CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_01 | |
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| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to May 2023 |
| | **Preferred Discipline** | **First Preference:** Business Administration, Human Resources **Other Preference:** Data Analytics, Information Technology, Psychology, and other relevant disciplines |
| | **Project Name** | Simulation of HR Business Partnering Roles in CLPPHK |
| | **Business Objective(s)** | • Understand and experience the roles of HR strategic Business Partner through partnership with different HR sub-teams and internal client(s) in exploring and identifying solutions to meet business needs and challenges<br>• Explore human resources best practices & governance in the market, and broaden exposures in dealing with people from different Business Groups |
| | **Project Description** | • Assist in HR daily operation and recruitment process, including job advertising, interview arrangement, as well as support for new hires on on-boarding formalities<br>• Integrate new IT and ideas of the next generation into HR current practices such as streamlining and automating HR recurring processes to drive change within CLP<br>• Provide business advisory support through suggesting strategic and dynamic HR solutions with innovative insights for internal clients and external parties<br>• Plan and organize events and programs for employees and students<br>• Prepare management reports with data consolidated from different business units and conduct thorough analysis to support management decision and HR initiatives<br>• Conduct market research and analysis related to recruitment and placement<br>• Take an important role in early career programs such as organizing CLP Internship Programme and IT Trainee Programme, by coordinating with both external and internal parties<br>• Engage in the annual planning of manpower budget of CLPPHK and big data analysis such as manpower budget utilization and statistics related to recruitment |

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| | | • Participate and coordinate ad-hoc HR projects regarding talent evaluation, performance management and internal audit, etc.. |
| | **Required Skills** | • Advanced skills with MS Office especially in Excel or coding is highly preferred<br>• A strong team player with excellent interpersonal skills<br>• Self-motivated, independent, and willing to learn.<br>• Strong problem-solving (think out of the box) and analytical skills<br>• Good communication, organizational as well as project management skills |

CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_02 | |
|---|---|---|
| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to May 2023 |
| | **Preferred Discipline** | **First Preference:**<br>HR Mgt/ Business/ Mgt Studies<br>**Other Preference:**<br>Psychology / Recreation & Sports Management / Event Management |
| | **Project Name** | HR Compliance & Employee Relations in CLP |
| | **Business Objective(s)** | • The interns will be exposed to ?X conduct market research, analyze the information, initiate innovative ideas on the ways of promoting and implementing health and wellbeing programs / events using various means of channels.<br>• The interns 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. |
| | **Project Description** | • To support the implementation of assigned compliance & employee relations related programs, activities and initiatives<br>• To assist in strengthening and streamlining internal HR procedures and practices<br>• To assist in ensuring compliance with relevant regulatory requirements and company policies on HR<br>• To assist in the development of department-/ company- wide activities with an aim to strengthen compliance awareness and enhance employee relations<br>• To conduct market research for identifying advanced technology/ tools that in order to enhance staff awareness on compliance, employee relations/ communications/ wellness programs<br>• To benchmark best practices to motivate, engage and encourage employee through various communications channels.. |
| | **Required Skills** | • Self-motivated and willingness to learn at work<br>• Good analytical and interpersonal skills<br>• Good PC knowledge particularly on MS Office applications<br>• Good English and Chinese writing skills |

| | | • Knowledge about HR operations and employment related ordinances is preferred |
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CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_03 | |
|---|---|---|
| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to Jun 2023 |
| | **Preferred Discipline** | **First Preference:** Human Resources Management/ Psychology/ Communications/ Business Administration **Other Preference:** Arts/ Social Science/ Language |
| | **Project Name** | Employee Engagement and Culture Development |
| | **Business Objective(s)** | • To offer exposures and learning opportunities across different HR functions by involvement in the recruitment process, employee engagement initiatives and culture building programmes<br>• To provide hands-on experience for intern to cooperate with various stakeholders in HR initiatives, which foster and sustain a customer-centric, innovation and appreciation culture.<br>• To allow intern to gain deeper understanding on how the role of HR support business functions |
| | **Project Description** | • Internal Culture Programmes- Assist the team to plan, organize and execute culture development projects and initiatives, e.g. internal promotion, event organizing at different office locations, external company visits, team building/ culture workshops for internal staffs<br>• Internal Communication- Support the arrangement of regular staff communication channel, e.e. tea gathering session with Senior Management- Support the production of internal communication videos, such as script drafting, video shooting and post-editing activities<br>• Other HR Functions which include but not limited to- Assist in HR recruitment process- Support the annual new joiner orientation programme- Support the execution of training workshops- Carry out HR related research and benchmarking studies |
| | **Required Skills** | • Good networking, organizing and coordination skills<br>• Passionate, proactive and detail-oriented<br>• Proficiency in PC applications, e.g. MS Word, Excel, PowerPoint<br>• Knowledge of Video Editing or Photoshop or other digital art tools would be a plus |

CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_04 | |
|---|---|---|
| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to May 2023 |
| | **Preferred Discipline** | **First Preference:**<br>Human Resources Management<br>**Other Preference:**<br>Business Mgt. / Information Systems |
| | **Project Name** | Employee Engagement Projects & Young Talent Programs |
| | **Business Objective(s)** | • CLP cares for employees and is committed to cultivating a happy, healthy, committed, and competent workforce via implementation of various effective employee engagement initiatives and young talents programs. |
| | **Project Description** | • Support the planning, organization, and publicity of employee engagement initiatives, e.g., Wellness / Quality Work Life Programs; Joint Consultative Committee meetings and functions; Staff Communication events; Social & Recreation events<br>• Support the promotion, recruitment, selection, and on-boarding of Young Talents Programs, e.g., Graduate/Technician Trainees, & Interns<br>• Assist in reviewing & implementation of policies and procedures<br>• Support daily operation of HR Department, e.g., data inputting / analysis, maintenance of filing system, coordination of meetings & events etc |
| | **Required Skills** | • Good communication skills and interpersonal skills<br>• Innovative, proactive, organized, detail-minded<br>• Strong sense of confidentiality<br>• Proficient in both English and Chinese<br>• Good PC skills |

CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_05 | |
|---|---|---|
| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to Jun 2023 |
| | **Preferred Discipline** | **First Preference:** Human Resources, Psychology, Business Administration, Social Science, Statistics, or other equivalent disciplines<br>**Other Preference:**<br>Nil |
| | **Project Name** | Knowledge Management on HR Practices |
| | **Business Objective(s)** | • For better knowledge management of experiences / lessons learnt from the new mega project organization set-up including recruitment, on-boarding, relocation, remuneration & benefits administration and other HR practices.<br>• 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** | • Consult teammates on past cases and collect the relevant learning points<br>• Analyze, organize and categorize the data collected<br>• Explore suitable digitalization methods for building up the knowledge sharing platform e.g. Power Automate<br>• Create and design a user-friendly platform as a central knowledge sharing database and conduct trial run<br>• Communicate to users on the database usage and implementation |
| | **Required Skills** | • Knowledge and application of Microsoft Power Platform (e.g. Power BI, Power Automate) is preferred. |

CLP Internship Programme 2022

Project Focus - Human Resources (12-month)

| Project Code | HR_SAND_06 | |
|---|---|---|
| **Project Detail** | **Internship Category** | Sandwich |
| | **Internship Period** | Jun 2022 to Jun 2023 |
| | **Preferred Discipline** | **First Preference:** Human Resources, Psychology, Business Administration, Statistics, Information Technology or other equivalent disciplines<br>**Other Preference:**<br>Nil |
| | **Project Name** | Develop and Implement Data Analytics and Innovation related Projects on HR aspect |
| | **Business Objective(s)** | • Use data analytics tools (e.g. Dashboard, RPA, Blue Prism) to streamline the current HR workflow in achieving the operation efficiency with 2 focus areas: 1. Use RPA to monitor annual leave taken and send out reminder as appropriate; 2. Build a database on the nomination of various programmes/ activities and automate the preliminary screening for new nominations<br>• Based on the implementation result, HR can extend the streamlining workflow to line departments and other BGHRs. |
| | **Project Description** | • Establish a user-friendly platform/ a series of automatic workflow to record and analyze the HR deliverables, trends and measurement<br>• Collect the data from line departments so as to conduct useful HR statistics and analysis<br>• Conduct UAT and collect feedback from the users; and fine-tune the requirements according to user's feedback<br>• Any ad-hoc data analytics reports/ tools requested/ assigned by supervisors |
| | **Required Skills** | • Familiar with RPA or other analytical tools<br>• Sensitive to numerical and mass data |