or Cantonese (中文或廣東話) P = Putonghua (普通話) E = English (英文) (delete where inappropriate, 請刪去不適用者)  
 [Each CD-Rom has both C & P versions, 每套互動光碟均配有廣東話及普通話]

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<b>Publications (刊物)</b>					
19	The First Compendium of Mgt Cases from Mainland China (國內管理個案實錄(第一輯))	C	\$100.00		
20	The First Compendium of Mgt Cases from the Asia-Pacific Region (亞太區管理個案實錄(第一輯))	C	\$110.00		
21	The Second Compendium of Management Cases from the Asia-Pacific Region (亞太區管理個案實錄(第二輯))	E	\$110.00		
22	The Fourth Compendium of Management Cases from HK (香港管理個案實錄(第四輯))	C	\$110.00		
23	The Fifth Compendium of Management Cases from HK (香港管理個案實錄(第五輯))	C	\$110.00		
24	The Sixth Compendium of Management Cases from HK (香港管理個案實錄(第六輯))	E	\$110.00		
25	The Managerial Capability Framework (管理才能評估方案)	C/E*	\$150.00		
26	Owner Manager Programme (小型企業管理課程)	C	\$280.00		
27	Starting Business in China (國內營商創業指引)	C	\$125.00		
28	The Good Manager's Guide (卓越管理指引)	C	\$100.00		
29	Principles of Management (管理學原理) (第四版)	C	\$150.00		
30	Economics for Managers (管理人經濟學) (第四版)	C	\$150.00		
31	Organisational Behaviour and Personnel Management (組織行為與人事管理) (98增訂版)	C	\$150.00		
32	Business Law in Hong Kong (香港商業法) (第三版)	C	\$150.00		
33	Management Application of Quantitative Methods (數量方法的管理應用) (96版)	C	\$150.00		
34	Supervisory Skills (督導技巧) (99版)	C	\$150.00		
35	Principles of Accounting (會計學原理) (第一版)	C	\$150.00		
36	Hong Kong Cases in Marketing (96版)	E	\$150.00		
37	Hong Kong Cases in Hotel Management (96版)	E	\$150.00		
38	Hong Kong Cases in Information Systems Management (96版)	E	\$120.00		
39	Hong Kong Cases in Human Resources Management (98版)	E	\$120.00		
40	Managing Markets (市場管理) (04版)	C	\$125.00		
41	Managing Change (變革管理) (04版)	C	\$125.00		
42	Managing Quality (質量管理) (04版)	C	\$125.00		
43	Managing Strategy (策略管理) (05版)	C	\$150.00		
44	A Compendium of Mgt Cases: Hong Kong and Mainland China (香港及國內管理個案選輯) (97版)	C	\$120.00		
45	Case Studies in Small Business Management (中小型企業管理實案薈集)	C	\$38.00		
46	Guide to Small Business Management (小型企業經營管理指南)	C	\$95.00		
47	Creative Thinking of SMEs 創意轉商機	C	\$76.00		
48	Supervisory Management Case Book (發揮督導才能)	C	\$95.00		

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Please click to [www.peak.vtc.edu.hk/mds](http://www.peak.vtc.edu.hk/mds) or call 2919 1543 / 2936 1852 to join The Management Development Service Scheme (MDS) to enjoy special offers!  
請即登上 [www.peak.vtc.edu.hk/mds](http://www.peak.vtc.edu.hk/mds) 或致電 2919 1543 / 2836 1852 申請「管理發展服務」, 享受一連串驚喜優惠!

### Calculate Your Order 付款

小計 Sub-total:	HK\$
Postage 郵費*: (HK\$20 x Order Qty 訂購數量)	HK\$
Registered Fee 掛號費*:	HK\$13.00
Your MDS Subscriber Number*: 「管理發展服務」會員編號*:	
Total amount (after 20% discount): (八折扣後) 總金額:	HK\$

\* delete where inappropriate, 請刪去不適用者

### Customer Information 客戶資料

Please use English for completing the form. 為方便電腦記錄, 請以英文填寫。

Name (Mr / Mrs / Ms)

姓名: (先生/太太/女士) \_\_\_\_\_  
(請填與身份証相同姓名 Please put in name as appeared on your ID card)

Position 職位: \_\_\_\_\_

Organization 機構: \_\_\_\_\_

Address 地址: \_\_\_\_\_

E-Mail 電郵: \_\_\_\_\_

Telephone 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

你是否想收到有關高峰進修學院課程及服務的資料?

Would you like to receive further information about workshops / services provided by PEAK? 是 Yes 否 No

電郵 By e-mail: \_\_\_\_\_

傳真 By fax: \_\_\_\_\_

上列個人資料可能會被用作研究、發展以及推廣本學院之產品及服務。  
Personal data may be used for carrying out research, development & promotion of PEAK products & services.

### Payment Method 付款方法

CREDIT CARD 信用卡



信用卡號碼: \_\_\_\_\_

Card number: \_\_\_\_\_

有效期: \_\_\_\_\_

Expiry date: \_\_\_\_\_

付款額: \_\_\_\_\_

Amount: \_\_\_\_\_

持咭人姓名: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

持咭人簽署: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

For credit card payment, you can fax this form to:

使用信用卡付款, 可將填妥之表格傳真至: **2891 5707**

CASH 現金 (for walk-in order only, 只限親臨本院購買)

CHEQUE 支票

Please make cheque crossed and payable to: Vocational Training Council  
劃線支票抬頭人請填寫: 職業訓練局

使用支票付款, 請郵寄本表格及支票至:

For cheque payment, please mail this form and cheque to:

香港灣仔 活道二十七號 職業訓練局大樓九樓 高峰進修學院 行政主任收  
The Executive Officer  
Institute of Professional Education and Knowledge  
of Hong Kong  
9/F VTC Tower  
27 Wood Road, Wanchai, Hong Kong