

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_01	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	<p>First Preference: Human Resources Management; Business Management; Business Administration</p> <p>Other Preference: Social Science, Economics</p>
	Project Name	Simulation of HR Business Partnering Roles in CLPPHK
	Business Objective(s)	<ul style="list-style-type: none"> • Providing an opportunity for intern to understand and experience the roles of HR strategic Business Partner in partnering with different HR sub-teams and internal client(s) in identifying solution to meet with business needs and challenges • Understanding human resources best practices & governance and broadening exposures in dealing with people from different Business Groups • Handling analytics in supporting Business Partner to come up viable solutions
Project Description	<ul style="list-style-type: none"> • Assisting in HR daily operation and recruitment process, including job advertising, shortlisting candidates, arranging interviews, as well as administrative work for new hires • Planning and organizing events and programs for employees and students • Preparing management reports with consolidating data from different business units and conduct thorough analysis to support management decision and HR initiatives • Conducting market research and analysis related to recruitment and placement • Providing business advisory support through suggesting strategic and dynamic HR solutions with innovation insights and supporting towards internal clients and external parties • Executing project management and interpersonal skills in monitoring different HR projects • Partnering with Senior HR Manager - Corporate Units in automating HR processes and make use of Power BI in providing real time analysis • Integrating new information technology and ideas of next generation into HR current practices such as streamlining routine processes to drive change within CLP 	

	Project Deliverable	<ul style="list-style-type: none"> • Take an important role in early career programs such as organizing CLP Internship Programme and IT Trainee Programme, with liaising with both external and internal parties • Familiarize with full spectrum of HR services delivered by HR professionals in meeting with business challenges • Engage in the annual planning of manpower budget of CLPPHK and big data analysis such as manpower budget utilization and statistics related to recruitment • Obtain lively exposure on how to properly manage projects in a timely and effective manner through delivering ad-hoc projects regarding talent evaluation, performance management and internal audit, etc. • Assist and support in various projects as assigned by Senior HR Manager or her delegates
	Required Skills	<ul style="list-style-type: none"> • Good communication, organizational as well as project management skills • Intermediate to advanced skills with MS Office especially in Microsoft Excel and Powerpoint. Knowledge on Chinese word processing would be preferable. Familiar in using Power BI would be advantageous. • 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 • Study in HR-related subject or knowledge in Employment Ordinance is preferred
	Learning	<ul style="list-style-type: none"> • A precious and practical internship experience to learn the HR policies, practices and procedures, being a team player to impact and contribute to the common goal of the team, as well as explore different HR systems and duties which will be valuable exposure on the professional growth

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_02	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	First Preference: Human Resources Management / Information Technology Other Preference: N/A
	Project Name	Human Resources Compliance
	Business Objective(s)	<ul style="list-style-type: none"> • 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 HR compliance related activities, with employees and contingent workers management. • The intern will also be responsible to support in HR compliance trainings and to enhance HR compliance awareness via internal communication channels, such as e-induction/e-learning.
	Project Description	<ul style="list-style-type: none"> • To assist in strengthening and streamlining internal HR procedures and practices • To assist in compliance related initiatives • To assist in the implementation of contractor management system with the aim to have the most update information regards workforce • To assist in ensuring compliance with relevant regulatory requirements and company policies on HR • To support in HR compliance trainings and to enhance HR compliance awareness via internal communication channels, such as e-induction/e-learning
	Project Deliverable	<ul style="list-style-type: none"> • Implementation of contractor management system & process improvements through power automation tools • Suggestions on enhancing efficiency and effectiveness on HR operations • Implementation of the assigned compliance related activities • Maintenance of up-to-date regulatory requirements / internal policies at the internal communication e-contents
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, knowledge in Vlookup & Robotic process automation (RPA) preferred 	

		<ul style="list-style-type: none">• Good English and Chinese writing skills• Knowledge about HR operations and employment related ordinances is preferred
	Learning	<ul style="list-style-type: none">• Experience in participating in cross-functional exercises to enhance interpersonal and communication skills• Understanding on implications of regulatory requirements on employment environment• Application of power automation tools and data analytical skills• Hands-on experience in implementation of HR programs

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Project Outline - Human Resources

Project Code	HR_SAND_03	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	First Preference: HR Mgt/Business/Mgt Studies Other Preference: Psychology
	Project Name	Health & Wellbeing Journey in CLP
	Business Objective(s)	<ul style="list-style-type: none"> • Create a health & wellbeing advocating workplace that enable staff to achieve a happy and fulfilling life through optimizing healthy choices and an enriched work life
	Project Description	<ul style="list-style-type: none"> • To assist in the planning, marketing and implementation of a variety of Social, Recreation and Sports Program with the aim to: <ul style="list-style-type: none"> ○ Promote the CLP Value of Caring for People ○ Encourage Work-Life Balance and promote employee wellness. ○ Cultivate a harmonious employee relation ○ Enhance employees' sense of belonging and promote team spirit ○ Promote sports and recreation safety • To assist in identifying suitable wellness technology to motivate, engage and incentive employees in a variety of healthy behaviours • To assist in the developing and promoting mental health awareness wellbeing programs including but not limited to mental intervention training • To assist in the department-/ company- wide activities with an aim to strength employee relations as and when appropriate
Project Deliverable	<ul style="list-style-type: none"> • To assist the Social, Recreation and Sports team to deliver programs and events, attend meetings, and assist within the department to gain a well-rounded experience • To conduct market research for identifying suitable wellness technology which can help to strengthen staff's wellness programs or enhance their health and wellbeing awareness • To assist in the design, plan and deliver mental health awareness programs for general staff and people leader 	

		<ul style="list-style-type: none"> • To assist the Employee Relations Team to deliver programs as and when appropriate
	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
	Learning	<ul style="list-style-type: none"> • Energetic and outgoing characters • 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

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Project Outline - Human Resources

Project Code	HR_SAND_04	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	<p>First Preference: Human Resources, Business Administration, Marketing, Journalism, Communication, Linguistics, etc.</p> <p>Other Preference: All other disciplines</p>
	Project Name	Organization & Talent development, Employee Branding and Internal Communication
	Business Objective(s)	<ul style="list-style-type: none"> • Support the execution talent development initiatives and training to build a competent and committed workforce • Plan and execute employer branding and internal communication related activities to engage talents • Review and automate manual processes by adopting new technologies
	Project Description	<ul style="list-style-type: none"> • The Sandwich intern will gain valuable experience in: <ul style="list-style-type: none"> ○ Supporting and working together with different levels of staff in CLP to manage company-wide projects, like staff communication forum, talent development programmes and other cultural change initiatives ○ Supporting initiatives related to Employer Branding, such as website content updates, University study award, etc. ○ Planning and organizing the corporate learning & development programmes, e.g. soft skills, language, technical skills (IT, data analytics, etc.), leadership seminars, etc. ○ Conducting research and analysis to support aforementioned initiatives
Project Deliverable	<ul style="list-style-type: none"> • Project Owner / Mentor will provide guidance and work together with the interns to deliver the followings: <ul style="list-style-type: none"> ○ Roll out company-wide talent development, internal communication and cultural change initiatives ○ Implement corporate learning and development initiatives according to planned schedule and assess the effectiveness for continuous improvement ○ Review the website and polish the content to enhance CLP's employer brand 	

		<ul style="list-style-type: none"> ○ Complete research and analysis as assigned
	Required Skills	<ul style="list-style-type: none"> ● Passionate to learn ● Detail minded, strong organizing and analytical skills ● Team player with good communication and interpersonal skills ● Good speaking and written communication skills in English & Chinese ● Proficient in PC application, especially Microsoft Word, Excel and Powerpoint
	Learning	<ul style="list-style-type: none"> ● The interns will acquire following valuable knowledge and skills: <ul style="list-style-type: none"> ○ Organization and talent development, employer branding, learning & development, internal communication ○ Project & event management, business writing and presentation, knowledge management

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_05	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to June 2022
	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)	<ul style="list-style-type: none"> • To offer exposures and learning opportunities across different HR functions by involvement in the recruitment process, employee engagement initiatives and culture building programmes • 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 • To allow intern to gain deeper understanding on how the role of HR support business functions
	Project Description	<ul style="list-style-type: none"> • Internal Culture Programmes <ul style="list-style-type: none"> ○ 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 staff. • Internal Communication <ul style="list-style-type: none"> ○ Support the arrangement of regular staff communication channel, e.g. tea gathering session with Senior Management ○ Support the production of internal communication videos, such as script drafting, video shooting and post-editing activities • Other HR Functions which include but not limited to <ul style="list-style-type: none"> ○ 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
Project Deliverable	<ul style="list-style-type: none"> • With the guidance and support from supervisor and mentor, it is expected that the intern will be able to support the following deliverables: <ul style="list-style-type: none"> ○ Implementation of internal culture programmes and activities 	

		<ul style="list-style-type: none"> ○ Publication of internal communications videos ○ Completion of regular tea gathering sessions ○ Completion of HR activities, e.g. recruitment, onboarding, training, etc.
	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, Power Point ● Knowledge of Video Editing or Photoshop or other digital art tools would be a plus
	Learning	<ul style="list-style-type: none"> ● Employee Engagement to different level of staff through various channels and ways ● Key HR processes, e.g. recruitment, training & development ● Team collaboration, project and event management ● HR Best Practices ● Friendship with CLP colleagues and interns ● A mentor will be provided to guide through the internship period

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_06	
Project Detail	Internship Category	Sandwich
	Internship Period	July 2021 to June 2022
	Preferred Discipline	First Preference: Statistics, Information Technology Other Preference: Business Administration, Human Resources
	Project Name	Establishment of Data Analytics Tools and Templates to analyze HR statistics
	Business Objective(s)	<ul style="list-style-type: none"> • The project is to establish the data analytics tools and build up the templates for collecting the HR data and conducting the useful analysis. • Based on the result of analysis, HR can work out with line departments to formulate HR strategies in achieving operations efficiency and exploring the possible solutions to tackle the potential risks.
	Project Description	<ul style="list-style-type: none"> • Establish the data analytics tools and templates to record and analyze the HR deliverables, trends and measurement • Collect the data from line departments so as to conduct useful HR statistics and analysis • Any ad-hoc data analytics reports requested/ assigned by supervisors
	Project Deliverable	<ul style="list-style-type: none"> • A data analytics tool to conduct data analysis and user-friendly templates to collect data • Regular reports to management to facilitate the line departments in achieving operations efficiency • Formulate the templates for easy collection of data and quick way to conduct various types of analysis
	Required Skills	<ul style="list-style-type: none"> • Advanced excel skill, knowledge in VBA or programming is highly preferred • Detailed-minded, can work under tight timeline • Good communication and presentation skills
Learning	<ul style="list-style-type: none"> • Throughout the whole project, the intern can understand the business needs and find out the potential HR issues based on the data collected, as well as involve in assisting to formulate the strategies to tackle the potential problems. 	

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_07	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	First Preference: Data Analytics/Information Technology/Human Resources Other Preference: Business Administration
	Project Name	<ol style="list-style-type: none"> 1. Develop a Pilot HR Data Analysis Platform 2. Continue to identify innovative ideas and study possibility for application
	Business Objective(s)	<ul style="list-style-type: none"> • Our aim is to offer extensive exposures to the intern on different aspects of human resources functions. The intern will gain exposures in the following areas when assisting project owner/mentor to deliver the project : <ul style="list-style-type: none"> ○ Conducting market research and benchmark best market practice ○ Explore the ways of conducting HR data analysis with the analysis on GTs/ex-GTs as a pilot ○ Once the data analysis template is proven accurate, can consider its extension to other areas, such as GBG staff • The intern will gain exposures in the following areas when assisting project owner/mentor to deliver the project : <ul style="list-style-type: none"> ○ Coordinating and involving in the discussion/communication meetings with different levels of colleagues in Generation Business Group (i.e. trainees, ex-trainee, Learning Institute and line project supervisors) to solicit their views ○ Working closely with trainees/ex-trainees/HR Team members to carry out the projects
	Project Description	<ul style="list-style-type: none"> • To assist in conducting market research, identifying suitable available platforms, coordinating with service vendors. to develop a platform to conduct various types of data analysis • To assist in meeting with trainees/ex-trainees, Learning Institute, Line Representatives to discuss related projects
Project Deliverable	<ul style="list-style-type: none"> • A platform to conduct HR data analysis • Innovative ideas with possible chance in work application 	

		<ul style="list-style-type: none">• Assist in delivering ad-hoc projects related Human Resources
	Required Skills	<ul style="list-style-type: none">• Good communication and analytical skills• Can do attitude and willing to learn• Proficiency in MS office / Power BI
	Learning	<ul style="list-style-type: none">• Learning the process of identifying core business needs and conducting appropriate data analysis to support business• Learning the process of facilitating colleagues from different departments and grades to work on a project to achieve business goal

CLP Internship Programme 2021

Project Outline - Human Resources

Project Code	HR_SAND_08	
Project Detail	Internship Category	Sandwich
	Internship Period	June 2021 to May 2022
	Preferred Discipline	First Preference: Human Resources Management Other Preference: Business Management / Administration
	Project Name	Employee Engagement Projects and Young Talents Programs
	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 effective employee engagement initiatives and young talents programs
	Project Description	<ul style="list-style-type: none"> Provide support to the planning, organization, and publicity of employee engagement initiatives (e.g., Quality Work Life Programme, Joint Consultative Committee Meetings/Functions, Employee Opinion Survey follow up, Employee Communication & Briefing events, Social & Recreation Events etc.) Provide support to the promotion, recruitment, selection, and onboarding activities of various Young Talents Programs covering Graduate Trainees, Technician Trainees, Craft Apprentices, Sandwich Interns and Summer Interns etc. 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. Participate in Safety, Health, Environment, & Quality (SHEQ) briefings, promotion and learning activities, and meetings
	Project Deliverable	<ul style="list-style-type: none"> Employee engagement initiatives Young Talents Programs' related activities Exposure to full spectrum of HR functions / services Exposure to SHEQ activities
	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 Good PC skills

	Learning	<ul style="list-style-type: none">• SHEQ awareness• Knowledge and practical experience in HR operations, policies and labor related ordinances• Project / change management• Staff engagement• Event organization and publicity• Business communication• Master of ceremony
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