



Accredited Certification Int'l Ltd. 國際認可認證有限公司

*Your True Partner in Management System Training*

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## ACI Training Course

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<b>Code (TSR 4)</b>	<b>ISO 26000 Internal Auditor Training</b> (9:30am – 5:00 pm) 2 days
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### Overview

Nowadays, social responsibility plays a critical role in world-wide business. In order to respond to this trend, ISO 26000 outlines the requirements to enable an organization to establish, implement, maintain and improve a social responsibility management system, including those aspects critical to the stakeholders of the corporations. It can be expected that ISO 26000 will become one of the co-operative components of social responsibility of a corporation. No matter you are serving internally or providing services to your valuable customers, you and your company should not miss this opportunity to learn and apply the best practice into their daily operation to contribute better to the society in an effective approach.

### Objectives

Through this two-day training workshop, delegates can understand the importance of social responsibility which includes the concept behind and application of ISO 26000 certification. In addition, the audit approach will also be introduced and be practiced.

### Course contents

- ~ Introduction of Social Responsibility and its challenges
- ~ Introduction of Social Responsibility's Assessment and Management
- ~ Introduction of ISO 26000 Management System Standard Requirements
- ~ Audit approach and methodology, Audit planning, Audit preparation, Opening meeting, Auditing, Audit reporting, Closing meeting, Follow up on improvement action, Auditor Attribute
- ~ Certification process

### Expected Target Audience

This workshop aims at those practitioners who are responsible for driving the Social Responsibility management and operation. It is envisaged that delegates should have experience and basic understanding of social responsibility management system.

### Methodology

- ~ Presentation and experience sharing

### Certificate

- ~ Certificate of Successful Completion will be issued to delegates who have attended full course.

### Venue

- ~ ACI Training Venue



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您在管理系統訓練上的真誠夥伴

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## ACI 培訓課程

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Code (TSR 4)	ISO 26000 內部審核培訓 (9:30am-5:00pm) 兩天
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如今，社會責任在全球商業中起著非常重要的作用。為順應此趨勢，ISO26000 提出了相關的要求，以幫助機構組織機建立，實施，維護及完善其社會責任管理體系，其中一些方面對於對公司股東非常重要。可以預計，ISO 26000 將會成為公司的社會責任的一個組成部份。不管您是內部服務還是為客戶提供服務，您和貴公司都不應錯過這個機會來學習把最佳實踐帶到日常運作中，以有效的途徑為社會做出貢獻。

### 培訓目的

通過為期兩天的培訓課程，學員們將能瞭解社會責任的重要性，包括ISO 26000 認證的概念和應用。此外，亦會為學員介紹和練習審核方法。

### 培訓內容

- ~ ISO 26000 文檔記錄要求及為何需要文檔記錄
- ~ 建立有效文檔記錄的過程方法
- ~ 系統文件（手冊，政策，目標 & 程序，工作指引等等）
- ~ 社會責任管理體系的更新和維護

### 培訓對象

本課程適合負責社會責任管理的推動和運作的學員。學員要求具備社會責任管理體系的經驗和基本認識。

### 上課模式

- ~ 講解及經驗分享

### 證書

- ~ 完成課程之學員將獲頒發課程完成證書乙張

### 上課地點

- ~ ACI 訓練中心