

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Carry out the administrative and logistics arrangements for employee activities
Code	107067L3
Range	Providing assistance in organisation of employee activities that encourage employee interactions with cross-team collaboration, mutual respect and understanding of different communication styles. This applies to the implementation of administrative and logistics arrangements for all types of employee activities to build quality relationships with their co-workers.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the importance of engaging and motivating employees to contribute to the organisation's success 2. Applications and Processes <ul style="list-style-type: none"> • Confirm bookings (e.g. venue, equipment, variety show, transportation) in accordance with the confirmed details of the employee activity (e.g. annual dinner, open day) • Handle enrolments from different departments for participation of employee activities • Prepare and send invitation letters to external guests (e.g. Guest of Honour, partnering organisations) if applicable • Provide logistics support to venue set-up and beverage arrangement if applicable, in accordance with the requirements of the employee activity (e.g. production of souvenirs, gift wrapping, set-up of temporary nursery room, campaign for toasting) • Prepare programme rundown (e.g. rehearsal time, move-in / move-out time for large equipment) • Check equipment and facilities (e.g. sound system, changing room), and contact relevant parties (e.g. vendor) for repair, reinstallation and / or replacement when required • Carry out the registration process and provide support to the in-charge throughout the employee activity • Perform necessary follow-up tasks (e.g. collection of feedback form, move-out and return of large equipment) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively provide assistance to the in-charge throughout the employee activity • Proactively check the accuracy and details of administrative and logistics arrangements
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Identification of all requirements of administrative and logistics arrangements. • Implementation of administrative and logistics arrangements (e.g. enrolment, venue set-up, equipment, payments) for smooth running of the employee activities.
Remark	