



The Chinese University of Hong Kong
Faculty of Education Hong Kong Institute of Educational Research
Hong Kong Centre for the Development of Educational Leadership
香港中文大學
教育學院 香港教育研究所 香港教育領導發展中心

Structured Manager Training Programmes (2018/19)

**Programme A: For Participants who are
NOT FAMILIAR with Education and School Operation**

校董培訓課程 (2018/19)

課程甲：為不熟悉教育及學校運作的人士舉辦

Preamble 前言

Under the school-based management (SBM) spirit, aided schools are given more autonomy and greater funding flexibility to manage the operation and resources of the schools for the provision of quality education. In return, schools are expected to be more transparent and accountable for their operation and all key stakeholders should be involved in the decision-making process. As members of the Incorporated Management Committees (IMCs), school managers play an important role in leading and steering the school for continuous development and improvement, as well as providing an all-round education for students. This Programme A is designed to help serving and potential managers, who are not so familiar with education and school operation, perform their roles more effectively under the SBM governance framework provided by the Education Ordinance. 在校本管理精神下，資助學校在運作上享有更大自主權，亦可靈活運用資源，以給予學生優質教育。與此同時，學校須增加透明度，加強問責機制，並容許主要持分者參與校政決策。身為法團校董會成員，校董須帶領學校持續發展和改進，並推動學生全人發展，角色至為重要。課程甲旨在協助不熟悉教育及學校運作的現任或擬任校董，按《教育條例》訂明的校本管理管治架構，有效履行其校董職責。

Programme Objectives 課程目標

The aims of the programme are two-folded: (i) to enable participants to have a better understanding of their roles and responsibilities as school managers under the spirit of SBM; and (ii) to equip participants with the basic knowledge and skills essential in carrying out their responsibilities effectively as school managers within the SBM governance framework. 本課程旨在：(i) 讓學員在校本管理精神下對校董的角色及責任有更透徹的了解；及 (ii) 讓學員掌握在校本管理管治架構下，有效履行其校董職務的基本知識和技巧。

Target Participants 課程對象

The target participants of the programme are serving or potential school managers of aided schools who are not working in the education-related fields or not familiar with education and school operation in Hong Kong. 課程對象為資助學校現任或擬任校董；課程適合非任職於教育界別，或不熟悉教育及學校運作的人士修讀。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor Kwan Yu Kwong 關譽綱教授

Research Associate Professor, Department of Educational Administration and Policy, The Chinese University of Hong Kong 香港中文大學教育行政與政策學系研究副教授

Professor Pang Sun Keung 彭新強教授

Adjunct Professor & Former Chairperson, Department of Educational Administration and Policy, The Chinese University of Hong Kong 香港中文大學教育行政與政策學系客座教授及前系主任

Dr. Tam Wai Ming 譚偉明博士

Honorary Professional Consultant, Department of Educational Administration and Policy, The Chinese University of Hong Kong 香港中文大學教育行政與政策學系名譽專業顧問

Teaching Staff 教學人員

Speakers 講者

Mr. Lee Fu Sing

李富成先生

Dr. Tam Wai Ming

譚偉明博士

Mr. Wong Chun Man

黃循萬先生

Dr. Yuen Pong Yiu

阮邦耀博士

Mr. Lo Sai Kwong

羅世光先生

Dr. Tsang Wing Hong

曾永康博士

Ms. Yau Oi Yuen

邱藹源女士

Facilitators 促進者

Mr. Choi Chi Chiu

蔡志超先生

Ms. Tsang Bik Har

曾碧霞女士

Ms. Wai Ching Han

韋靜嫻女士

Mr. Lee Fu Sing

李富成先生

Mr. Wong Chun Man

黃循萬先生

Programme Content 課程內容

The programme lasts for 15 hours in total and comprises the following 10 modules in 5 sessions. An online manager learning programme comprising 3 parts: (i) essence of school-based management, (ii) legal issues of school governance, and (iii) professional development of schools, is provided as fundamental learning activity.

課程總課時 15 小時，分 5 個課節共 10 個單元。另有一套校董網上學習課程作基礎學習之用，包含三部分：(i) 校本管理的要旨，(ii) 學校管治的法律議題，及 (iii) 學校的專業發展。

Course 班別			Session 課節	Module Title 單元題目	Teaching Staff 教學人員
A1	A2	A3			
KLN 九龍	HK 香港	NT 新界			
MYC 中華基督教會 銘賢書院	CCC 中華基督教會 公理堂	ELB, CUHK 香港中文大學 利黃瑤璧樓			
Sat (六) 9:30-12:30	Wed (三) 6:30-9:30	Fri (五) 6:30-9:30			
9 March 2019	6 March 2019	10 May 2019	1	Module 1: School vision and mission, school's accountability, roles and responsibilities of school managers 單元一：學校的抱負和使命、學校問責與校董角色和責任 Module 2: Code of ethics for school managers 單元二：校董的道德操守	Dr. Yuen Pong Yiu 阮邦耀博士 Facilitator: Ms. Tsang Bik Har 曾碧霞女士 Ms. Wai Ching Han 韋靜嫻女士
16 March 2019	17 April 2019	3 May 2019	2	Modules 3 & 4: Financial management and control 單元三及四：財務管理與監控	Mr. Lee Fu Sing 李富成先生 Mr. Lo Sai Kwong 羅世光先生 Facilitator: Mr. Choi Chi Chiu 蔡志超先生
23 March 2019	3 April 2019	17 May 2019	3	Modules 5 & 6: Principles, policy and planning of human resource management in schools 單元五及六：學校人力資源管理的理念、政策與規劃	Ms. Yau Oi Yuen 邱藹源女士 Mr. Wong Chun Man 黃循萬先生 Facilitator: Mr. Wong Chun Man 黃循萬先生 Ms. Wai Ching Han 韋靜嫻女士
13 April 2019	27 March 2019	24 May 2019	4	Modules 7 & 8: Compliance with rules and regulations; formulation of school policies in prevention of delinquent behaviour in schools 單元七及八：與學校運作相關的法理依據及規則；制訂防止校內違規行為的政策	Dr. Tam Wai Ming 譚偉明博士 Facilitator: Mr. Lee Fu Sing 李富成先生
30 March 2019	24 April 2019	31 May 2019	5	Module 9: The latest education initiatives related to school operation 單元九：與學校運作相關的 最新教育議題* Module 10: Enhancement of complaint handling mechanism in schools and crisis management, home-school co-operation 單元十：優化學校處理投訴機制及危機管理、家校合作	Dr. Tsang Wing Hong 曾永康博士 Facilitator: Ms. Wai Ching Han 韋靜嫻女士 Mr. Wong Chun Man 黃循萬先生

*單元九其中一個課題「促進學習的評估」由教育局代表韋美然女士擔任講者。

Medium of Instruction 教學語言

Cantonese will be the major medium of instruction, with English as a supplement. The training materials will be in Chinese (supplemented by English, if applicable).

教學語言以粵語為主，輔以英語。課程資料以中文為主（或輔以英語）。

Attendance Certificates 出席證明

Participants who have attained at least 80% attendance rate will be awarded a Certificate of Attendance by The Chinese University of Hong Kong. Upon request, a certifying letter of attendance will be issued to participants who have got an attendance less than 80% of the course.

出席率達百分之八十或以上的學員，將獲香港中文大學頒發出席證明。出席率少於百分之八十的學員可申請出席證明信。

Participants who have satisfactorily completed the online manager learning programme will be awarded a Completion Certificate by The Chinese University of Hong Kong.

學員完成校董網上學習課程，且獲滿意成績，將獲香港中文大學頒發完成證明。

Teaching Timetable and Closing Date for Application 上課時間表及截止報名日期

A total of 3 courses will be offered from March to May 2019. Participants may choose to enrol in any one of the following courses: 課程將於 2019 年 3 月至 5 月期間開辦，合共 3 班。學員可選擇報讀以下任何一個班別：

Course 班別	Date 日期	Day 星期	Time 時間	Venue 地點	Application Deadline 截止報名日期
A1	9 March to 13 April 2019 2019年3月9日至4月13日	Sat 六	9:30 a.m.–12:30 p.m. 上午9:30–12:30	MYC 中華基督教會銘賢書院 KLN九龍	10 December 2018 2018年 12月10日
A2	6 March to 24 April 2019 2019年3月6日至4月24日	Wed 三	6:30–9:30 p.m. 下午6:30–9:30	CCC 中華基督教會公理堂 HK香港	30 January 2019 2019年 1月30日
A3	3 May to 31 May 2019 2019年5月3日至5月31日	Fri 五	6:30–9:30 p.m. 下午6:30–9:30	ELB, CUHK 香港中文大學 NT新界	25 April 2019 2019年 4月25日

ELB, CUHK = Esther Lee Building, The Chinese University of Hong Kong 香港中文大學利瑤瑤樓 (Address 地址: Shatin, New Territories, Exit A or C of MTR University Station 新界沙田, 港鐵大學站 A 或 C 出口)

CCC = China Congregational Church 中華基督教會公理堂 (Address 地址: 119 Leighton Road, Causeway Bay, Hong Kong, Exit F1 of MTR Causeway Bay Station 香港銅鑼灣禮頓道 119 號, 港鐵銅鑼灣站 F1 出口)

MYC = CCC Ming Yin College 中華基督教會銘賢書院 (Address 地址: 1 Wai Chi Street, Shek Kip Mei, Kowloon, Exit A of MTR Shek Kip Mei Station 九龍石硤尾偉智街 1 號, 港鐵石硤尾站 A 出口)

Application Procedures 申請手續

Applications can be made via the following means 可循以下途徑申請：

- Apply online at the Programme Website 於網上遞交申請。
<https://www.hkier.cuhk.edu.hk/schoolmanager/>
- Send the completed application form to Hong Kong Institute of Educational Research by fax (2603 6850). Application forms can also be downloaded at the above Programme Website.
填妥申請表格後傳真至香港教育研究所 (傳真號碼: 2603 6850)。申請表格亦可於以上課程網頁下載。

Programme details are also available at 課程資料亦見於：

- Education Bureau's website 教育局網頁 [School Administration and Management > School-based Management > Manager Training] [學校行政及管理 > 校本管理 > 校董培訓]：
<http://www.edb.gov.hk/tc/sch-admin/sbm/about-sbm/corner-manager-courses.html>

Admission notices, together with the information relating to the online manager learning programme, will be sent to the email addresses of successful applicants stated in the application forms within one to two weeks before the course commences. **Priority will be given to applicants who are serving school managers and applying for enrolment in the whole of the 15-hour programme.**

獲取錄者將於上課前一至兩星期內收到取錄通知書 (連同校董網上學習課程的資訊)，該通知書會發送至填報於申請表格內之電郵地址。報讀整個 15 小時課程的現任校董將獲優先取錄。

Enquiries 查詢

Hong Kong Institute of Educational Research, The Chinese University of Hong Kong
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