

*Information Paper on the  
Workplace Consultation Promotion Unit of the Labour Department  
(as at 31 August 1998)*

**Objective of the Unit**

The Unit aims to strengthen the promotion of effective communication, consultation and voluntary negotiation between employers and employees.

**Activities already undertaken**

2. Since its inception in April 1998, the Unit has organised a series of experience-sharing sessions, workshops, seminars and training courses to promote the objective. Some 7,000 personnel and management executives participated in the activities. Over 60 promotional visits have been made to establishments in retail, banking, hotel and transport industries. To publicise the importance of effective communication, a radio Announcement of Public Interest (API) and two posters have been produced.

**Activities in the pipeline**

3. The Unit will organise the following activities in the next few months:

<b>Item</b>	<b>Description</b>
<b>Promotional activities</b>	
Experience-sharing sessions	● 12 experience-sharing sessions will be held for about 350 personnel practitioners from September to December 1998.
Training courses	● Nine training courses will be held from September to December 1998 for some 400 personnel executives.
Seminars	● Five seminars will be held from September to December 1998 for some 750 participants.
Competitions	● Three competitions (namely, slogan, crossword puzzle and essay writing) to arouse public awareness will be held from September 1998 to March 1999.
Surveys	● Surveys to ascertain the extent to which voluntary negotiation, consultation and communication are being practised in Hong Kong will be conducted between September and December 1998.

<b>Mass media</b>	
API	<ul style="list-style-type: none"> <li>● One TV API to publicise staff communication and consultation will be produced for broadcast in late September 1998.</li> </ul>
<b>Production of video</b>	
Video on Communication and Negotiation between Employers and Employees	<ul style="list-style-type: none"> <li>● A video highlighting the successful experience of establishments with effective machinery for staff consultation will be produced by the end of 1998. The video will provide useful reference for participants of seminars and training courses.</li> </ul>
<b>Publications</b>	
Pamphlets & Practical guides	<ul style="list-style-type: none"> <li>● A guide on good human resources practices to handle retrenchment and wage reduction is under preparation.</li> <li>● A pamphlet on the promotion of effective communication is under preparation.</li> <li>● Two practical guides, one for employers and the other for employees, to outline their respective statutory duties and obligations under various labour legislation and employment-related legislation are being prepared.</li> </ul>
<b>Consultancy service</b>	
In-depth Advisory Service	<ul style="list-style-type: none"> <li>● In-depth advisory service will continue to be offered to individual establishments to help improve or develop new labour-management communication channels.</li> </ul>
Promotional Visits	<ul style="list-style-type: none"> <li>● Promotional visits are being conducted to individual establishments to advise them on how to develop effective communication channels.</li> </ul>

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