

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 300 名員工舉辦「全國兩會精神分享會」，讓管治團隊及員工深入了解「全國兩會」的重要內容及意義。
- 為 24 名員工舉辦「雙贏高效溝通技巧」工作坊，加強員工聆聽和表達的能力，促進職場和諧的協作氣氛。
- 為 30 名員工舉辦「口才訓練及溝通技巧」工作坊，教授演說技巧及提升學員信心。
- 為 25 名員工舉辦「靜觀意念規劃團隊訓練工作坊」，透過融合 3D 打印和靜觀技巧，促進團隊溝通，加強員工之間的凝聚力。
- 為 21 名行政總部行政人員、校長及服務單位主管舉辦「變革管理工作坊：成為變革領航者」，鼓勵員工多方面思考，學習應對變革的過程，反思現實中所經歷的大小改變，勇於尋找突破策略，塑造變革領航者。
- 為 28 名行政總部行政人員、校長及服務單位主管舉辦「裝備未來工作坊：設計思維應用」，練習批判性思考，並從現有的方法中尋找創新的解答，藉以應對環境轉變，活用於工作和日常生活中。
- 為 50 名員工舉辦「文化考察—探索東華歷史足跡」參觀東華義莊活動，讓員工了解香港歷史與東華三院歷史、檔案和文物的關係，從而推廣機構文化及增加員工對工作的投入度和使命感。
- 為 25 名行政總部行政人員、校長及服務單位主管舉辦「商業英語書寫工作坊」，透過訓練書寫的邏輯思維達致言簡意賅和有效溝通。
- 為 30 名員工舉辦「職安健工作坊，聲線運用及護理」，藉此提高員工於工作環境中保護聲線的意識。
- 為 30 名員工舉辦「環境保護及綠色生活文化培訓活動：荔枝窩生態遊」活動，加強員工的持續發展理念，從而讓他們更深入認識環境保護及綠色生活。
- 舉辦合共 4 場「伸展運動」及「沙畫」工作坊，協助員工達致生活與工作平衡。
- 為 27 名員工舉辦急救訓練課程，教授員工急救知識及技巧。
- 為 13 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。
- 舉辦 8 次迎新活動，超過 600 名新入職員工出席。
- 為人力資源科人事部員工舉辦工作坊，以協助員工熟悉最新的資訊科技知識和技能。
- 為人力資源科員工舉辦團隊訓練工作坊，以提高團隊協作精神及員工士氣。
- A sharing session on the "Spirit of Two Sessions" was organised for 300 staff members to provide the management team and staff members with an in-depth understanding of the key content and significance of the "Two Sessions".
- A workshop on "Effective Communication" was organised for 24 staff members to enhance their skill of listening and communication, so as to promote a harmonious and collaborative workplace.
- A workshop on "Speaking with Confidence" was organised for 30 staff members to enhance their skills and confidence in public speaking.
- A "Teambuilding Workshop with Mindful Architect" was organised for 25 staff members to foster cohesion among staff members through the integration of 3D artwork printing and mindfulness technique.
- A workshop on "Change Management: Be a Change Navigator" was organised for 21 executives of the Administration Headquarters, school heads and supervisors of service centres/units to encourage staff members to think differently, learn the process of coping with change, reflect on big and small changes they have experienced in reality, and be inspired to find breakthrough strategies to shape change leaders.
- A workshop on "Future Skills Design Thinking in Practice" was organised for 28 executives of the Administration Headquarters, school heads and supervisors of service centres/units to practise critical thinking and find innovative solutions from existing methods to cope with environmental changes and apply them to work and daily life.
- A cultural visit to Tung Wah Coffin Home was organised for 50 staff members to enable them to understand the relationship between the history of Hong Kong and the history, archives and artifacts of TWGHs, with a view to promoting the organisational culture and enhancing staff's commitment and sense of mission in workplace.
- A workshop on "English for Effective Business Writing" was organised for 25 executives of the Administration Headquarters, school heads and supervisors of centres/units to reinforce the logic of writing for concise and effective communication.
- A workshop on "Voice Projection and Protection in the Workplace" was held for 30 staff members to raise their awareness in voice protection in the workplace.
- A "Green Tour to Lai Chi Wo" was organised for 30 staff members to strengthen their concept of sustainable development, so that they have a deeper understanding of environmental protection and green living.
- A total of 4 workshops on "Stretching Exercises" and "Sand Painting" were organised to help staff members achieve work-life balance.
- A first-aid training course was organised for 27 staff members to equip them with first-aid knowledge and skills.
- A refresher course on first-aid training was organised for 13 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.
- A total of 8 induction programmes were organised with an attendance of over 600 newly-recruited staff members.
- A workshop was organised for staff members of the Personnel Section of the Human Resources Division to familiarise them with the latest information technology knowledge and skills.
- A team-building workshop was organised for staff members of the Human Resources Division to enhance team spirit and staff morale.

醫院員工發展及研究計劃 (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
2023/2024 年度醫務科員工訓練基金 2023/2024 Medical Division Staff Training Fund	該基金資助屬下 5 間醫院約 320 名員工修讀本港及海外的訓練及深造課程。 Around 320 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	該計劃邀請兩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。 2 overseas professors were 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研究項目。 Western medicine doctors of 5 TWGHs hospitals were sponsored to conduct 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

學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
聯校 Joint Schools	東華三院學校領導力增潤課程 2023/2024 TWGHs School Leaders Enhancement Programmes 2023/2024	4/2023 - 3/2024	為提升學校管理層的領導能力及管理思維，教育科舉行一系列講座及工作坊，幫助屬校校長及副校長妥善應付在學校管理中所面對的各項挑戰。 To enhance the leadership skills and administrative mindset of school management, the Education Division organised a series of seminars and workshops to help principals and vice-principals of the Group to cope with challenges effectively in school management.
	參觀零一學院 Visiting X-Institute	14/4/2023	是次參訪由清華大學理學院白峰杉副院長、中學聯盟副秘書長林雄偉老師帶領本院中、小學的校長及老師了解零一學院如何培育 STEM 人才，啟發學生創意及潛力。 Led by Prof. BAI Fengshan, Associate Dean of School of Science, Tsinghua University, and Ms. LIN Xiongwei, Deputy Secretary of Secondary School Association, the principals and teachers of TWGHs secondary and primary schools were on a study tour to learn how X-Institute nurtures STEM talents and inspires students' creativity and potential.
	東華三院德育課程 — 開平、江門、新會 教師考察團 TWGHs Moral Education Curriculum - Delegation to Kaiping, Jiangmen and Xinhui	28 - 29/4 & 3 - 4/11/2023	本年度分別舉辦了本地考察團及開平考察團，約 100 名屬校教師參與。透過實地考察華僑出洋及認識本院原籍安葬服務歷史，理解先賢情懷，體會東華三院的核心價值，承傳仁愛之風，期望能在推展德育課程時將之融入教學當中，傳遞給學生。 Local and Kaiping delegations were held in the year, with the participation of approximately 100 teachers from affiliated schools. Through the study tours to overseas Chinese and bone repatriation service of the Group, delegations gained a better understanding of the sentiments of our forefathers, and the core values of TWGHs. All these elements could be incorporated into TWGHs Moral Education Curriculum and passed down to students in classes.
	教師中國書法培訓 Chinese Calligraphy Training for Teachers	4 - 5/2023	為了裝備教師的中國書法教學，以及培養他們在校內教授和推廣中國書法的能力，東華三院本年度繼續與藝術香港文化有限公司合辦「教師中國書法培訓班」。首個隸書研習班共有 28 位校長、副校長及教師參加。 To equip teachers with the skills to teach Chinese calligraphy and the abilities to teach and promote Chinese calligraphy in schools, TWGHs and Hong Kong Art Culture Limited continued to join hands in organising the "Chinese Calligraphy Training for Teachers". A total of 28 principals, vice-principals and teachers attended the first clerical script workshop.
	東華三院屬校校長及副校長專業發展活動 Professional Development Activity for Principals and Vice-Principals of TWGHs Schools	12 & 19/5/2023	為提升屬校校長及副校長對本院各類服務發展的認識，並加強他們與其他服務單位的聯繫，教育科與檔案及歷史文化辦公室合作，安排 60 位屬校校長及副校長探訪東華三院何超瓊檔案及文物中心、東華三院李恩李鑾麟父子中央煎藥中心，以及東華三院 CookEasy 煮饌易生產中心。 To enable our principals and vice-principals to gain a better understanding of the development of TWGHs services, and strengthen their connections with other service units, the Education Division in collaboration with the Records and Heritage Office organised visits to TWGHs Maisy Ho Archives and Relics Centre, TWGHs Lee Yen & Lee Yuk Lun, JP, Father & Son Centralized Decoction Centre and TWGHs CookEasy Production Centre for 60 principals and vice-principals.
	校董培訓 2023 Training for IMC Managers 2023	30/5/2023	本院邀得教育局首席教育主任（課程支援及質素保證）梁伯偉先生及其團隊講解優化學校發展與問責架構的措施，加深屬下中、小學及特殊學校的校監及校董對推行細則的了解。 Mr. LEUNG Pak Wai, Ashley, Principal Education Officer (Curriculum Support and Quality Assurance), the Education Bureau, and his colleagues were invited to explain the implementation details of the enhanced school development and accountability framework to supervisors and managers of TWGHs secondary schools, primary schools, and special schools.
	東華三院暨南大學校長及副校長國情教育培訓班 TWGHs-Jinan University Principal and Vice-Principal Training on National Education	25 - 30/6/2023	為加深對中國文化及國家最新發展的認識，促進學術交流和教育發展，暨南大學與東華三院合辦培訓班，共有 30 位來自本院屬下中、小學、特殊學校和幼稚園的校長及副校長參與。 To deepen the understanding of Chinese culture and the latest development of the mainland of China, and to promote academic exchanges and educational development, Jinan University and TWGHs jointly organised a training course for a total of 30 principals and vice-principals of secondary schools, primary schools, special schools, and kindergartens of the Group.
2023 年東華三院華東師範大學語文教師高級培訓班 2023 Enhancement Course for Chinese Language Teachers at East China Normal University	16 - 20/12/2023	為提升本院屬校在職語文教師的專業水平，教育科與華東師範大學合作，為屬下中、小學共 44 位教師舉辦高級密集培訓。 To enhance the professional competence of language teachers, the Education Division collaborated with East China Normal University to organise an intensive advanced course for a total of 44 teachers from TWGHs secondary schools and primary schools.	
中學 Secondary Schools	東華三院中學延安歷史文化及經濟發展考察 TWGHs Secondary School Yan'an History and Economic Development Visit	8 - 11/8/2023	華潤隆地籌備考察團，讓東華三院屬下 5 所中學的校長及老師深入延安考察，了解延安的社會及歷史價值。 China Resources Longdation organised a study tour for principals and teachers from 5 TWGHs secondary schools to visit Yan'an, where they learnt about its social and historical values.
	浩觀創業基金、東華三院中學校長深圳前海考察團 CoCoon Foundation and TWGHs: Secondary School Principals Shenzhen Qianhai Study Tour	14 - 15/8/2023	承蒙中央人民政府駐香港特別行政區聯絡辦公室及浩觀創業基金的支持，東華三院帶領一眾中學校長參訪深圳的先進科技產業機構及公司、各大專院校及港人子弟學校。 Thanks to the support of the Liaison Office of the Central People's Government in Hong Kong SAR and CoCoon Foundation, TWGHs organised a tour for secondary school principals to visit advanced technology organisations and enterprises, tertiary institutions, and schools for Hong Kong children in Shenzhen.
	黃乾亨基金資助：東華三院教師國內參訪團 Philip K.H. Wong Foundation sponsors: TWGHs Teachers Mainland Study Tour	16 - 20/10/2023	31 位來自屬下中學的老師透過體驗式學習，內容包括參觀國內頂尖院校和考察各個歷史文化景點，全面加深對國內高等教育、中國文化及國家教育發展整體局勢的認識。 31 teachers from TWGHs affiliated secondary schools gained a better understanding of the higher education in the Mainland, Chinese culture and the overall development of the education sector across the country, through an experiential learning programme which included visits to prestigious universities as well as visits to various historical and cultural attractions.

學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
中學 Secondary Schools	東華三院聯校地理科教師專業發展活動 — 上海市地理學會地理學科專家訪問團 TWGHs Joint Schools Professional Development Activity for Geography Teachers - Shanghai Geography Experts Visiting TWGHs Schools	13 - 15/11/2023	為協助老師優化地理科的教學及評估系統，教育科邀得 5 位來自上海的專家學者分享職業歷程和寶貴心得，並與本院地理科教師進行交流。 To enable our teachers to optimise the teaching and assessment system of the Geography subject, the Education Division invited 5 scholars who were teaching Geography in Shanghai to share their career experiences and valuable insights with their peers in the Group, as well as exchanged with Geography teachers of the Group.
	東華三院中學中層管理人員職涯講座 Career Talk for Middle Management in TWGHs Secondary Schools	9/12/2023	本院邀得東華三院教育科主管吳奇堯先生向屬下中學的中層教師講解教師事業觀及教師職涯觀。 Mr. WU Kee Huen, Kenneth, Head of Education Division, was invited to share his views and experience with experienced teachers of TWGHs secondary schools about the career outlook and development of the teaching profession.
小學 Primary Schools	東華三院小學副校長及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	1/4/2023 - 31/3/2024	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，本院教育科獲董事局撥款，為屬下小學的副校長及中層領導人員舉辦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、教學質素保證、危機處理及溝通技巧等。 Funded by the Board of Directors, a series of school administration foundation courses for deputy headteachers and middle managers was organised by the Education Division. The courses aimed to enhance teachers' professional competence, and in turn, facilitated better school management and better education services for students. The courses covered a wide range of disciplines, including human resources management, finance and supplies management, administrative management, school management, curriculum development and assessment, teaching quality assurance, crisis management, communication skills, and more.
幼稚園 Kindergartens	「安吉遊戲」交流團 Exchange Tour on "Anji Play"	10 - 14/4 & 15 - 16/5/2023	本院幼稚園兩位校長及 4 位老師分別參與由香港幼稚園教育專業交流協會舉辦的浙江及廣州「安吉遊戲」交流團，到訪當地的幼兒園實地觀摩及交流，了解當地推行「安吉遊戲」的情況。2 principals and 4 teachers of TWGHs kindergartens participated in the Exchange Tour titled "Anji Play", organised by the Association of Hong Kong Kindergarten Education Professional Exchange. They visited kindergartens there for on-site observation and exchanges, so as to learn more about the implementation of "Anji Play" in a local context.
	2022/2023 學年聯校同儕觀課計劃 2022/2023 School Year Peer Lesson Observation Scheme	4 - 6/2023	本學年的交流主題是「品德教育」，屬下 6 所幼稚園屬示範學校，並邀請 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。 With "Moral Education" as the topic for the school year, 6 TWGHs Kindergartens as demonstrating schools and 3 professionals in early childhood education as evaluators, along with teachers from all other TWGHs Kindergartens, participated in the activity and conducted academic exchanges.
	新晉主任分享會 Sharing Session for Newly Promoted Kindergarten Senior Teachers	5/5/2023	由本院幼稚園資深主任向新晉主任分享在工作崗位上的轉變會遇到的困難及解決方法。 Experienced senior teachers shared with their newly promoted counterparts the difficulties encountered in changing job positions and the ways to resolve them.
	2023/2024 學年第一次聯校教師專業發展日 2023/2024 School Year 1st Joint Kindergartens Teacher Professional Development Day	6/10/2023	發展日以「中華·保育」文化體驗工作坊為主題，包括電影「長安三萬里」分享會及到訪探遊館或饒宗頤文化館，認識生態教育或中華文化及香港歷史。共有 276 名教職員出席。 The theme of the Development Day was "Chinese Culture · Conservation", which included a movie sharing session of "Chang'an" and a visit to Cube O Discovery Park to learn more about eco-education or to Jao Tsung-I Academy to learn more about Chinese culture and Hong Kong history. A total of 276 staff members attended the Programme.
特殊學校 Special Schools	2023/2024 學年特殊學校韓國教育考察團 2023/2024 School Year TWGHs Special Schools Study Tour to South Korea	24 - 28/3/2024	本院 3 所特殊學校校長、教師及專責人員共 34 人前赴韓國首爾進行教育考察，兩地教育工作者借此機會分享經驗，交流知識。雙方在學生課程、評估、轉介及支援，以至生涯規劃方面，探究 3 校未來的教育發展方向。 A total of 34 principals, teachers, and specialists from 3 TWGHs special schools participated in an educational study trip to Seoul, South Korea. Through experience sharing and knowledge exchange between educators in South Korea and Hong Kong, we explored the future direction of education development of our 3 schools in terms of student curriculum, assessment, referrals and support, and career planning.

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 Services 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	護老生活規劃個案培訓工作坊 Carers' Life Planning Case Training Workshop	8/6/2023	22名專業同工參與工作坊，認識護老者各階段的困難和需要，學習護老生活規劃個案的評估工具和步驟。 22 professional staff attended the Workshop to learn about carers' challenges and needs at different stages of care, along with assessment tools and steps for life planning cases.
	「超聲波影像在吞嚥障礙檢查的應用」言語治療培訓 Training Workshop on "Application of Ultrasound in Dysphagia Management"	15/6/2023	11名言語治療師透過理工大學團隊講解，學習超聲波影像在吞嚥困難個案中的應用，並實際體驗其操作。 11 speech therapists learned about the application and gained hands-on experience in ultrasound imaging for dysphagia cases, through the guidance of a team from Hong Kong Polytechnic University.
	「身體動作」與改善疫情下長者焦慮及抑鬱情緒工作坊 Training Workshop on "Movement-based" Intervention to Relieve Elderly's Anxiety and Depressive Mood during Epidemic	28/6/2023	27名員工認識「身體動作」理論，學習相關介入手法，以加強對長者焦慮及抑鬱情緒的支援。 27 staff members were introduced to the theory of "Movement-based" and learnt about related intervention to enhance support for the elderly with anxiety and depression.
	「建立長者友善環境及服務特色室內設計」工作坊 Workshop on "Design for the Interior and Service Features of Age-friendly Environment"	18/9/2023	28名專業同工參與工作坊，認識安老服務的室內環境設計的主要原則，並學習如何應用。 28 professional staff attended the Workshop and learnt main principles of interior design for elderly care services and their applications.
	「後事文化導賞」工作坊 Workshop on "Funeral Culture Guided Tour"	10/11/2023	30名員工參與工作坊，認識香港後事文化、歷史及殯儀資訊，從而鼓勵長者及早規劃後事和晚年照顧計劃。 30 staff members attended the Workshop to learn the after-death culture of Hong Kong, its history and some funeral information, so as to encourage the elderly to make early planning for their funeral and end-of-life care plan.
青少年及家庭服務 Youth and Family Services	應用「自由遊戲」於學前教職服務研討會 Applying "Free Play" in Edu-care Services Seminar	20/12/2023	180名幼兒園教職員透過專題講座、案例分析、遊戲體驗與反思，認識「自由遊戲」概念及技巧，以提升幼兒的學習效能。 180 teaching staff of nursery schools learnt about the concept and skills of "Free Play", through keynote speech, case analysis, authentic experience, and reflections, so as to enhance children's learning efficiency.
復康服務 Rehabilitation Services	護理員訓練課程證書課程 (第一、二、三屆) Certificate Course in Training for Care Workers (1st, 2nd and 3rd Class)	5 - 11/2023	57名在職護理員完成課程及通過評核，獲資歷架構第二級，掌握了長者和殘疾人士的日常起居照顧知識及技巧。 Upon completion of the Course, 57 in-service care workers passed the assessment to attain Level 2 of the Qualifications Framework, and acquired the knowledge and skills in taking daily living care for the elderly and persons with disabilities.
	「Take Care 照顧」共融設計工作坊 "Take Care" Inclusive Design Workshop	30/6/2023	29名員工學習設計思維及敘述故事的技巧，以善用服務對象的創作於不同項目中，為他們提供更多發展機會。 29 staff members learnt design thinking and narrative storytelling skills to utilise the creativity of service users in different projects and to provide them with more development opportunities.
	「知悉禁虐」工作坊 Abuse Prevention Workshop	4/7 & 16/12/2023 & 5/1/2024	158名員工藉著工作坊，認識虐待的定義及有效防止虐待出現的方法。 158 staff members learnt about the definition of abuse, and effective ways to prevent abuse through the Workshop.
服務發展 Service Development	新晉主管專業培訓課程 Professional Training Course for Newly Promoted Supervisors	4/2023 - 3/2024	28名新晉主管獲選參加培訓，了解機構文化、行政程序、領導及管理技巧，並建立工作間的朋輩支援網絡。 28 newly promoted supervisors were selected to participate in the Training, where they learnt about organisational culture, administrative procedures, leadership and management skills, and to develop a peer support network in the workplace.
	管理人員領袖培訓課程 Leadership Development Programme for Experienced Supervisors	7/2023 - 3/2024	14名資深主管參與一系列的培訓，包括領導力培訓、個性測試及一對一教練環節，以提升管理技巧。 14 experienced supervisors participated in a series of trainings, including leadership training, personality assessments and one-on-one coaching sessions to enhance their leadership skills.
	品牌及行銷培訓工作坊 Branding and Marketing Training Workshop	10 - 11/2023	工作坊內容涵蓋理論、案例研究、策略規劃工具，規劃和實施社會服務、社會企業品牌及行銷策略的相關知識。 The Workshops covered theories, case studies, strategic planning tools, knowledge related to planning and implementation of social services, branding and marketing strategies for social enterprises and their marketing strategies.
港島東 Hong Kong East	糖尿腳傷口護理新時代 - 護理全面體 New Era in Diabetic Foot Ulcer Management- Nursing Perspective	14/7/2023	21名員工認識糖尿腳傷口護理，學習傷口的分類及分期法，以提升護士團隊對糖尿腳傷口的護理知識及技巧。 21 staff members were introduced to the management of diabetic foot ulcers, and learnt about the classification and staging of wounds to enhance the knowledge and skills of the nursing team in managing diabetic foot ulcers.
	藝術治療體驗工作坊 Arts Therapy Experiential Workshop	3/8/2023	23名員工透過體驗練習及分享討論，認識藝術治療的基本概念，以及在智障人士、成人及長者等不同群組的應用手法。 23 staff members learnt about the basic concepts of arts therapy and its application for use from different populations to different groups, such as those with intellectual disabilities, adults and the elderly through experiential exercises and sharing discussions.

服務 / 區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
港島東 Hong Kong East	穴位按摩及自我伸展工作坊 Flexibility Enhancement Workshop	23/11/2023	工作坊旨在改善員工的身體柔軟度，以減少因重覆性工作而引致的職業勞損及工傷意外。 The Workshop aimed to improve the soft tissue and joint flexibility of staff members to reduce occupational strain injury and work-related injury caused by repetitive stress work.
九龍東 Kowloon East	穴位紓痛手法治療訓練 Training for Manipulative Therapy and Application of Acupoint Pain Treatment	28/9/2023	30名員工學習手法治療技巧，應用穴位按摩方式，以進行紓痛治療。 30 staff members learnt manipulative therapy techniques, and applied acupressure for pain relief treatment.
	傷口護理專業技巧訓練 Training for Professional Skills on Wound Management	12/10/2023	30名護理團隊員工參與訓練，增進傷口護理的專業知識和技巧，以提升個人照顧及護理服務質素。 30 staff from the nursing team participated in the Training to enhance their professional knowledge and skills in wound care, for the purpose of improving service quality of nursing and personal care.
	敘事繪畫治療工作坊 Workshop on Narrative Drawing and Storytelling	22 & 29/11/2023	25名社工參與工作坊，認識敘事繪畫治療理論，以作為兒童及青少年工作的介入手法。 25 social workers attended the Workshop to learn about the therapeutic theory of narrative drawing and storytelling in use as an intervention technique in working with for children and youth.
九龍西 Kowloon East	團隊建立工作坊 Workshop on Team Building	10/11/2023	60名員工透過體驗活動、芬蘭木柱及桌上遊戲，加強團隊溝通與合作，提升凝聚力及士氣。 Through experiential activities, Molky and board games, 60 staff members strengthened team communication and co-operation to boost cohesion and morale.
	精神健康急救(關懷長者版)課程 Mental Health First Aid (Elderly Care) Course	15 & 22/11/2023	30名員工參與課程，學習長者精神健康問題和潛在風險，應如何及在甚麼情況介入，以及如何善用社區精神康復服務。 30 staff members attended the Course to learn mental health issues and potential risks for the elderly, how and when to intervene, and how to make the best use of community mental rehabilitation services.
	身心靈健康工作坊 Workshop on Wellness and Holistic Care	14/1/2024	30名員工參與工作坊，學習以各種藝術及運動治療，紓緩工作壓力，放鬆身心，保持健康。 30 staff members attended the Workshop to learn how to relax from pressure at work and enhance holistic wellness, as well as to maintain a healthy mental and physical state through various forms of art and exercise therapies.
新界東 New Territories East	醫療及健康相關人員處理衝突及調解技巧 Conflict Handling and Mediation Skills for Medical and Health Practitioners	28/8/2023	30名專業同工學習醫療及健康服務相關的法律原則及責任，以提升處理衝突時的溝通及調解技巧。 30 professional staff learnt about the legal principles and responsibilities related to medical and health services to enhance their communication and mediation skills in handling conflicts.
	「前線員工職業安全與健康」工作坊 Workshop on "OSH for Frontline Staff"	19/9/2023	30名員工認識職業安全及健康的規章與法例，提升識別風險的能力，以減低意外機會。 30 staff members learnt about occupational safety and health regulations and legislation, and enhanced their ability to identify risks to minimise the chance of accidents.
	病情告知與溝通技巧工作坊 Workshop on Disease Disclosure and Communication Skills	21/10/2023	工作坊由臨床心理學家主講，29名員工學習如何告知病情及為照顧者及家人提供哀傷輔導支援。 In the Workshop, conducted by a clinical psychologist, 29 staff members learnt how to communicate illnesses and provide bereavement counselling support for carers and family members.
	傷口護理新趨勢 New Era in Wound Management	28/11/2023	30名護士參與培訓，以提升及更新他們護理傷口的知識及技巧。 30 nurses participated in the Training to enhance and update their knowledge and skills in wound care management.
	經筋治療於晚期照顧的應用 The Application of Meridian-Sino Therapy in End-of-Life care	30/11/2023	透過個案示範及實習指導，30名前線員工學習改善治療晚期院友肢體僵硬的照顧技巧。 30 frontline staff attended the Training and learnt how to reduce the stiffness in users' bodies and enhance their skills in end-of-life care, through case demonstrations and practical guidance.
	管理團隊退修日 Supervisor Retreat Day	7/12/2023	40名主管級員工參與退修日以加強團隊關係，並討論未來服務方向。 40 supervisory staff joined the Retreat Day to strengthen their team relationship and reflect on the direction in service development.
	設計思維工作坊 Design Thinking Workshop	3/1/2024	透過體驗式工作坊，30名員工學習設計思維的思考模式，以應對服務發展的挑戰。 30 staff members got familiar with the design thinking process model to meet the challenges of service development.
	社工及護士督導訓練 Supervisory Training for Social Workers and Nurses	27 & 29/2/2024	47名主管級員工參與培訓，學習有效的督導技巧，以提升下屬的工作效率及成效。 47 staff members at supervisory rank attended the Training to acquire effective coaching and supervisory skills, for enhancing the effectiveness and work efficiency of subordinates.
新界西 New Territories West	「穴」按愈健康 - 中醫講座及穴位按摩示範 Workshop on Traditional Chinese Medicine Lecture and Acupoint Massage Demonstration	7/9/2023	29名員工學習正確的工作姿勢，並即場實習頭、肩、頸穴位按摩，減少及紓緩痛症。 29 staff members learnt proper work posture, and practised head, shoulder and neck acupressure on site to reduce and relief pain.
	齊上齊落團隊日 2.0 Unity and Collaboration Team Building Day 2.0	1/12/2023	20名員工一同挑戰高空繩網及攻防戰，體驗齊上齊落的團隊精神。 20 staff members took on the challenge of high rope nets and attack and defence games, as they experienced the team spirit of "going up and down" together.



服務 / 區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
新界西 New Territories West	創出新思維 - 管理團隊培訓日 Innovative Thinking - Management Team Training Day	19/1/2024	24 名員工透過廚房遊戲及 ESG 證書課程，學習解決環境和社會問題，實現永續社會。 24 staff members learnt to solve environmental and social problems and achieve sustainable society, through kitchen games and an ESG certification course.
新界北 New Territories North	提升院舍感染控制工作坊 Workshop on Enhancing Infection Control in Care Facilities	20/7/2023	25 名員工出席工作坊，加強區內護理職系員工對院舍感染控制的認識。 25 staff members attended the Workshop to enhance their knowledge about infection control in residential care homes by nursing grade staff in the region.
	提升晚期照顧服務能力培訓 Training to Enhance Late-stage Care Service Capability	4/9/2023	26 名員工透過參觀寧養中心及講座，學習晚期照顧技巧，提升安寧照顧的能力。 26 staff members acquired end-of-life care skills, and enhanced their competence in hospice care through visits to hospice centre and seminars.
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"	30/6/2023	123 名管理職級及專業職級員工參與工作坊，認識有關處理工傷個案的知識及技巧。 123 supervisor and professional staff attended the Workshop to enhance their knowledge and skills in handling work injury cases.
	「預防工作間跌倒及滑倒」工作坊 Workshop on "Prevention and Handling of Slip and Fall in Workplace"	23/9/2023	53 名員工參與工作坊，認識有關預防跌倒及滑倒的知識及技巧。 53 staff members attended the Workshop to learn the knowledge and skills for preventing slip and fall.
	「清潔工友的工作安全」工作坊 Workshop on "Cleansing Work Safety of Cleaning Workers"	8/12/2023	50 名員工參與工作坊，加強他們在工作間的安全意識，預防工傷意外。 50 staff members attended the Workshop to enhance their awareness of safety in the workplace for the prevention of work-related injuries.
	「工作間暴力處理及預防措施」工作坊 Workshop on "Handling and Prevention of Workplace Violence"	1/3/2024	50 名員工參與工作坊，加強工作間暴力處理及預防措施的知識及技巧。 50 staff members attended the Workshop to enhance their knowledge and skills in handling workplace violence and related preventive measures.

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
廉政公署防貪講座 Talk on Anti-corruption	25/8/2023	12 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。 12 staff members attended the Talk conducted by the Independent Commission Against Corruption to learn more about corruption loopholes, occupational and governance integrity, and how to deal with bribery situations.
東華三院公共服務部 南昌殯儀服務交流團 TWGHs Traditional Services Section Nanchang Funeral Services Exchange Tour	28/11 - 1/12/2023	公共服務部獲「第三屆南昌華夏殯葬科技博覽會暨陵園墓園建設展」的主辦方邀請，前往江西南昌進行業內交流，了解內地殯葬服務推廣、執行情況及各類型設施的經營管理，作為日後改善東華三院公共服務單位的參考依據。 The Traditional Services Section was invited by the organiser of the "3rd China Nanchang Funeral Technology Expo and Mausoleum Cemetery Construction Exhibition" to Nanchang, Jiangxi, where participants conducted exchanges and learnt about the promotion and implementation of funeral services, and the operation and management of various facilities in the mainland of China. All these would serve as a reference for the improvement of funeral services under the Section.
永生苔畫工作坊 Preserved Moss Frame Workshop	8/12/2023	透過學習製作永生苔畫，讓員工在創作過程中舒緩生活壓力，提升身心靈健康。 By learning to make preserved moss frame, staff members were able to relieve their stress of life and improve their physical and mental well-being through the creative process.