

## 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 250 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及中央與香港關係的了解。
- 為 34 名員工舉辦「衝突及投訴處理」網上培訓工作坊，分享現代溝通學中應用最廣泛的「身心語言程式學」說話和表達模式，讓他們掌握優質高效的溝通技巧。
- 為 30 名員工舉辦「靜觀壓力管理」網上培訓工作坊，透過靜觀訓練配合心理學講解，增強心理抗逆力，輕鬆應對壓力。
- 為 25 名員工舉辦「電子文書禮儀」工作坊，透過應用實例和寫作技巧，掌握電子文書應用的最新趨勢。
- 為 32 名行政總部行政人員、校長及服務單位主管舉辦「提升督導魅力與管治技巧」工作坊，透過講解革新管理哲學及分析不同處境，提升領導能力和個人管治魅力，學習成為出色領袖。
- 為 32 名員工舉辦「成長思維」工作坊，透過辨識成長思維和定型思維，建立欣賞他人、勇於創新的心態，讓員工更理解自己和身邊人的思維模式，擴闊多角度視野，適應多世代工作環境。
- 為 24 名員工舉辦「血濃於水：香港歷史建築中的家國情」展覽導賞活動，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，以及認識本院與香港社會同步成長的歷史印記。
- 為 24 名行政總部行政人員、校長及服務單位主管舉辦「創意思考」工作坊，透過使用 Inside 卡加強員工的創意思維，讓他們學習如何於工作環境中構思新想法。
- 為 25 名員工舉辦「參觀賽馬會氣候變化博物館及生態行」活動，加強員工的持續發展理念，以及他們就環境保護及綠色生活有更深的認識。
- 為 18 名人力資源科員工舉辦「DISC 溝通風格」工作坊，透過解讀 DISC 行為特性評估，讓員工了解自我及身邊同事的溝通風格，促進同事之間交流與合作。
- 舉辦合共 5 場的「酒精水墨畫」、「品味咖啡」及「手調香水」工作坊，協助員工達致生活與工作平衡。
- 為 25 名員工舉辦「職安健工作坊」，讓員工學習不同的中醫保健方法，提高他們於辦公室的職業安全與健康的意識。
- 為 24 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 15 個電腦軟件應用課程，參加員工約有 300 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 Contents of the *Basic Law*" were organised for over 250 staff members to enhance their understanding of the implementation of the relevant laws and the relationship between the Chinese Mainland and Hong Kong.
- An online workshop on "Conflict and Complaint Handling" was organised for 34 staff members to grasp the quality and effective communication skills by sharing the most widely-used "Neuro-Linguistic Programming" model of speaking and expression in modern communication.
- An online workshop on "Mindfulness-Based Stress Management" was organised for 30 staff members to enhance their psychological wellness and ability in stress management through meditation training with psychological explanations.
- A workshop on "Business Writing Netiquette" was organised for 25 staff members, enabling them to gain a better understanding of the latest trends in using electronic documents through sharing practical examples and writing techniques.
- A workshop on "Leadership Style and Supervisory Charisma" was organised for 32 executives of the Administration Headquarters, school heads and supervisors of service centres/units. By sharing innovative management philosophy and analysing different scenarios, the workshop helped the participants to enhance leadership skills, personal charisma in management, and to learn to be an outstanding leader.
- A workshop on "Growth Mindset" was organised for 32 staff members to build an appreciative and innovative mindset, develop a better understanding of their own thinking patterns and those of others around them, broaden their horizons, and adapt themselves to a multi-generation working environment by identifying growth mindsets and stereotypes.
- A guided tour for the "Inseparable Ties: Cohesion as Told by Hong Kong's Historic Buildings" Exhibition was organised for 24 staff members to enhance their understanding of the Group in management, maintenance and preservation of local history and culture, and learn the historical imprints of the growth of TWGHs in tandem with the Hong Kong society.
- A workshop on "Creative Thinking with Inside Cards" was organised for 24 executives of the Administration Headquarters, school heads and supervisors of service centres/units. With the use of Inside cards, the workshop aimed to enhance their innovative awareness as well as the ability to conceive new ideas in the workplace.
- The "Green Tour to the Jockey Club Museum of Climate Change" was organised for 25 staff members to enhance the concept of sustainable development, and raise the awareness of environmental protection and green living among staff members.
- A workshop on "DISC Styles in Communication" was organised for 18 staff members of the Human Resources Division to help them understand their own communication style and that of the colleagues around them, and enhance communications and cooperation among staff members by decoding the characteristic assessment of DISC behaviour.
- A total of 5 workshops on "Alcohol Ink Art", "Coffee Tasting" and "Natural Perfume Making" were organised to help staff achieve work-life balance.
- A workshop on "Occupational Safety and Health (OSH)" was organised for 25 staff members to enhance their awareness of the relevant OSH in office through learning some healthcare tips on Chinese medicine.
- A first-aid training course was organised for 24 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 15 training courses on the application of computer software were held for about 300 staff members.
- In line with the COVID-19 preventive measures, the course materials of the induction programme were uploaded to the iPortal for the new recruits to study online.

## 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<br>Items   | 詳情<br>Details  | 撥款<br>Allocation   |
|---|--|--------------------|
| 2022/2023 年度醫務科員工訓練基金<br>2022/2023 Medical Division Staff Training Fund | 該基金資助屬下 5 間醫院約 291 名員工修讀本港及 外的訓 及深造課程。<br>Around 291 staff members of 5 TWGHs hospitals were sponsored to attend local and overseas training programmes.   | \$1,850,000        |
| 外教授交流計劃<br>Visiting Professorship Programmes                            | 該計劃邀請 1 位 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。<br>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)<br>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。<br>Western medicine doctors of 5 TWGHs hospitals were sponsored to conduct 13 research projects.  | \$400,000          |
| <b>合計 Total</b>   |  | <b>\$2,250,000</b> |

# 教師培訓及發展項目概要

## Highlights of Teaching Staff Training and Development Programmes

附錄 ER3 / Appendix ER3

| 學校<br>Schools            | 培訓及發展項目<br>Training and Development Programmes  | 日期<br>Dates | 詳情<br>Details   |
|--------------------------|---|-------------|---|
| 學校<br>Schools            | 校董培訓 2022<br>Training Session for Sponsoring Body Managers 2022   | 5-6/2022    | <p>培訓以實體及網上形式舉行，內容包括辦學團體校董培訓及教育科資訊分享會，邀得資深教育工作者葉祖賢先生分享如何提升校董對校情的了解，以及加強與學校教職員的溝通。</p> <p>此外，亦舉行線上新任校董迎新及教員校董、家長校董、校友校董及獨立校董的培訓，加強校董對法團校董會職責和角色的了解。</p> <p>The Training was held in the form of physical and online conferencing, including training seminars and information sharing sessions presented by the Education Division. Mr. YIP Jo Yin, a veteran educator, was invited to share his insights on how to enhance sponsoring body managers' understanding of school conditions and strengthen communication with school staff.</p> <p>Moreover, orientation and training sessions were held in the form of online conferencing to newly appointed managers, teacher managers, parent managers, alumni managers and independent managers to enable them to gain a deeper understanding of their roles and responsibilities.</p> |
|                          | 校長職務實戰經驗分享會<br>Sharing Session for New Principals   | 9/7/2022    | <p>分享會旨在安排資深校長為新任校長提供職務實戰經驗分享。是次分享會邀得東華三院伍若瑜夫人紀念中學葉偉明校長主講。</p> <p>The purpose of the Sharing Session was to invite senior principals to share their practical experience with their newly appointed counterparts. Mr. YIP Wai Ming, Principal of TWGHs Mrs. Wu York Yu Memorial College, was invited to conduct the Sharing Session.</p>  |
|                          | 國家安全多角度—教師專業研討會<br>Holistic View of National Security – Professional Seminar for Teachers   | 8/10/2022   | <p>研討會以實體及網上會議形式舉行，由東華三院及青識教育發展中心合辦，邀得4位專業講者就經濟安全、網絡安全、國安法例、科技安全、社會安全等方面分享相關案例，加深參與者對國家安全的認識。出席研討會的中學、小學、幼稚園及特殊學校的校長及老師超過500位。</p> <p>The Seminar was held in the form of physical and online conferencing, co-organised by TWGHs and Youthinkers. 4 professional speakers were invited to share relevant cases on economic security, cyber security, national security law, technological security and social security to give the participants a better understanding of national security. More than 500 principals and teachers from secondary schools, primary schools, kindergartens and special schools attended.</p>  |
|                          | 教師中國書法培訓<br>Chinese Calligraphy Training for Teachers   | 9-11/2022   | <p>為了提高教師對中國書法的認識，培養他們在校內教授和推廣中國書法的能力，東華三院與藝術香港文化有限公司合作，合辦「教師中國書法培訓班」。首辦的隸書研習班共有30位校長、副校長及教師參加。</p> <p>To enhance teachers' knowledge about Chinese calligraphy and their abilities in teaching and promoting Chinese calligraphy in schools, TWGHs and Hong Kong Art Culture Limited joined hands in organising the "Chinese Calligraphy Training for Teachers". A total of 30 principals, vice-principals and teachers attended the first clerical script workshop.</p>   |
| 聯校<br>Joint Schools      | 「探索副校長的角色」網上講座<br>Online Seminar for "Exploring the Role of Vice-principal"   | 9/4/2022    | <p>講座以網上會議形式進行，邀得東華三院李潤田紀念中學及東華三院郭一葦中學兩位副校長分享他們的專業成長之路，更由教育科主管吳奇燦先生講解如何在教育新形勢下探索副校長職能的改變，共有85位校長、副校長及教師出席。</p> <p>The Seminar was held in the form of online conferencing, with 2 vice-principals from TWGHs Lee Ching Dea Memorial College and TWGHs Kwok Yat Wai College sharing their professional development. Meanwhile, Mr. WU Kee Huen, Kenneth, Head of Education Division, explained how to explore the transformation of vice-principals' functions under the new educational conditions. A total of 85 principals, vice-principals and teachers attended.</p>  |
|                          | 「生涯規劃教育新視野：產業中的行業多元」網上講座<br>Online Seminar for "A New Vision of Career Planning Education: Diversity of Industries in the Industry" | 17/5/2022   | <p>講座以網上會議形式進行，邀得青少年發展企業聯盟的主席陳龔偉瑩女士及董事王育才先生分享他們的經驗，讓本院中學負責生涯規劃教育及職業輔導的教職員更了解產業中行業以及學生出路的多元性，約有100位教師出席。</p> <p>The Seminar was held in the form of online conferencing, with Mrs. Amy CHAN, Chairman of Child Development Initiative Alliance (CDIA), and Mr. Andy WONG, Director of CDIA, sharing their professional knowledge, so that teaching staff in charge of career planning education and career counselling could gain a better understanding of the diversity of career and pathways for students. About 100 teaching staff attended.</p>  |
|                          | 「擁抱元宇宙：學校如何趕上 VUCA 及科技加速的時代」網上講座<br>Online Professional Talk on Metaverse Education Development                                     | 18/5/2022   | <p>磁星匯元宇宙科技聯合創辦人及導師鄭俊偉博士及其團隊向教師介紹元宇宙及區塊鏈的概念，以及如何將有關概念套用於教學方法，以裝備學生面對網絡轉型及增加學習趣味，超過70位教師出席。</p> <p>Dr. Michael KWONG, Co-Founder and Corporate Trainer of Magnetar Asia, along with his team, introduced the concept of Metaverse and Blockchain to teachers, and explained how to apply the concepts to teaching methods to equip students for network transformation and make learning more interesting. Over 70 teaching staff attended.</p>  |
| 中學校<br>Secondary Schools | 「擁抱元宇宙：學校如何趕上 VUCA 及科技加速的時代」網上講座<br>Online Professional Talk on Metaverse Education Development                                     | 18/5/2022   | <p>磁星匯元宇宙科技聯合創辦人及導師鄭俊偉博士及其團隊向教師介紹元宇宙及區塊鏈的概念，以及如何將有關概念套用於教學方法，以裝備學生面對網絡轉型及增加學習趣味，超過70位教師出席。</p> <p>Dr. Michael KWONG, Co-Founder and Corporate Trainer of Magnetar Asia, along with his team, introduced the concept of Metaverse and Blockchain to teachers, and explained how to apply the concepts to teaching methods to equip students for network transformation and make learning more interesting. Over 70 teaching staff attended.</p>  |



| 學校<br>Schools           | 培訓及發展項目<br>Training and Development Programmes   | 日期<br>Dates                 | 詳情<br>Details   |
|-------------------------|--|-----------------------------|---|
| 中學<br>Secondary Schools | 東華三院中學中層管理人員職涯講座<br>Career Talk for Middle Management in TWGHs Secondary Schools   | 5/11/2022                   | 講座在東華三院馮黃鳳亭中學舉行，邀得東華三院教育科主管吳奇堯先生分享教師職業路上的歷程和心得，超過 100 位教師出席。<br>The Talk was held at TWGHS Mrs. Fung Wong Fung Ting College, with Mr. WU Kee Huen, Kenneth, Head of Education Division, sharing his experiences and insights on the career path of teachers. More than 100 teachers attended.   |
| 小學<br>Primary Schools   | 東華三院小學副校長/中層領導人員行政基礎認知課程<br>School Administration Foundation Course for Deputy Headteachers and Middle Managers of TWGHs Primary Schools | 20/5/2022<br>-<br>31/3/2023 | 為提升教師個人職能，協助學校提升整體效能，並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。<br>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' professional competence, which in turn also enabled better school management and better 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. |
|                         | 東華三院小學主任晉升分享會<br>Promotion Talk for Middle Management of TWGHs Primary Schools   | 18/10/2022                  | 為協助屬下小學老師加深了解學校團隊工作的角色及其生涯規劃，本院教育科舉辦「東華三院小學主任晉升分享會」，並邀得教育科主管吳奇堯先生分享教師職業生涯的成功要素，讓有意晉升的教師好好裝備自己，預早準備升職面試及計劃未來的發展路向。<br>To enable primary school teachers of the Group to better understand the role of school teamwork and their career planning, the "Promotion Talk for Middle Management of TWGHs Primary Schools" was held with Mr. WU Kee Huen, Kenneth, Head of Education Division, sharing the key elements of a successful teaching career. Teachers interested in promotion could equip themselves for better performance in promotion interviews and better planning of their future development.   |
| 幼稚園<br>Kindergartens    | 「賽馬會幼童健齒計劃」教師培訓<br>Teacher Training for "Jockey Club Children Oral Health Project"   | 2, 13/6 &<br>4/7/2022       | 由香港大學牙醫學院主辦，為本院共 44 名教師提供網上視像培訓，以便教師更有效地向幼兒傳遞口腔健康訊息。<br>Organised by Faculty of Dentistry of The University of Hong Kong, the Training conducted via online conferencing for 44 teachers aimed at equipping them with the skills to effectively deliver oral health information to children.  |
|                         | 「學與教的領導」校長分享會<br>Sharing Session for Principals on "Leadership for Learning and Teaching"  | 29/6/2022                   | 東華三院王胡麗明幼稚園時任校長林燕敏女士以網上視像形式，與全體幼稚園校長分享「學與教的領導」專業知識和寶貴經驗。<br>Ms. LAM Yin Man, the then Principal of TWGHs Wong Wu Lai Ming Kindergarten, shared with all other kindergarten principals via online conferencing her expertise and experience in "Leadership for Learning and Teaching".   |
|                         | 2021/2022 學年聯校同儕觀課計劃<br>2021/2022 School Year Peer Lesson Observation Scheme   | 6 & 7/2022                  | 是學年交流的主題為「品德教育」，屬下 4 所幼稚園屬示範學校，並邀得 3 位幼兒教育專家評課，18 所幼稚園均派出老師參與觀課及交流。<br>With "Moral Education" as the topic of the school year, 4 TWGHs kindergartens, acting in the capacity of demonstrating schools, invited 3 professionals in early childhood education as evaluators, and teachers from all other TWGHs kindergartens as participants.   |
|                         | 新英語課程教師培訓<br>Teacher Training for New Kindergarten English Curriculum  | 26/7 &<br>15/8/2022         | 5 所院屬幼稚園就推行新英語課程舉辦兩場教師培訓，由外籍英語老師示範如何以繪本建構英文語境，以生動活潑的教學法教導幼兒學習英文，並以英語表達自己，與老師及同學互動。<br>2 sessions of teacher training for 5 TWGHs kindergartens were held, where native English-speaking teachers demonstrated how to construct an English context with picture books. They also learned to apply vibrant pedagogy for children to learn English as a foreign language, and to express themselves and interact with teachers and classmates.   |
|                         | 新晉升主任分享會<br>Sharing Session for Newly Promoted Kindergarten Senior Teachers  | 8/8/2022                    | 教育科代表聯同 3 位校長、1 位時任副校長及 1 位主任向 6 位新晉升主任分享如何帶領老師共同備課、區角活動設計、環境佈置及校園活動設計。<br>Representatives from the Education Division, along with 3 principals, the then vice-principal and a senior teacher, shared with 6 newly promoted senior teachers on providing guidance to teachers regarding lesson preparation, corner activity design, environment set-up, and campus activity design.   |
|                         | 「學與教的領導」校長分享會<br>Sharing Session for Principals on "Leadership for Learning and Teaching"  | 23/8/2022                   | 東華三院馬陳家歡幼稚園校長勞麗雲女士以網上視像形式，與全體幼稚園校長分享「領導與組織」經驗，以及帶領校內教師籌劃生動有趣的體驗學習活動的心得。<br>Ms. LO Lai Wan, Principal of TWGHs Katherine Ma Kindergarten, shared with all other kindergarten principals via online conferencing her experience about "leadership and organisation" and insights into planning and executing along with teaching staff lively and interesting experiential learning activities.   |
|                         | 2022/2023 學年第一次幼稚園聯校教師專業發展日<br>2022/2023 School Year 1st Joint Kindergartens Teacher Professional Development Day                        | 7/10/2022                   | 發展日以網上視像形式舉行，共有 280 名教職員參加，其中包括「校園國安教育新視野」講座及「推展中國文化藝術」工作坊。<br>The Development Day was conducted via online conferencing and attended by 280 teaching staff, including a talk on "The Implementation of National Security Education on Campus" and a workshop on "Promoting Chinese Culture and Art".   |

| 學校<br>Schools           | 培訓及發展項目<br>Training and Development Programmes  | 日期<br>Dates            | 詳情<br>Details   |
|-------------------------|---|------------------------|---|
| 幼稚園<br>Kindergartens    | 「新入職教師課程培訓」工作坊<br>Workshop on "New Teacher Training on Kindergarten Curriculum"                                   | 3/12/2022              | 工作坊為 45 名新入職的幼稚園教師介紹「繪本認識知多少及推行幼兒品德教育」。<br>The Workshop was attended by 45 new teachers and introduced "Picture Book Teaching and Moral Education for Children".  |
|                         | 2022/2023 學年第二次幼稚園聯校教師專業發展日<br>2022/2023 School Year 2nd Joint Kindergartens Teacher Professional Development Day | 31/1/2023              | 發展日安排「中國藝術新體驗」工作坊，讓教師了解中國傳統戲曲及南音，並安排教師前往東華三院方樹福堂幼稚園(皇后山)參觀，實地進行教學交流。約有 300 名主任、教師、教學助理及外籍教師出席。<br>The Development Day organised a workshop on "New Experience in Exploring Chinese Art" to enable teaching staff to understand traditional Chinese opera and Nanyin. A visit to TWGHs Fong Shu Fook Tong Kindergarten (Queens Hill) was also arranged for teaching sharing. About 300 senior teachers, teachers, teaching assistants and native English-speaking teachers attended. |
|                         | 「中層管理」培訓工作坊<br>Training Workshop on "Middle Management"   | 9/2/2023               | 以「教育工作者常遇到哪些法律『陷阱』?」為題的工作坊，為 15 位校長及 27 位主任講解幼稚園實用法律知識。<br>Through a workshop titled "What are the legal traps that educators may come across at work?", 15 kindergarten principals and 27 senior teachers learned some practical legal knowledge about kindergarten education.   |
| 特殊學校<br>Special Schools | 東華三院特殊學校聯校專業發展日<br>Joint Special Schools Staff Development Day  | 2, 9, 25/2 & 11/3/2023 | 發展日邀得資深註冊社工、資深教師培訓工作者郭廣輝先生擔任主講嘉賓，內容包括「校園調解」講座及「如何處理家長投訴」工作坊。共有約 100 名教師以及學校和宿舍專責人員出席。<br>Mr. KWOK Kwong Fai, a senior registered social worker and a veteran trainer of teachers, was invited to give a talk on "Mediation on Campus" and conduct a workshop on "How to Handle Parent Complaints". A total of about 100 teachers and specialist staff from school and boarding sections attended.   |

## 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<br>Services/Districts         | 培訓及發展項目<br>Training and Development Programmes  | 日期<br>Dates    | 詳情<br>Details  |
|---------------------------------------|---|----------------|--|
| 安老服務<br>Elderly Services              | 「身體動作」與改善疫情下長者焦慮及抑鬱情緒工作坊<br>Workshop on "Movement-based" Intervention to Relieve Elderly's Anxiety and Depressive Mood During Epidemic                      | 28/6/2022      | 27 名員工參與工作坊，認識「身體動作」理論，學習相關介入手法，以加強服務單位在疫情期間對長者焦慮及抑鬱情緒的支援。<br>27 staff members attended the Workshop to learn the "Movement-based" rationale and intervention approach, so as to reinforce the support rendered by our service centres to the elderly for coping with anxiety and depressive mood during the epidemic. |
|                                       | 認識吞嚥困難、實踐及應用「國際吞嚥困難飲食標準」工作坊<br>Workshop on Understanding Dysphagia and Application of "The International Dysphagia Diet Standardisation Initiative" (IDDSI) | 29/7/2022      | 33 名專業同工參與工作坊，認識吞嚥困難、國際吞嚥困難飲食標準 IDDSI 及如何在社區照顧服務單位支援有吞嚥困難的長者。<br>33 professional staff attended the Workshop to learn about dysphagia, IDDSI and the way to support the elderly with dysphagia in community care services settings.  |
|                                       | 「線上直播服務及 KOL 發展 (初階)」工作坊<br>Workshop on "Online Live Broadcast Service and KOL Development (Elementary)"  | 30/8/2022      | 48 名員工參與工作坊，認識線上直播的基本知識技巧，並認識 KOL 文化及探索如何應用線上直播，以配合年輕長者服務發展。<br>48 staff members attended the Workshop to learn the basic knowledge and skills of online live broadcast, explored the KOL culture, and studied the application of online live broadcast in young old services.   |
|                                       | 「認知障礙症行為應對」工作坊<br>Workshop on "Handling Behavioural Symptoms of Dementia (BPSD) of Demented Elderly"  | 15/11/2022     | 30 名員工參與工作坊，認識如何利用「蒙特梭利」方法，去建立認知友善環境，並提升員工處理認知障礙行為為問題的技巧。<br>30 staff members attended the Workshop to learn the use of Montessori Method in building up a dementia-friendly environment and enhancing their skills in handling behavioural problems of the demented elderly.  |
|                                       | 「工作與生活融合」工作坊<br>Workshop on "Work-Life Integration"   | 30/12/2022     | 20 名員工參與工作坊，增加彼此認識及強化團隊精神，同時學習工作與生活平衡的技巧。<br>20 staff members attended the Workshop to improve mutual understanding, strengthen team spirit and learn the skills of achieving work-life balance.   |
| 青少年及家庭服務<br>Youth and Family Services | 創傷治療及處理技巧－基礎訓練班<br>Trauma Healing and Treatment Skills - Elementary Training Course   | 16 & 23/9/2022 | 40 位社工參與訓練班，認識「創傷治療」，包括身心創傷的原理、察覺身體感覺、情緒調節及創傷治療的三大階段。<br>40 social workers attended the Course to acquire the knowledge about "Trauma Healing", including the theories behind trauma, awareness of bodily sensation, emotion regulation, and the 3 stages in trauma healing.   |
|                                       | 教師發展日「正念退修日營」<br>Teachers Development Day "Mindfulness Day Camp"  | 30/9/2022      | 19 名員工參與發展日，體驗正念及如何了解身心靈的需要，團隊間彼此支援，從而更妥善面對新挑戰。<br>19 staff members attended the Camp to experience mindfulness and learn to understand physical, mental and spiritual needs. The Camp promoted the mutual support among teams to better cope with new challenges.   |

| 服務 / 區域<br>Services/Districts  | 培訓及發展項目<br>Training and Development Programmes   | 日期<br>Dates                        | 詳情<br>Details  |
|--|--|------------------------------------|--|
| 青少年及家庭服務<br>Youth and Family Services                                    | 「音樂治療與特殊兒童」訓練課程<br>"Music Therapy and Children with Special Needs" Training Course   | 6,13,20,27/10<br>&<br>3,10/11/2022 | 20 名員工參與課程，學習如何應用音樂治療，以促進特殊幼兒在認知、言語、肌能及社交情緒方面的發展。<br>20 staff members attended the Course to learn the multiple application of music therapy to foster cognitive, language, perceptual-motor, social and emotional development of children with special needs.                     |
|  | 幼兒導師實務導向<br>Induction Programme on Practical Work of Nursery Teachers  | 8,17,20/<br>10/2022                | 14 名新入職幼兒導師參與工作坊，認識本院幼兒園服務的使命和信念，以及課程的推行策略。<br>14 newly appointed early childhood practitioners attended the Workshop to learn about the mission and values of TWGHs nursery school services and the strategic implementation of the curriculum.                                   |
|  | 《深度自然遊》Deep Nature Play<br>半天自然體驗<br>Half-day Trial Course on Deep Nature Play   | 21/10/2022                         | 49 位青少年及家庭服務團隊成員參與課程，促進身心健康，加強連繫及提升士氣。<br>49 staff members of Youth and Family Section attended the course to improve their physical and mental health, and to enhance cohesion and morale of the team.  |
| 復康服務<br>Rehabilitation Services  | 《知悉·禁虐》- 防止虐待培訓<br>"To Know ABUSE and No to ABUSE" - Against Abuse Training  | 29/10 &<br>16, 20, 21/<br>11/2022  | 100 名員工參與培訓，認識何謂虐待，學習如何預防虐待事件發生。<br>100 staff members attended the Training to learn about the definition of abuse and how to prevent the occurrence of abuse.   |
|  | 疫情下的同理 - 認識安寧照顧服務<br>Understanding Comfort Care with Empathy   | 8/11/2022                          | 40 名員工參與課程，認識殘疾人士對安寧照顧的需要。<br>40 staff members attended the Course to learn about the needs of people with disabilities for comfort care.  |
|  | 視障長者的自立支援<br>Self-supporting Care for the Elderly with Visual Impairment   | 24 & 25<br>/11/2022                | 40 名員工參與課程，學習自立支援的概念，從而為視障長者提供相關服務。<br>40 staff members attended the Course to learn the concept of self-supporting care to be applied to their services for the elderly with visual impairment.   |
|  | 連結的力量<br>Power of Connection   | 9/12/2022                          | 120 名員工參與課程，學習提升團隊及服務之間的連結，增加服務發展的效能。<br>120 staff members attended the Course to learn the way to enhance the connection between people and services as well as to improve the effectiveness of service development.  |
|  | 「園藝治療認證」工作坊<br>Workshop on "Horticulture Therapy"  | 25 - 28<br>/2/2023                 | 30 名員工參與工作坊，學習園藝治療，以應用於不同類別的殘疾人士。<br>30 staff members attended the Workshop to learn horticulture therapy and how to apply the therapy to help people with different types of disabilities.  |
| 服務發展<br>Service Development  | 主要職位 / 人才培訓課程<br>Training Programme for Key Posts  | 5/2021 -<br>6/2022                 | 16 名部門高級經理、區域主任及高級主任參與課程，以提升他們的領導力、創意思維等能力。<br>16 senior section managers, district coordinators and senior social work practitioners attended the Course to enhance their skills in leadership, creative thinking and more.   |
|  | 單位主任培訓課程<br>Nurturing Programme for Tomorrow's Leaders   | 5/2021 -<br>6/2022                 | 12 名單位主任、副主任及隊長職級的員工參與課程，學習優化服務流程、衝突處理、團隊建立等。<br>12 centre supervisors, assistant supervisors and team leaders attended the Course to learn about business reengineering, conflict management, team building and more.   |
| 東區及中西區<br>Eastern/Central and Western District                           | 常見疾病之藥物治療及其對復康訓練影響<br>Understanding the Pharmacological Treatment and its Effect on Rehabilitation   | 16/8/2022                          | 14 位員工參與課程，認識常見慢性藥物治療及其對復康訓練需要注意的地方，提升對服務使用者的復康治療效果。<br>14 staff members attended the Course to acquire the knowledge about chronic illness pharmacological treatment and its effect on rehabilitation, for the purpose of improving the rehabilitation service for service users. |
|  | 從零認識「大數據」<br>Big Data Analysis and Application Training  | 7/9/2022                           | 22 位員工參與課程，認識基本「大數據」概念及以圖像表達數據的方法，應用於日常工作及服務需要分析。<br>22 staff members attended the Course to learn the basic concept of "big data" and the presentation of data in graphics, to be applied in daily work and to facilitate the analysis of service needs.                          |
|  | 「認知障礙症長者香薰按摩」培訓工作坊<br>Training Workshop on "Aromatherapy Massage for Elders with Dementia"   | 24/10/2022                         | 15 位員工參與工作坊，學習為認知障礙症長者進行香薰按摩的知識及技巧，並即場進行按摩實習，以期協助長者安定情緒。<br>15 staff members attended the Workshop to learn the knowledge and skills of performing aromatherapy massage as a soother for the elderly with dementia, and practised on site under the tutor's guidance.              |
|  | 輕快心連心<br>Heart to Heart with Joy   | 9/12/2022                          | 增進東區及中西區各主任的溝通機會和團隊精神，並減輕工作壓力。<br>It provided a communication platform for Eastern/Central and Western District supervisors to promote team spirit and relieve their stress at work.   |
| 九龍城/油尖旺/<br>觀塘區<br>Kowloon City/<br>Yau Tsim Mong/<br>Kwun Tong District | 「及早識別預防及處理懷疑虐待兒童」<br>工作坊<br>Workshop on "Early Identification, Prevention and Handling Skills for Children Affected by Child Maltreatment" | 28/9 &<br>7/10/2022                | 33 名家舍員工參與工作坊，增進處理懷疑虐兒個案的知識及能力，提升辨識個案的敏感度。<br>33 staff members from small group homes attended the Workshop to enhance their awareness and knowledge about handling child maltreatment cases as well as their sensitivity in identifying cases.                                    |
|  | 中西醫結合治療長新冠<br>Integrated Chinese and Western Medicine Treatment for Long COVID   | 10/10/2022                         | 49 名員工參與工作坊，了解最新中西醫結合治療長新冠症狀的趨勢。<br>49 staff members attended the Workshop to learn about the latest trend in integrating Chinese and Western medicine for treating Long COVID.  |

| 服務 / 區域<br>Services/Districts  | 培訓及發展項目<br>Training and Development Programmes  | 日期<br>Dates         | 詳情<br>Details  |
|--|---|---------------------|--|
| 九龍城/油尖旺/<br>觀塘區<br>Kowloon City/<br>Yau Tsim Mong/<br>Kwun Tong District | 「布隆貝格韻律運動訓練」工作坊<br>Workshop on "Blomberg Rhythmic Movement"   | 23/12/2022          | 40名治療師參與工作坊，學習如何應用布隆貝格韻律運動訓練技巧，以回應各類服務使用者的不同需要。<br>40 therapists attended the Workshop to learn the knowledge and skills in using Blomberg Rhythmic Movement technique for meeting different needs of various kinds of service users.  |
| 深水埗/黃大仙區<br>Sham Shui Po/<br>Wong Tai Sin<br>District                    | 「芬蘭木棋」工作坊<br>Workshop on "Mölkky"   | 31/10/2022          | 30位專業員工參與工作坊，學習「芬蘭木棋」，有助日常工作應用，強化工作技巧，為服務使用者提供有關活動。<br>30 professional staff attended the Workshop to learn "Mölkky" in order to promote its application and their skills in their daily work and provide relevant programmes for service users.   |
|  | 「精神病分類 DSM5」工作坊<br>Workshop on "Mental Disorder Classification DSM5"                                    | 19/12/2022          | 10位專業員工參與工作坊，學習精神病分類、診斷標準和相關知識，以應用於日常個案工作，強化相關工作技巧。<br>10 professional staff attended the Workshop to learn about the classification and diagnosis of mental disorders for application in case work and to enhance relevant working skills.  |
| 沙田區<br>Shatin District   | 醫療及健康服務相關員工法律須知<br>Essential Laws for Medical and Health Practitioners                                  | 4/8/2022            | 34位專業員工參與課程，學習醫療及健康服務相關法律的認識，增加他們於服務監察及為服務使用者提供服務的信心。<br>34 professional staff attended the Course to learn about the practical legal knowledge related to medical and health service and the way to boost the confidence of staff in service monitoring and provision.  |
|  | 「失落及哀傷輔導」工作坊<br>Workshop on "Bereavement and Loss"  | 22/9/2022           | 28位專業員工參與工作坊，認識喪親哀傷輔導理念，加強有關個案及小組介入技巧。引導參加者反思人生與死亡，建立積極人生觀。<br>28 professional staff attended the Workshop to understand the concept of bereavement counselling and acquire the case and group intervention skills on "bereavement and loss", as well as the way to encourage self-reflection on "Life and Death" for building a positive value in life. |
|  | 「高效工作績效評估面談及督導紀錄撰寫技巧」工作坊<br>Workshop on "Effective Skills for Appraisal and Supervision Report Writing" | 13/10/2022          | 30位專業員工參與工作坊，增進工作績效評估面談及督導紀錄撰寫技巧。<br>30 professional staff attended the Workshop to enhance the skills of appraisal interview and the essence of report writing.   |
|  | 晚期照顧工作坊 - 哀傷輔導，照顧態度及溝通技巧<br>End-of-life Care Workshop - Caring Attitude and Communication skills        | 17 & 24/<br>10/2022 | 由臨床心理學家指導員工，如何以尊重的態度與長者溝通，提升員工照顧體弱長者之技巧，提升服務質素。<br>Clinical psychologists provided guidance to the staff on how to communicate with the elderly in a respectful manner, and how to improve their skills in caring for the frail elderly for improvement of service quality.  |
|  | 「處理兒童創傷後遺」工作坊<br>Workshop on "Healing Children's Trauma"  | 18/10/2022          | 23位員工參與工作坊，認識不同類別的兒童創傷後遺及表徵，並探討介入方向和策略。<br>23 staff members attended the Workshop to learn about various types of traumatic experiences among children, so as to formulate treatment directions and strategies.  |
| 大埔/北區<br>Tai Po/North<br>District  | 認知友善環境設計培訓<br>Environmental Design for Dementia-friendly Dwelling                                       | 2/11/2022           | 38位專業同工參與培訓，學習環境設計之策略技巧，讓認知障礙症患者生活於認知友善院舍及社區環境內。<br>38 professional staff attended the Training to learn the strategic skills of environmental design to enable people with dementia to live in a dementia-friendly residence and community environment.   |
|  | 地道食品軟餐工作坊<br>Workshop on Local-style Soft Meals   | 9/2/2023            | 25位員工參與工作坊，學習製作多款具地道風味的軟餐，以服務不同吞嚥程序困難的服務使用者。<br>25 staff attended the Workshop to learn the production of various sorts of soft meals with local flavours for service users with different levels of swallowing difficulties.  |
|  | 心臟病藥物知識進階<br>Knowledge Enhancement on Medicine for Cardiovascular Diseases                              | 9/3/2023            | 20位配藥員、護士及保健員參與培訓，由藥劑師分享心臟科藥物的進階知識，包括用藥類別與劑量。<br>20 dispensary and nursing staff attended the Training, where pharmacists shared advanced knowledge of cardiology medications, including the types and doses of medications.   |
| 荃灣/屯門/<br>元朗區<br>Tsuen Wan/<br>Tuen Mun/Yuen<br>Long District            | 「郁下鬆下健身球」工作坊<br>Workshop on "Fitball Exercise"  | 25/7/2022           | 15名員工參與工作坊，利用健身球伸展，放鬆肌肉，減輕痛症。<br>15 staff members attended the Workshop on muscle relaxation, stretching and pain relief with fitballs.  |
|  | 人本脫身法及約束法認證課程<br>Certificate in Positive Handling System with NFPS Breakaway and Restraint Techniques   | 6/8/2022            | 26名員工參與課程，學習處理服務使用者攻擊行為的方法和技巧。<br>26 staff members attended the Course to learn the knowledge, methods and skills for handling aggressive and challenging behaviours of service users.   |
|  | 「活動設計及帶領」工作坊<br>Workshop on "Programme Planning and Implementation"                                     | 26/9/2022           | 26名員工參與工作坊，透過講座、專業示範及小組討論，學習為服務使用者設計活動，並提升帶領活動的技巧。<br>26 staff members attended the Workshop to learn how to plan and lead programmes for service users through lectures, professional demonstration and group discussion.   |

| 服務 / 區域<br>Services/Districts                                       | 培訓及發展項目<br>Training and Development Programmes   | 日期<br>Dates | 詳情<br>Details   |
|---|--|-------------|---|
| 職業安全及健康<br>委員會<br>Committee on<br>Occupational<br>Safety and Health | 「離地工作安全及正確使用梯具」工作坊<br>Workshop on "Work Safety off the Ground<br>and Proper Use of Ladder" | 24/6/2022   | 44 名員工參與工作坊，認識梯具的選擇及使用技巧，提升離地工作環境的安全意識，避免因離地工作而發生意外。<br>44 staff members attended the Workshop to learn about the selection and use of ladders, so as to enhance the safety awareness of working off the ground for the prevention of accidents.  |
|   | 「司機工作職安健」工作坊<br>Workshop on "Driver Work Safety"   | 23/9/2022   | 41 名員工參與工作坊，認識駕駛的職安健、司機工作環境的安全及伸展運動，以減少司機工傷及避免復康巴士意外。<br>41 staff members attended the Workshop to learn about occupational safety and health issues in driving, the safety of the drivers' working environment, and stretching exercise, all aimed at reducing driver injuries and preventing any accidents on rehabilitation buses.                   |
|   | 正確使用電腦及手機<br>Proper Use of Computer and Mobile Phone                                       | 21/12/2022  | 40 名員工參與課程，認識有關電腦顯示屏幕的職安健法例、正確使用方法、不當使用的危害及伸展運動，預防工傷。<br>40 staff members attended the Course to learn about the occupational safety and health legislations related to display screen equipment, the correct use of electronic screens, the hazards of improper use of display screens, and the stretching exercises to prevent work-related injuries. |
|   | 「體力處理操作 (前線員工)」工作坊<br>Workshop on "Manual Handling Operation<br>(Frontline Staff)"         | 17/3/2023   | 40 名職員學習體力處理操作及扶抱轉移的危害因素及預防控制措施，並認識職業性筋肌勞損的成因及預防方法。<br>40 staff members attended the Workshop to learn about the risk factors and preventive measures of manual handling operation, and lifting and transfer, as well as the causes and prevention of occupational musculoskeletal disorders.   |

## 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<br>Training and Development Programmes                         | 日期<br>Dates | 詳情<br>Details   |
|--|-------------|---|
| 廉政公署防貪講座<br>Talk on Anti-corruption                                    | 28/6/2022   | 29名員工參與由廉政公署主持的講座，深入認識貪污漏洞，誠信工作及管治，以及遇到賄賂個案時的處理方法。<br>29 staff members attended the Talk conducted by the Independent Commission Against Corruption to learn more about corruption loopholes, work and governance with integrity, and how to deal with bribery situations.  |
| 多元化感官團隊訓練工作坊<br>Teambuilding Workshop on Multi-sensory<br>Exploration  | 22/7/2022   | 透過無聲互動工作坊及黑暗中體驗旅程，讓員工了解互信對團隊合作的重要性，提高换位思考及溝通能力，以實踐團隊互信和合作。<br>As part of the efforts to promote mutual trust and cooperation, the Interaction in Silence Workshop and Experience Tour in Darkness were organised for staff members to understand the importance of mutual trust in teamwork, and to enhance their empathetic thinking and communication skills. |
| 土工職安健講座<br>Talk on Occupational Safety and Health for<br>Funeral Staff | 6/10/2022   | 17名土工參與講座，認識搬運重物及棺木時的正確姿勢，以及了解姿勢不當所帶來的勞損及疾病。<br>17 funeral staff attended the Talk to learn about the proper posture when carrying heavy objects and coffins, and to understand the strain and illnesses caused by improper posture.  |
| 陶瓷花製作體驗班<br>Experiential Class on Ceramic Peony                        | 11/11/2022  | 透過學習製作陶瓷牡丹花，讓員工在創作過程中舒緩生活壓力，提升身心靈健康。<br>By learning to make ceramic peonies, staff members were able to relieve their stress of life and improve their psychological well-being through the creative process.   |