

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_01	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	First Preference: <ul style="list-style-type: none"> Human Resources Management Other Preference: <ul style="list-style-type: none"> Business Mgt. / Info. Systems
	Project Name	Young Talents Programs / Employee Engagement Projects
	Business Objective(s)	<ul style="list-style-type: none"> CLP cares for employees and is committed to cultivating a happy, healthy, committed, and competent workforce via implementation of various young talents programs and staff engagement initiatives. As CLP is transforming to the Utility of the Future, our One - HR team will continue to support our line managers to ensure we have right number of employees with the right skills/mindsets in the right place at the right time
	Project Description	<ul style="list-style-type: none"> Support the promotion, recruitment, selection, and on-boarding of Young Talents Programs, e.g., Graduate/Technician Trainees, & Interns Support the planning, organization, and publicity of employee engagement initiatives, e.g., Boost Program, Joint Consultative Committee (JCC) meetings and functions, employee relations & communication events Assist in reviewing, improving & implementing HR policies, procedures and processes Support daily operation of HR Department, e.g., data inputting / analysis, maintenance of filing system, coordination of meetings & events etc
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 & Excel Interest & knowledge of Process Automate will be advantageous 	

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_02	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources Management, Psychology, Business Administration, Social Science, Statistics, or other equivalent disciplines <p>Other Preference:</p> <ul style="list-style-type: none"> All other disciplines will be considered
	Project Name	Knowledge Management on HR Practices & HR Events for Staff Engagement
	Business Objective(s)	<ul style="list-style-type: none"> 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 Organize various HR events for cultivating a happy, healthy, committed, and competent workforce
	Project Description	<ul style="list-style-type: none"> Knowledge Management on HR Practices- Develop Knowledge sharing mechanism about HR Practices and HR activities- Establish the database for facilitating various talent development programs and initiatives. HR Events for staff engagement 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 Innovative, proactive, organized, detail-minded Strong sense of confidentiality Proficiency in MS Office applications 	

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_03	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> • Business Administration, Human Resources <p>Other Preference:</p> <ul style="list-style-type: none"> • Data Analytics, Information Technology, Psychology, and other relevant disciplines
	Project Name	Simulation of HR Business Partnering Roles in CLPPHK
	Business Objective(s)	<ul style="list-style-type: none"> • 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 • Explore human resources best practices & governance in the market, and broaden exposures in dealing with people from different Business Groups
	Project Description	<ul style="list-style-type: none"> • Prepare management reports with data consolidated from different business units and conduct thorough analysis to support management decision and HR initiatives • Conduct market research and analysis related to recruitment and placement • 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 • Engage in the annual planning of manpower budget of CLPPHK and big data analysis such as manpower budget utilization and statistics related to recruitment • Participate and coordinate ad-hoc HR projects regarding talent evaluation, performance management and internal audit, etc
	Required Skills	<ul style="list-style-type: none"> • Advanced skills with MS Office especially in Excel or coding is highly preferred • A strong team player with excellent interpersonal skills • Self-motivated, independent, and willing to learn • Strong problem-solving (think out of the box) and analytical skills • Good communication, organizational as well as project management skills

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_04	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources <p>Other Preference:</p> <ul style="list-style-type: none"> Psychology, Business Administration, Marketing
	Project Name	Organization Development & Talent Programmes
	Business Objective(s)	To enable CLP to enhance a workplace culture that empowers our multi-generational workforce to be at their best and grow, we have been using different development programmes to develop our mid level talents and get them ready through increasing their leadership and business exposure to execute current corporate strategy & develop flexibility to prepare for the future.
	Project Description	<ul style="list-style-type: none"> Provides hands-on work experience for those who would like to work on change management in. people development agenda S/he will learn project management including but not limited to coordinate resource planning across different units, project budgeting, project planning & enablement and communication with different stakeholder in order to maximise impact and change
Required Skills	<ul style="list-style-type: none"> Communication skills: to draft internal communication messages such as invitation of employees to attend different learning workshops/ lunch n learn, video shooting Event management skills: to organize and launch different learning workshops including but not limited to workshop/programme marketing, effectiveness studies, vendor management, etc. Video shooting skills: be able to use digital tools e.g. Canvas, Miro... to design and present the programmes in a well-orchestrated manner. 	

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_05	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> • HR Mgt/ Business/ Mgt Studies <p>Other Preference:</p> <ul style="list-style-type: none"> • Psychology / Recreation & Sports Management / Event Management
	Project Name	HR Compliance & Employee Relations in CLP
	Business Objective(s)	<ul style="list-style-type: none"> • The interns will be exposed to 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 • 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	<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/ communications/ wellness programs • To benchmark best practices to motivate, engage and encourage employee through various communications channels
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 	

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_06	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources Management, Business Administration or other equivalent disciplines <p>Other Preference:</p> <ul style="list-style-type: none"> All other disciplines will be considered
	Project Name	HR Job Shadowing & Streamlining Process
	Business Objective(s)	<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 Involve in HR improvement process by standardizing automate manual process with alignments and adopting diaitalizations
	Project Description	<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 the recruitment and selection process of various Trainee's programmes, e.g. Graduate Trainee, Technical Officer Trainee and Technician Trainee Assist in HR streamlining and automating processes to drive change in CLP- Conduct market research and analysis related to recruitment and placement Explore the latest technology for enhancing the efficiency of HR operations
	Required Skills	<ul style="list-style-type: none"> Good PC knowledge particularly on MS Office applications Proficiency in English and Chinese Self-motivated and willingness to learn at work Knowledge about HR operations and employment related ordinances is preferred Good communication skills and interpersonal skills

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_07	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to Jun/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources Management/Psychology/Communications/Business Administration <p>Other Preference:</p> <ul style="list-style-type: none"> Arts/Social Science/Language
	Project Name	HR Business Partnering and Staff Engagement
	Business Objective(s)	<ul style="list-style-type: none"> To offer exposures and learning opportunities across different HR functions by involvement in the recruitment process, L&D and ER programmes To provide hands-on experience for intern to cooperate with various stakeholders in HR initiatives, which foster and sustain a positive and collaborative culture
	Project Description	<p>You will be able to gain valuable HR experiences in different stages of employee life cycle, for examples:</p> <ul style="list-style-type: none"> Assist in HR recruitment and selection process Support the 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 networking, 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

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_08	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources, Business Administration <p>Other Preference:</p> <ul style="list-style-type: none"> Psychology, Social Science, or other equivalent disciplines
	Project Name	Streamlining Human Resources Work Process
	Business Objective(s)	<ul style="list-style-type: none"> Identify the pain points of few major current HR transactional based work processes, bring in new ideas by adopting digitalization and automation to the HR Mega Project Team aiming to streamline HR routine works and enhance team efficiency Deep dive in the daily HR processes, review and find out the pain points of the HR transactional based work processes Address the complex HR processes due to the transforming organizations and new operating model and explore and develop digitalization / automation methods to simplify routine operation flow and practices Develop a knowledge sharing platform for knowledge capturing, storage and application for sustainability, so as to improve teams collaboration and boost efficiency Support in HR ad-hoc Projects
	Project Description	<ul style="list-style-type: none"> Establish a digitalization / automation method(s) to be applied to streamline the day-to-day HR operations Establish a sharing platform for knowledge sharing Support any ad-hoc HR projects..
	Required Skills	<ul style="list-style-type: none"> Knowledge and application of Microsoft applications with knowledge on Microsoft Power Platform (e.g. Power Automate etc) be an advantage Able to learn and adapt to new technologies quickly

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_09	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	First Preference: <ul style="list-style-type: none"> Employer Branding Other Preference: <ul style="list-style-type: none"> Recruitment Technology
	Project Name	Employer Branding Promotion
	Business Objective(s)	CLP is transforming to "Utility of the Future", employer branding promotion program is critical to introduce CLP's direction, attract talents with our unique opportunities available in CLP to impact Climate Vision and transformation.
	Project Description	<ul style="list-style-type: none"> Assist in the brand promotion plan design Coordinate with various internal parties and external service providers to prepare the promotion materials Arrange the promotion material publication (i.e magazine advertisement, online platform, CLP website, etc) Review the effectiveness of promotion plan and initiate improvement Any ad-hoc requested by supervisors
Required Skills	<ul style="list-style-type: none"> Copywriting skill in English and Chinese Video editing Photoshop MS Office 	

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_10	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> • Business, Psychology, HR <p>Other Preference:</p> <ul style="list-style-type: none"> • All other disciplines will be considered
	Project Name	Support GT Branding Project And D&I Initiatives
	Business Objective(s)	<ul style="list-style-type: none"> • Better GT programme branding, 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
	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 skills, e.g. excel, ppt, video editing (good to have) • Creating marketing and promotion collaterals

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_11	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources <p>Other Preference:</p> <ul style="list-style-type: none"> All other disciplines will be considered
	Project Name	Rewards & Governance Projects
	Business Objective(s)	<ul style="list-style-type: none"> To support in research, benchmarking, preparation and analysis of people-related disclosure matters and compliance requirements To assist in performance management system review and implementation to drive and align performance to company business strategy
	Project Description	<ul style="list-style-type: none"> Conduct research on governance requirements and market best practice Support the rewards program design and roll-out (e.g. Performance Management System) and related activities and initiatives Support review and related communications and tasks (e.g. streamlining current processes) Co-ordinate and work closely with other teams on preparation of reporting materials (e.g. case studies in Sustainability Report) Organize various briefing sessions to target audiences for effective communications Provide administrative support to the team and support any ad-hoc duties assigned by supervisor
	Required Skills	<ul style="list-style-type: none"> A strong team player with good communications skills Self-motivated and independent Good PC skills particularly on MS office applications Strong sense of confidentiality Good command of written English and Chinese

CLP Internship Programme 2023

Project Outline - Human Resources

Project Code	HR_SAND_12	
Project Detail	Internship Category	Sandwich
	Internship Period	Jun/2023 to May/2024
	Preferred Discipline	<p>First Preference:</p> <ul style="list-style-type: none"> Human Resources <p>Other Preference:</p> <ul style="list-style-type: none"> All other disciplines will be considered
	Project Name	Rewards & Governance Projects
	Business Objective(s)	To assist in rewards program design and roll-out to support the talent attraction, engagement and retention
	Project Description	<ul style="list-style-type: none"> Support the rewards program design and roll-out (e.g. Medical Scheme) and related activities and initiatives Assist in developing staff communications materials including but not limited to FAQs, poster, etc. Co-ordinate and work closely with other HR colleagues to implement rewards programme Organize various briefing sessions to target audiences for effective communications Provide administrative support to the team and support any ad-hoc tasks assigned by supervisors
	Required Skills	<ul style="list-style-type: none"> A strong team player with good communications skills Self-motivated and independent Good PC skills particularly on MS office applications Strong sense of confidentiality Good command of written English and Chinese