

非醫院員工培訓及發展項目概要

Highlights of Non-hospital Staff Training and Development Programmes

附錄ER1 / Appendix ER1

- 為逾1,000名員工舉辦《香港國安法》及「《基本法》的憲制地位和主要內容」講座，加深員工對相關法例，以及中央與香港關係的了解。
- 為35名行政總部行政人員、校長及服務單位主管舉辦「領導新世代」網上培訓工作坊，透過了解在機構內每一代員工的不同思維，從而提升彼此的工作默契。
- 為25名行政總部行政人員、校長及服務單位主管舉辦「設計思維創意」工作坊，以提升員工的設計思維，推動他們在工作環境中的創意及管理。
- 為24名行政總部行政人員、校長及服務單位主管舉辦「網上宣傳及直播」工作坊，以提升員工使用網上平台宣傳及演說技巧。
- 為30名行政總部行政人員、校長及服務單位主管舉辦「管理人的實用AQ學」網上培訓工作坊，以提升自我管理和推動團隊合作的能力。
- 為25名前線員工舉辦「多感官探索團隊訓練」工作坊，以提升員工的换位思考及溝通能力，推動團隊互信。
- 為30名員工舉辦「處理投訴」網上工作坊，加強員工對處理投訴的能力及提升溝通技巧。
- 為30名員工舉辦「職場正念法」網上工作坊，透過分享職場正念法和快樂工作的方程式，提升員工的工作動力和滿足感，調節疫境的情緒影響。
- 為50名員工舉辦兩場「指繪療癒靜心舒壓」工作坊，透過靜觀及創作維持精神健康，幫助員工舒緩工作及生活的壓力，達至靜心舒壓的作用。
- 為20名員工舉辦參觀東華三院何超瓊檔案及文物中心活動，協助員工進一步了解本院在管理、維護及保育本地歷史文化的成果，認識本院與香港社會同步成長的歷史印記。
- 為30名員工舉辦「辦公室僱員的職業安全與健康」工作坊，透過學習簡單養生方法和「太極延伸操」，以達致鬆弛神經及鍛鍊身體的效果。
- 舉辦合共4場的「植物藍染」、「港式奶茶體驗」及「禪繞畫（網上）」工作坊，協助員工達致生活與工作平衡。
- 為20名員工舉辦急救訓練課程，教授員工急救知識及技巧。
- 為15名員工舉辦急救訓練重溫課程，協助員工複習所學的急救知識及技巧。
- 共舉辦17個電腦軟件應用課程，參加員工約有350人。
- 為配合2019冠狀病毒病的防控措施，迎新活動改為於內聯網上載相關教材，讓員工網上自學。
- Training Programmes on the *National Security Law* and “The Constitutional Status and Content of the *Basic Law*” were organised for over 1,000 staff members to enhance their understanding of the implementation of the relevant laws and the relationship between Mainland China and Hong Kong.
- An online training workshop titled “Leading New Generation” was organised for 35 executives of the Administration Headquarters, principals and supervisors of service units/centres to share with them the key differences in mindsets across different generations, allowing them to better build workplace rapport.
- A workshop on “Design Thinking for Innovation” was organised for 25 executives of the Administration Headquarters, principals and supervisors of service units/centres to strengthen their design thinking and its application on workplace innovation and management.
- A workshop on “Online Promotion and Broadcast” was organised for 24 executives of the Administration Headquarters, principals and supervisors of service units/centres to enhance their skills of promotion and speech delivery on online platforms.
- An online training workshop on “Application of Adversity Quotient (AQ) in Leadership” was organised for 30 executives of the Administration Headquarters, school heads and service units/centres’ supervisors to enhance their capabilities of self-management and teamwork facilitation.
- A team building workshop on “Multi-sensory Exploration Team Training” was organised for 25 frontline staff to enhance their empathetic thinking and communication skills to facilitate mutual trust within the team.
- An online workshop on “Complaint Handling” was organised for 30 staff members to enhance their complaint handling competence and practical communication skills.
- An online workshop on “Positive Psychology at Work” was organised for 30 staff members to share with them practices of workplace mindfulness and happiness so as to boost productivity and morale as well as relieve distress brought about by the epidemic.
- Two workshops on “Pastel Nagomi Art” were organised for 50 staff members to maintain mental health through mindfulness meditation and painting, relieving their stress from work and life and helping them to achieve the state of tranquility.
- A visit to TWGHs Maisy Ho Archives and Relics Centre was organised for 20 staff members to deepen their understanding of the Group’s management, maintenance and preservation of local history and culture, as well as the historical imprints of TWGHs as it grew with Hong Kong over the years.
- A workshop on “Occupational Safety and Health for Office Workers” was organised for 30 staff members to achieve mental relief and physical training through learning simple meditation and “Tai Chi Exercise”.
- A total of 4 workshops on “Natural Indigo Dye”, “Hong Kong-style Milk Tea Culture & Experience” and “Online Zentangle” were organised to help the staff achieve work-life balance.
- A first-aid training course was organised for 20 staff members to equip them with first-aid knowledge and skills.
- A refresher course on first-aid training was organised for 15 staff members to refresh their first-aid knowledge and skills.
- A total of 17 training courses on the application of computer software were held for about 350 staff members.
- In line with the COVID-19 preventive measures, the course materials of the induction programme were uploaded to the iPortal for the use of online self-learning by the new recruits.

醫院員工發展及研究 (由東華三院董事局資助)

Hospital Staff Development and Research Programmes (Sponsored by the TWGHs Board of Directors)

附錄ER2 / Appendix ER2

項目 Items	詳情 Details	撥款 Allocation
2021/2022年度醫務科員工訓練基金 2021/2022 Medical Division Staff Training Fund	該基金資助屬下5間醫院約262名員工修讀本港及海外的訓練及深造課程。 Around 262 staff members of 5 TWGHs hospitals were sponsored to attend local and overseas training programmes.	\$1,850,000
海外教授交流計劃 Visiting Professorship Programmes	該計劃邀請1位海外教授來香港進行臨床教學，以及分享最新的醫療技術及經驗。 1 overseas professor was invited to Hong Kong to conduct lectures, give advice on modern medical technology and share clinical technologies and experiences.	
東華三院研究基金 (西醫) TWGHs Research Fund (Western Medicine)	該基金資助屬下5間醫院的西醫醫生進行13個研究項目。 Western medicine doctors of 5 TWGHs hospitals were sponsored to conduct 13 research projects.	\$400,000
合計 Total		\$2,250,000

教師培訓及發展項目概要

Highlights of Teaching Staff Training and Development Programmes

附錄ER3 / Appendix ER3

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學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
聯校 Joint Schools	校董培訓2021 Training Session for Sponsoring Body Managers 2021	21/6/2021	<p>為逾100名屬校校監及辦學團體校董舉辦的校董培訓，以網上會議形式進行，並由本院教育科代表聯同教育局校本管理組高級教育主任（校本管理）虞周佳菁女士及教育主任（校本管理）陳巧貞女士擔任講者，深化與會者對校本管理的認識，以及對辦學團體校董角色及責任的了解。</p> <p>The Training was held in the form of online conferencing and participated by over 100 Supervisors and sponsoring body managers, with the intent to enhance their understanding of school-based management, and the roles and responsibilities of sponsoring body managers. Speakers included representatives from the Education Division of the Group, together with Mrs. YU CHOW Kai Ching, Alice, Senior Education Officer (School-based Management), and Ms. CHAN Hau Ching, Sharon, Education Officer (School-based Management)</p>
	教育工作者專業責任法律講座 Seminar on IMC Educator Liability	29/10/2021	<p>為強化校長在學校管理的職能，東華三院財務及採購科邀得保險顧問主持講座，與屬校校長分享有關教育工作者專業責任的資訊。</p> <p>In order to strengthen the managerial competence of school principals, the Finance and Supplies Division of the Group invited its Insurance Consultant to host the Seminar, sharing information on professional liability as an educator with principals of affiliated schools.</p>
	調解講座 Mediation Seminar	8/1/2022	<p>調解講座以網上會議的形式進行，由香港調解仲裁中心主席蘇文傑律師擔任主講嘉賓，共有93名校長、副校長及主任出席。</p> <p>The Mediation Seminar was held in the form of online conferencing, with Prof. Albert SO, Chairman of Hong Kong Mediation and Arbitration Centre was invited as speaker. A total of 93 principals, vice-principals and senior teachers attended.</p>
中學 Secondary Schools	東華三院中學聯校教師分享會 「真心BOND - 東華 X 說書人」 計劃成果分享會 TWGHs Joint Secondary Schools Teachers Seminar on "Bonding with Hearts" Programme by TWGHs X StoryTaler	28/6/2021	<p>課程以網上會議形式進行，由東華三院何玉清教育心理服務中心主任林雪雯女士、註冊社工趙以安女士及說書人臨床心理學家李昭明女士主講，共有34名校長、副校長、教師、社工及學生輔導員出席。</p> <p>The Course was conducted in the form of online conferencing, with Ms. Phoebe LAM, Supervisor, and Ms. Yvonne CHIU, Social Worker, both from TWGHs Ho Yuk Ching Educational Psychology Service Centre, and Ms. Amanda LI, Co-founder of StoryTaler, as speakers. It was attended by a total of 34 principals, vice-principals, teachers, social workers and student guidance personnel.</p>
	東華三院中學教師晉升講座 Promotion Talk for Middle Management in TWGHs Secondary Schools	20/11/2021	<p>講座邀得東華三院教育科主管吳奇壘先生分享教師職業路上的歷程和心得，約有120名教師出席。</p> <p>The Talk was attended by around 120 teachers, with Mr. WU Kee Huen, Kenneth, Head of Education Division of the Group, sharing his experience and insights on the career path of teachers.</p>
	東華三院聯校教師研討會 「青少年精神健康」 TWGHs Joint Schools Teachers Seminar on "Youth Mental Health"	8/12/2021	<p>研討會邀得香港大學精神醫學系臨床副教授陳啟泰醫生主講，共有42名校長、副校長、教師、教育心理學家及社工出席。</p> <p>The Seminar was attended by 42 principals, vice-principals, teachers, educational psychologists and social workers, with Dr. CHAN Kai Tai, Clinical Associate Professor, Department of Psychiatry of The University of Hong Kong, as speaker.</p>

學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
小學 Primary School	東華三院小學副校長／中層領導人員行政基礎認知課程 School Administration Foundation Course for Deputy Headteachers and Middle Managers of TWGHs Primary Schools	20/4/2021 31/3/2022	為提升教師個人職能，協助學校提升整體效能，為學生提供優質的教育服務，本院教育科在2021/2022學年獲董事局撥款，為屬下小學副校長及中層領導人員推行一連串的行政基礎認知課程。課程涵蓋不同範疇，包括人力資源管理、財務及採購管理、行政管理、學校管理、課程發展及評估、質素保證、危機處理、溝通技巧等。 Funded by Board of Directors in the academic year of 2021/2022, a series of school administration foundation courses for deputy headteachers and middle managers was organised by the Education Division. The Course intended to enhance teachers' competence on job, which also enables better school management and better quality education services for students. The Course covered a wide range of disciplines, including human resources management, finance and supplies management, administrative management, school management, curriculum development and assessment, quality assurance, crisis management, communication skills and more.
	東華三院小學聯校正向教育啟動禮 Kick-off Ceremony of TWGHs Joint Primary Schools Positive Education	26/8/2021	啟動禮以線上、線下模式進行，旨在增強教師對正向教育的關注。啟動禮當天更頒發聯校正向主題曲-親子填詞大賽獎項，作曲者為東華三院姚達之小學(元朗)校友，而冠軍得獎者為東華三院洗次雲小學學生。而大會更安排4名來自東華三院小學聯校合唱團的學生演唱正向主題曲。 Conducted in both online and offline modes, the Kick-off Ceremony intended to raise teachers' awareness of positive education. The awards of the Joint Schools Parent-child Lyrics Writing Competition were also presented at the Ceremony. The music was composed by an alumna of TWGHs Yiu Dak Chi Memorial Primary School (Yuen Long). Awarded champion was a student of TWGHs Sin Chu Wan Primary School. 4 students from TWGHs Joint Primary Schools Chorus sang the theme song at the Ceremony.
	東華三院小學教師晉升培訓分享會 Sharing Session on Career Planning for Promotion of TWGHs Primary Schools Teachers	3/3/2022	分享會以網上會議形式進行，邀得東華三院教育科主管吳奇壙先生分享教師職業路上的歷程和心得。 The Sharing Session was held in the form of online conferencing, with Mr. WU Kee Huen, Kenneth, Head of Education Division of the Group, sharing his experience and insights on the career path of teachers.
幼稚園 Kindergarten	2021-2022年度慈心抱抱熊K2課程培訓日 Teacher Training Workshop on K2 Kindness Curriculum - Social-emotional Learning Project in KG 2021- 2022	26 & 27/8/2021	課程由東華三院何玉清教育心理服務中心教育心理學家唐瑩博士及註冊社工霍鈺雯女士主講，共有57名校長及教師出席。 The Course was delivered by Dr. Nelly TONG, Educational Psychologist, and Ms. Belle FOK, Social Worker, both from TWGHs Ho Yuk Ching Educational Psychology Service Centre, and was attended by a total of 57 principals and teachers.
	幼稚園聯校教師專業發展日——「認識東華文化暨中國藝術活動日」工作坊 Joint Kindergartens Staff Professional Development Day - Workshop on "Understanding TWGHs Culture and Chinese Art Activity"	8/10/2021	工作坊以網上會議形式進行，由東華三院檔案及歷史文化辦公室主管史秀英女士、藝術家陳蕙森先生及羅仲文先生主講，共有310名校長、副校長、主任及教師參加。 The Workshop was conducted in the form of online conferencing, with Ms. SEE Sau Ying, Stella, Head of Records and Heritage Office of the Group, Mr. Sam CHAN and Mr. LAW Chung Man, Moses, Artists, as speakers. It was attended by a total of 310 principals, vice-principals, senior teachers and teachers.
	中層培訓工作坊 Training Workshop for Middle Managers	12/11/2021, 8/12/2021	38名校長、副校長、主任及教師參觀東華三院何超蓮檔案及文物中心。 A total of 38 principals, vice-principals, senior teachers and teachers visited TWGHs Maisy Ho Archives and Relics Centre respectively.
	「課程培訓」工作坊 Workshop on Curriculum Training	11/12/2021	共有28名新入職教師參與工作坊。 A total of 28 newly appointed teachers attended the Workshop.
	幼稚園聯校教師發展日——「如何透過繪本故事建立幼兒正向價值」及「攜手並肩 保護兒童」工作坊 Joint Kindergartens Staff Development Day - Workshop on "Building Positive Value through Picture Book" and "Understanding Child Protection Policies"	11/2/2022	工作坊以網上會議形式進行，邀得蔡淑玲女士(菜姨姨)及社會福利署保護家庭及兒童服務(保護兒童)高級社會工作主任黃國豪先生主講，共有293名校長、副校長、主任及教師參加。 The Workshop was conducted in the form of online conferencing, with Ms. CHOI Suk Ling (CHOI EE) and Mr. WONG Kwok Ho, Ben, Senior Social Work Officer, Family and Child Protective Services (Child Protection), Social Welfare Department, as keynote speakers. A total of 293 principals, vice-principals, senior teachers and teachers attended.
特殊學校 Special School	東華三院特殊學校聯校專業發展日 Joint Special Schools Staff Development Day	25/10/2021	工作坊邀得香港中文大學社會工作學系黃敬歲教授主講，共有150名校長、教師、學校及宿舍專責人員參加。 The Development Day was attended by 150 principals, teachers and specialist staff from schools and boarding sections, with Prof. WONG King Shui, Phyllis, Assistant Professor, Department of Social Work, The Chinese University of Hong Kong, as speaker.

社會服務科員工培訓及發展項目概要

Highlights of Staff Training and Development Programmes of the
Community Service Division

附錄ER4 / Appendix ER4

服務/區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
安老服務 Elderly Services	身心療癒「身體律動」工作坊 Workshop on "Body-mind Therapeutic"	9/7/2021	35名員工參與工作坊，認識「身體律動」的原理，學習如何於長者活動中實踐。 35 staff members attended the Workshop to learn the principle of "body rhythm" and how to put it into practice in elderly activities.
	「藝術介入在認知障礙人士之應用」工作坊 Workshop on "Applying Art Intervention to People with Dementia"	4/10/2021	25名前線員工參與工作坊，學習藝術介入的理論，並透過體驗活動，以提升他們帶領認知障礙症人士進行藝術活動的知識及技巧。 25 frontline staff attended the Workshop to learn the theory of art intervention and enhance their knowledge and skills in leading art activities for people with dementia through experiential activities.
	老年護理訓練課程 Training Course on Geriatric Care	7 & 16/12/2021	50名護理專業員工參與課程，透過老人科醫生講解老年醫學知識，提升他們的老年護理及照顧弱老的专业知識。 50 nursing professionals attended the Course to enhance their expertise in geriatric care and care of frail elderly, through geriatricians' presentations on geriatric medicine knowledge.
	認識何謂「國際吞嚥困難飲食標準」 Preliminary Understanding of "The International Dysphagia Diet Standardisation Initiative" (IDDSI)	14/1/2022	30名院舍專業員工參與課程，學習「國際吞嚥困難飲食標準」，以便在院舍應用，為有不同程度吞嚥困難的院友提供合適的餐膳。 30 professional staff of residential elderly homes attended the Course to learn the IDDSI, so as to apply IDDSI in the Homes and provide appropriate meals for the elderly with different levels of swallowing difficulties.
青少年及家庭服務 Youth and Family Services	如何以音樂支援有特殊發展需要的兒童 工作坊 Workshop on the Use of Music for Intervention to Support Children with Special Developmental needs	3, 10, 17, 24/6, & 8/7/2021	25名特殊幼兒導師／幼兒導師參與工作坊，加強他們對幼兒音樂教育的認識，並透過親身體驗，了解如何帶領兒童體驗音樂。 25 special early childhood practitioners/early childhood practitioners attended the Workshop to enhance their knowledge of music education for young children, and learn how to lead children to experience music through hands-on experience.
	保護兒童免受虐待員工培訓 Staff Training on Protecting Children from Maltreatment	20, 27/10 & 10/11/2021	40名前線社工及專業人員參與培訓，學習辨識懷疑虐兒個案及相關的處理知識和技巧、處理懷疑虐兒的程序，及了解最新的強制通報懷疑虐兒個案條例。 40 frontline social workers and professionals attended the Training to acquire knowledge and skills in identifying suspected child maltreatment cases and handling child protection, the procedures for handling suspected child abuse cases and the latest legislation on mandatory reporting of suspected child abuse cases.
	心理急救三日證書課程 3-day Certificate Course on Psychological First Aid	10, 17 & 24/11/2021	30位專業員工參與課程，學習以人性化的方式，細心聆聽及給予關懷，與正在面對危機或災難的人士建立聯繫並提供協助，從而穩定他們的情緒，提高安全感。 30 professional staff attended the Course, learning how to listen and care in a humane way, and how to connect and help those who are facing a crisis or disaster, for stabilising their mood and increasing their sense of security.
復康服務 Rehabilitation Services	防止虐待及性騷擾 Against Abuse and Sexual Harassment	6/8/2021 & 22/2/2022	200名不同職級的員工參與培訓，學習怎樣預防在工作場所中出現虐待及性騷擾的行為。 200 staff of different ranks attended the Training to learn how to prevent abuse and sexual harassment in the workplace.
	復康本色 True Colour of Rehabilitation Service	5 & 26/10/2021, 1 & 22/3/2022	120名不同職級的員工參與培訓，認識復康工作概念及價值觀，以及培養他們服務殘疾人士的正確態度。 120 staff of different ranks attended the Training to learn the values and concepts of rehabilitation service, so as to cultivate a proper attitude in serving people with disabilities.
	做個鬆動派 Mental Health for All	28/10 & 4/11/2021	50名不同職級的員工參與手沖咖啡及紮染工作坊，學習專注及減壓，促進精神健康，提升工作質素。 50 staff of different ranks attended hand-made coffee and dyeing workshops to learn practical ways to focus and reduce stress, for promoting mental health and improving quality of work.
	急救課程 First Aid Course	7, 4, 21 & 28/1/2022	24名不同職級的員工參與課程，學習急救知識，以備不時之需。 24 staff of different ranks attended the Course to learn first aid, so that they could apply it if necessary.

服務/區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
服務發展 Service Development	創新科技產品示範及工作坊 —— 車隊管理系統 Demonstration and Workshop on Innovative Technology Product - Fleet Management System	17/6/2021	45名員工參與工作坊，了解最新的車隊管理科技及系統。 45 staff members attended the Workshop to learn the latest technology and systems on fleet management.
	管理團隊退修日 Supervisor Retreat Day	14/9/2021	9名主管透過參加鹽田保育中心舉辦的工作坊及環島遊，加強 主管間的團隊關係，以及進行服務反思及討論。 9 supervisors joined the Workshop and the Island Tour organised by the Salt and Light Preservation Centre to strengthen team relationship between supervisors as well as conduct service reflections and discussions.
	創意解難工作坊 Workshop on Creative Problem-solving Skills	23/9/2021	20名員工參與工作坊，加強團隊關係及創意解難的能力。 20 staff members attended the Workshop to strengthen team relationship and hone their creative problem-solving skills.
東區及中西區 Eastern/Central and Western District	「生活由心出發」工作坊 Workshop on "Slow Living"	18/5/2021	20名單位主任參與工作坊，透過體驗活動及分享環節，感受 慢活的好處，學習以正面和積極的態度面對日常挑戰。 20 centre supervisors attended the Workshop to experience the benefits of slow living and learn to tackle daily challenges with positive and uplifting attitude, through experiential activities and group sharing.
	「認知障礙症長者按摩技巧」工作坊 Workshop on "Acupressure for Person with Dementia"	27/7/2021	15名前線員工參與工作坊，學習為認知障礙症長者按摩的技 巧，以穩定長者的情緒。 15 frontline staff attended the Workshop to learn acupressure skills for the elderly with dementia for the purpose of stabilising their emotion.
	領導有方高效能團隊領導技巧 Leaders VS Manager: High Performance Leadership Skills	24/11/2021	40名督導級員工參與課程，透過不同情景的討論，認識領導 者的角色，以學習提升工作動機的技巧及了解不同的管理策 略。 40 supervisory staff attended the Training to learn about the role of a leader through discussion of different scenarios, as they honed the skills to enhance motivation and understand different management strategies.
	手機拍攝工作坊 Workshop on Photo Shooting	27/11/2021	10名員工參與工作坊，學習透過手機拍攝及修圖，以便於在 日常工作中應用。 10 staff members attended the Workshop to learn how to take photos and retouch images with mobile phones for use in daily work.
南區 Southern District	「教練式取向技巧訓練」工作坊 Workshop on "Coaching Skill for Professional Staff"	23/9/2021	43名專業員工參與工作坊，學習教練式取向的領導技巧，以 成為有效能的督導者。 43 professional staff attended the Workshop to learn coaching- oriented leadership skills in order to become effective supervisors.
九龍城/油尖旺/ 觀塘區 Kowloon City/Yau Tsim Mong/Kwun Tong District	工作間法律常識工作坊 Workshop on Legal Knowledge in the Workplace	2/9/2021	30名護理專業員工參與工作坊，增進他們的法律知識，以提 升在工作間處理法律問題的敏感度。 30 nursing care professionals attended the Workshop to enhance their legal knowledge and sensitivity in dealing with legal issues in the workplace.
	園藝治療工作坊 Workshop on Horticulture Therapy	7/9/2021	30名員工參與工作坊，學習應用園藝治療的工作技巧，以提 升自我了解，紓緩負面情緒。 30 staff members attended the Workshop to learn the techniques of horticulture therapy, so as to enhance their self- understanding and relieve negative feelings.
	如何與智障人士談生命教育工作坊 Workshop on Communication with Mentally Handicapped Persons for Life Education	16/9/2021	15名社工及前線員工參與工作坊，學習與智障學員談論生命 教育課題的技巧及溝通方法。 15 social workers and frontline staff attended the Workshop to learn the skills and communication methods for discussing life education topic with mentally handicapped clients.
深水埗/黃大仙區 Sham Shui Po/ Wong Tai Sin District	「哽塞處理及心肺復甦法」工作坊 Workshop on "Choking Management and Cardiopulmonary Resuscitation"	10/7/2021	25位護理專業的員工參與工作坊，學習哽塞處理、心肺復甦 法和使用「自動體外心臟去顫器」，以加強他們處理緊急情況 的能力。 25 nursing care professionals attended the Workshop to learn choking management, cardiopulmonary resuscitation and the use of the "Automated External Defibrillator" to enhance their ability to handle emergencies.
	「職安健——痛症管理應用」工作坊 Workshop on "Occupational Health and Safety - Pain Management"	3/12/2021	28名員工參與工作坊，學習痛症處理的知識及技巧，以提升 工作效率和職員安全。 28 staff members attended the Workshop to acquire knowledge and skills in pain management, so as to enhance work efficiency and occupational safety.

服務/區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
沙田區 Shatin District	「自殺個案的危機評估及管理」工作坊 Workshop on "Assessment and Management of Suicidal Cases"	21/7/2021	28名專業員工參與工作坊，學習自殺個案風險評估及個案管理的相關知識，加強他們日常處理相關個案的信心及技巧。 28 professional staff attended the Workshop to acquire the knowledge of risk assessment and management of suicidal cases, so as to enhance their confidence and skill in handling related cases on daily basis.
	Google表單設計及應用 Google Forms Design and Application	18/10/2021	15名員工參與課程，學習Google表格原理、設計及應用途徑，加強他們對資訊科技的運用及提升工作效率。 15 staff members attended the Course to learn the principles, design and application of Google Forms to enhance their use of information technology and uplift their work efficiency.
	鼓樂治療推動者訓練課程 Drumbeat Facilitator Training Programme	30/10 - 1/11/2021	11名專業員工參與訓練課程，學習運用非洲鼓，協助有情緒困擾的人士，改善他們的社交、精神及情緒健康。 11 professional staff attended the Training Programme to learn the use of African drums to help people with emotional stress to improve their social, mental and emotional well-being.
大埔/北區 Tai Po/ North District	服務策略發展工作坊 Workshop on Strategic Planning for Service Development	7/9/2021	29名員工參與工作坊，透過分享服務計劃，提升他們的服務發展策略及相關專業知識，促進大埔及北區安老服務的發展。 29 staff members attended the Workshop to enhance their service development strategies and related professional knowledge, through sharing of service projects to promote the development of elderly services in Tai Po and the North District.
	低碳飲食工作坊 Workshop on Low Carbon Diet	3/12/2021	30名員工參與工作坊，認識食材的來源及食物生產中的碳排放，從中學習如何減輕工作壓力，建立健康飲食生活習慣。 30 staff members attended the Workshop to learn the sources of ingredients and the carbon footprint of food production, so as to reduce work stress and develop healthy eating habits.
	慎防長者照護體系中的藥物交互作用 Drug Interactions Requiring Attention in Elderly Care Setting	14/12/2021	20名前線工作人員包括護士、保健員和配藥員參與課程，了解在安老服務工作中可能遇到的主要和致命的藥物之間的相互作用。 20 frontline staff including nurses, health workers and dispensers attended the Course to learn about the interaction between major and fatal drugs that may be encountered in elderly services.
	「表達藝術治療」基礎應用課程 Basic Course of "Application of Expressive Arts Therapy"	13/1/2022	20名專業職級員工參與課程，學習表達藝術治療的基本知識、技巧及應用，以加強他們在認知障礙症服務的工作職能。 20 professional staff attended the Course to learn the basic knowledge, skills and application of expressive arts therapy to enhance their work in the dementia service.
	VR認知障礙症體驗工作坊 Workshop on VR Dementia Training	23/2/2022	20名員工參與工作坊，透過VR第一身體驗，認識認知障礙症的不同症狀，以改善溝通技巧。 20 staff members attended the Workshop to learn different symptoms of dementia through the first-person VR experience for the purpose of improving their communication skills.
荃灣/屯門/元朗區 Tsuen Wan/ Tuen Mun/ Yuen Long District	「好心情健康」工作間工作坊 Workshop on "Positive Thinking" in Working Place	18/8/2021	26名員工參與工作坊，認識壓力的來源，建立正向思維的態度，達至生活與工作平衡。 26 staff members attended the Workshop to understand the sources of stress and establish positive mentality to achieve a work-life balance.
	家居維修DIY Home Maintenance DIY	8/9/2021	23名負責維修及裝修工程的員工參與課程，了解處理單位裝修的實用貼士及學習如何索取報價，以選擇良好的承辦商。 23 staff members responsible for maintenance and renovation works attended the Course to learn practical tips on handling renovation works and obtaining quotations, so as to choose a good contractor.
	「辨識及處理焦慮和抑鬱」工作坊 Workshop on "Understanding and Managing Anxiety and Depression"	6/10/2021	27名員工參與由精神科專科醫生主講的工作坊，學習如何辨識及處理服務使用者的焦慮和抑鬱。 27 staff members attended the Workshop hosted by a specialist in psychiatry to learn the skills in identifying and managing anxiety and depression among service users.
職業安全及健康委員會 Committee on Occupational Safety and Health	工傷個案處理工作坊 Workshop on Handling Work Injury Cases	18/6/2021	101名員工參與工作坊，提升他們對處理工傷個案的知識。 101 staff members attended the Workshop to enhance their knowledge in handling work injury cases.
	廚房工作要職安工作坊 Workshop on Kitchen Work Safety	10/9/2021	47名員工參與工作坊，加強他們在廚房環境的工作安全意識，以減少廚房工傷意外。 47 staff members attended the Workshop to enhance their awareness of work safety in kitchen environment, in order to reduce work-related accidents in kitchen.
	體力處理操作工作坊——前線員工 Workshop on Manual Handling Operation for Frontline Staff	10/12/2021	40名員工參與工作坊，學習正確的搬抬和扶抱知識和技巧。 40 staff members attended the Workshop to learn proper lifting and holding knowledge and techniques.

公共服務部員工培訓及發展項目概要

Highlights of Staff Training and Development Programmes of the Traditional Services Section

附錄ER5 / Appendix ER5

培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
<p>廉政公署防貪講座 Talk on Anti-corruption</p>	<p>11/5/2021</p>	<p>18名殯儀及殮葬服務員工參與由廉政公署代表主持的講座，深入認識貪污漏洞、誠信工作及管治，以及遇到受賄情況時的處理方法。 18 staff members of the funeral and burial service attended a talk conducted by a representative from the Independent Commission Against Corruption to learn more about corruption loopholes, integrity in work and governance, and how to deal with bribery situations.</p>
<p>參觀「邊沿上的廣彩」廣東彩瓷展覽及道風山天使花園 Visit to "Canton Porcelain on the Edge" Exhibition and Tao Fong Shan Garden of Angel</p>	<p>18/6/2021</p>	<p>受道風山藝術統籌林斷山明先生邀請，11名員工參觀展覽及新建的天使花園，分別加深他們對傳統工藝的認識，以及對道風山的流產胎安葬服務的了解。 At the invitation of Mr. Lam Duen Shan Ming, Artistic Coordinator of Tao Fong Shan Christian Centre, 11 staff members visited the Exhibition and the newly established Garden of Angel to gain a better understanding of traditional craftsmanship and services for burial of miscarried and stillborn babies respectively.</p>
<p>Fun to Cook團體烹飪工作坊 Workshop on Fun to Cook Team Cooking</p>	<p>3/12/2021</p>	<p>透過分組烹飪活動，鼓勵員工相互合作，發揮創意思維，以促進雙向溝通及增強部門的凝聚力。 Staff members were encouraged to work together and develop creative ideas through a group cooking activity, in a bid to enhance dual-directional communication and cohesiveness within the Section.</p>