

CLP Internship Programme 2024

Project Outline: Sandwich - Human Resources

Project Code	HR_SAND_01	
Project Details	Internship Period	June 2024 to May 2025
	Preferred Disciplines	<ul style="list-style-type: none"> • Business • Psychology • Human Resources
	Project Name	Support GT Projects and D&I initiatives
	Business Objective(s)	<ul style="list-style-type: none"> • Better GT programme candidate engagement and increase in application number • Strengthen the development support for current GTs • Support the expansion of D&I scope of work in order to reach respective KPIs
	Project Description	<ul style="list-style-type: none"> • Support GT recruitment activities • Coordinate GT programme initiatives • Research for D&I initiatives and conduct competitor / market benchmarking • Support the implementation of D&I initiatives
	Required Skills	<ul style="list-style-type: none"> • Computing & researching skills (e.g. excel, ppt) • Video editing • Creating marketing / promotion collaterals

Project Code	HR_SAND_02	
Project Details	Internship Period	June 2024 to May 2025
	Preferred Disciplines	First Preference: <ul style="list-style-type: none"> • Human Resources Management Second Preference: <ul style="list-style-type: none"> • Business • Accountancy
	Project Name	Client Servicing & Employee Engagement Projects
	Business Objective(s)	To develop a thorough understanding on Human Resources Management, through related policies and processes review and stakeholders' communications. This project aims to develop young potential talents in growing their HR knowledge as well as building a strong bond with CLP, while it gives a positive branding image to the external candidates with available opportunities to land their future career at CLP.
	Project Description	<ul style="list-style-type: none"> • Provide support throughout the employment cycle including internal movements, onboarding and offboarding activities • Provide assistance in reviewing and implementation of policies/procedures • Provide support to other daily operation of HR Department, including data inputting and analysis, maintenance of filing system, coordination of meetings and events etc. • Provide support to the planning, organization, and publicity of employee engagement initiatives (e.g. Joint Consultative Committee Meetings/Functions, Social & Recreation Events etc) • Participate in Safety, Health, Environment, & Quality (SHEQ) briefings, promotion and learning activities, and meetings
	Required Skills	<ul style="list-style-type: none"> • Basic EO knowledge • Proficiency in business English (both written and spoken) • Disciplined, self-driven, positive and proactive attitude

Project Code	HR_SAND_03	
Project Details	Internship Period	June 2024 to May 2025
	Preferred Disciplines	First Preference: <ul style="list-style-type: none"> • Human Resources Management Second Preference: <ul style="list-style-type: none"> • Business • Statistics • Information Systems
	Project Name	Business Partnering & Talent Acquisition Programs
	Business Objective(s)	As CLP is transforming to the Utility of the Future, HR Team continues to partner with our line managers to cultivate an agile, committed, and competent workforce via implementation of various initiatives.
	Project Description	<ul style="list-style-type: none"> • Assist the promotion, recruitment, selection, and on-boarding of Young Talents Programs, e.g., Graduate/Technician Trainees, & Interns • Support the daily recruitment activities including invitations and assessments • Support daily operation of account servicing, e.g., data inputting / analysis, maintenance of filing system, coordination of meetings & events etc • Assist the planning, organisation and execution of new projects and employee engagement initiatives, e.g., Staff Communication events, automation projects
	Required Skills	<ul style="list-style-type: none"> • Good communication skills and interpersonal skills • Innovative, proactive, organized, detail-minded • Strong sense of confidentiality • Proficient in both English and Chinese • Knowledge in MS Office applications (e.g. Word / Excel / PPT / TEAMS)

Project Code	HR_SAND_04	
Project Details	Internship Period	June 2024 to June 2025
	Preferred Disciplines	<ul style="list-style-type: none"> • Human Resources Management • Business • Other equivalent disciplines
	Project Name	Knowledge Management in Human Resources
	Business Objective(s)	Develop a knowledge sharing platform for knowledge capturing, storage, and application for sustainability and training for HR colleagues, so as to improve team collaboration and boost team efficiency.
	Project Description	<p>Knowledge Management in HR Practices:</p> <ul style="list-style-type: none"> • Develop effective knowledge management system for existing HR practices and HR activities to centralize vital information • Establish the database for facilitating various talent development programs and initiatives • Create written communications for organizing, storing and transferring knowledge
	Required Skills	<ul style="list-style-type: none"> • Good communication skills and interpersonal skills required • Innovative, proactive, organized, detail-minded • Strong sense of confidentiality • Proficiency in MS Office applications

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Project Code	HR_SAND_05	
Project Details	Internship Period	June 2024 to June 2025
	Preferred Disciplines	<ul style="list-style-type: none"> • Human Resources Management • Business • Other equivalent disciplines
	Project Name	Job Shadowing & HR Events for Staff Engagement
	Business Objective(s)	<p>Job Shadowing:</p> <ul style="list-style-type: none"> • Understand and experience the roles of HR Business Partner in exploring and identifying solutions to meet business needs and challenges <p>HR Events for Staff Engagement:</p> <ul style="list-style-type: none"> • Organize various HR events for cultivating a happy, healthy, committed, and competent workforce
	Project Description	<p>Job Shadowing:</p> <ul style="list-style-type: none"> • Assist in HR daily operation and recruitment process, including job advertising, interview arrangement, as well as support for new hires on on-boarding formalities • Support recruitment and selection process of various Trainee's programmes, e.g. Graduate Trainee, Technical Officer Trainee and Technician Trainees <p>HR Events for staff engagement:</p> <ul style="list-style-type: none"> • Support the planning, organization, and publicity of employee • engagement activities or initiatives, such as tea gathering sessions for retirees, dim sum chat for Senior Director-Generation with targeted participants, etc.
Required Skills	<ul style="list-style-type: none"> • Good communication skills and interpersonal skills required • Innovative, proactive, organized, detail-minded • Strong sense of confidentiality • Proficiency in MS Office applications • Knowledge about HR operations and employment related ordinances is preferred 	

Project Code	HR_SAND_06	
Project Details	Internship Period	June 2024 to May 2025
	Preferred Disciplines	<p>First Preference:</p> <ul style="list-style-type: none"> • Human Resources Management • Psychology • Communications • Business <p>Second Preference:</p> <ul style="list-style-type: none"> • Arts • Social Science • Language
	Project Name	HR Business Partnering and Staff Engagement
	Business Objective(s)	<p>As a Human Resources Business Partner in CLP Power:</p> <ul style="list-style-type: none"> • Provide HR professional advice and solutions to support the evolving business needs • Foster and sustain a customer-centric, innovation and appreciation culture in the business units • Engage our staff across levels and departments through different communication channels • Develop an engaging work environment and competent workforce <p>We will provide hands-on experience for the intern to support different HR initiatives related to culture development, training & development and employee communication.</p>
	Project Description	<p>The intern will be able to gain valuable HR experiences in different stages of employee life cycle, for examples:</p> <ul style="list-style-type: none"> • Organize annual new joiner orientation programme • Support the execution of training workshops • Assist the team to plan and organize team building activities • Arrange regular staff communication to collect staff feedback e.g. tea gathering sessions between Senior Management and staff • Partner with other HR colleagues / interns to implement HR strategic initiatives • Participate in the HR process review and automation projects • Carry out HR related research and benchmarking studies
	Required Skills	<ul style="list-style-type: none"> • Good organizing and coordination skills • Passionate, proactive and detail-oriented • Proficiency in PC applications, e.g. MS Word, Excel, PowerPoint • Knowledge of Photoshop or other digital art tools would be an advantage

Project Code	HR_SAND_07	
Project Details	Internship Period	June 2024 to May 2025
	Preferred Disciplines	First Preference: <ul style="list-style-type: none"> • Human Resources Management • Business • Management Second Preference: <ul style="list-style-type: none"> • Psychology • Recreation & Sports Management • Event Management
	Project Name	HR Compliance & Employee Relations
	Business Objective(s)	<p>The intern will be exposed to conduct market research, analyse the information, initiate innovative ideas on the ways of promoting and implementing health and wellbeing programs / events using various means of channels.</p> <p>The intern will be exposed to a series of activities such as Human Resources data analysis, research and study the practical application of the current legislation, support in employees and contingent workers management.</p>
	Project Description	<ul style="list-style-type: none"> • To support the implementation of assigned compliance & employee relations related programs, activities and initiatives • To assist in strengthening and streamlining internal HR procedures and practices • To assist in ensuring compliance with relevant regulatory requirements and company policies on HR • To assist in the development of department-/ company-wide activities with an aim to strengthen compliance awareness and enhance employee relations • To conduct market research for identifying advanced technology/ tools that in order to enhance staff awareness on compliance, employee relations
	Required Skills	<ul style="list-style-type: none"> • Self-motivated and willingness to learn at work • Good analytical and interpersonal skills • Good PC knowledge particularly on MS Office applications • Good English and Chinese writing skills • Knowledge about HR operations and employment related ordinances is preferred