



**HONG KONG AIR CADET CORPS**  
ADMINISTRATION AND SUPPORT GROUP

<b>From</b>	Adjt A&S Gp ( <a href="mailto:michael@etoileam.com">michael@etoileam.com</a> )	<b>To</b>	Officers w/rank Sqn Ldr or above Major Unit Commanders
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**Invitation of Management Retreat Discussion Topics**

As we are planning to hold our first ever management retreat in the coming October, I am writing to invite topics to be discussed during the retreat.

The retreat is currently scheduled to be held from 12/10/2012 (Friday) to 14/10/2012 (Sunday) at Zhongshan, Guangdong. Details of the retreat will be disseminated in due course. The theme of the retreat is "The Future Ahead - A Five Year Strategic Plan". A draft rundown is attached for your reference. Please note that the rundown is subjected to changes according to the finalised discussion topics and guest selections.

Please email me your suggested discussion by the 11/5/2012 (Friday). It would be especially helpful if you can also provide a short description on the importance to have the topic to be included in the retreated. Please also let me have your idea on how the topic is to be discussed and what format should the discussion be carried out.

I am looking forward to receive suggestions from you and please do not hesitate to contact me if I can provide you with more information about the retreat.

Michael W K CHAN  
Flt Lt  
Management Retreat Project Manager

**Hong Kong Air Cadet Corps  
Management Retreat 2012**

**Preliminary Schedule**

<b>Date</b>	<b>Time</b>		<b>Programme</b>	<b>Venue</b>
Day One 12/10/2012 (Friday)	0830	1100	Transit (from Hong Kong to Zhongshan)	
	1100	1230	Arrival / Check-in	Lobby / Guest Rooms
	1230	1430	Lunch with Opening / Keynote Speech	Restaurant / Meeting Room for 40 pax
	1430	1500	Retreat Briefing	
	1500	1630	Breakout Session 1	4 – 5 Small Meeting Rooms
	1630	1700	Tea Break	Common Area
	1700	1830	Breakout Session 2	4 – 5 Small Meeting Rooms
	1830	2000	Dinner	Restaurant
	2000	2100	Day 1 Summary Meeting	Meeting Room for 40 pax
	2100		Optional Night Tour + / Free Time	
Day Two 13/10/2012 (Saturday)	0730	0900	Breakfast	Restaurant
	0900	1030	Breakout Session 3	4 – 5 Small Meeting Rooms
	1030	1100	Tea Break	Common Area
	1100	1230	Breakout Session 4	4 – 5 Small Meeting Rooms
	1230	1430	Lunch with Guest Speaker	Restaurant / Meeting Room for 40 pax
	1430	1600	General Meeting 1	
	1600	1630	Tea Break	
	1630	1800	Breakout Session 5	4 – 5 Small Meeting Rooms
	1800	1930	Dinner	Restaurant
	1930	2130	General Meeting 2	Meeting Room for 40 pax
2130		Personal Work Time * / Free Time	Guest Rooms	
Day Three 14/10/2012 (Sunday)	0730	0900	Breakfast	Restaurant
	0900	1030	General Meeting 3	Meeting Room for 40 pax
	1030	1100	Tea Break	
	1100	1230	Closing Meeting	
	1230	1430	Lunch (Optional with Guest Speaker)	Restaurant
	1430	1530	Check-out / Departure	Lobby
	1530	1800	Transit (from Zhongshan to Hong Kong)	