



## Young Entrepreneurs Development Council 青年企業家發展局

### **Guidelines for Participating Companies**

We ask each participating company to undertake the following responsibilities:

1. The company-person-in-charge, who is either a director or the head of the HR department, will nominate three representatives as Company Ambassadors to conduct the Program.
2. The Company must provide the support and allow time commitment from the staff for the program.
3. All three Company Ambassadors must attend a half-day “Train-the-Trainer Session” to familiarize with the Program.
4. A Program Manual designed by YDC will be distributed to all Company Ambassadors and they are required to follow the content in carrying out all workshops.
5. The Company Ambassadors will conduct seven workshops, carried out on seven Saturday mornings over a two and a half months time period from March 2008 to Mid-May 2008.
6. The Company Ambassadors will participate in a Sharing Sessions organized by YDC during the Program to share their experience with other fellow Company Ambassadors.
7. Each Company will complete an Evaluation Form at the end of the Program for YDC.
8. A Closing Ceremony will be held in early July, and all Company Ambassadors will be invited.



# Young Entrepreneurs Development Council

## 青年企業家發展局

YDC School-Company Partnership 2007-08 (2<sup>nd</sup> Semester)

### COMPANY SIGN-UP FORM

#### General Information

Company Name	English:
	Chinese:
Area of Specialty	
No. of Employees	<input type="checkbox"/> 10 or less <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-99 <input type="checkbox"/> 100 or above
Company Address	
Web Site	

#### Nomination of three Company Ambassadors & Person-In-Charge

Company Ambassador 1			
Name	Mr./Mrs./Ms/Miss	(Last Name)	(First Name) (Chinese)
Title	(ENG)	(CHIN)	Working Experience(Year)
Department	(ENG)	(CHIN)	
Contact No.	(Office)	(Mobile)	(Fax)
E-mail Address:			
Company Ambassador 2			
Name	Mr./Mrs./Ms/Miss	(Last Name)	(First Name) (Chinese)
Title	(ENG)	(CHIN)	Working Experience(Year)
Department	(ENG)	(CHIN)	
Contact No.	(Office)	(Mobile)	(Fax)
E-mail Address:			
Company Ambassador 3			
Name	Mr./Mrs./Ms/Miss	(Last Name)	(First Name) (Chinese)
Title	(ENG)	(CHIN)	Working Experience(Year)
Department	(ENG)	(CHIN)	
Contact No.	(Office)	(Mobile)	(Fax)
E-mail Address:			
Company-Person-In-Charge (Director / HR Manager)			
Name	Mr./Mrs./Ms/Miss	(Last Name)	(First Name) (Chinese)
Title	(ENG)	(CHIN)	Working Experience(Year)
Department	(ENG)	(CHIN)	
Contact No.	(Office)	(Mobile)	(Fax)
E-mail Address:			

I strongly recommend our Company to join the **School-Company Partnership 2007-08 (2<sup>nd</sup> Semester)** organized by YDC and fully support the nominated Company Ambassadors' participation in the program.

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Authorized Signature of Company Person-In-Charge

Name:

Date:

Please send the completed form to The Young Entrepreneurs Development Council by post, 1/F, 15 Wang Chiu Road, Kowloon Bay, Hong Kong or by fax (2755 7596) **on or before 2 February 2008**. For enquiries, please call at 2798 3979.