

教育評議會
Structured Manager Training Programmes (2022/23)
Programme SV: For School Supervisors
有系統校董培訓課程 (2022/23)
課程 SV：為校監舉辦

Introduction 前言

The role of a school supervisor is significant and demanding; its meaningfulness rests on leading the school strategically and proactively in coping with the rapidly changing environment for the ultimate benefit of students. Being a leader of the incorporated management committee (IMC), the school supervisor shoulders additional responsibility of fostering team spirit of the IMC, which is responsible for managing the school, and developing a close and productive working relationship with the school principal. Therefore, school supervisors should be equipped with essential knowledge and skills through training, particularly sharing among themselves, so as to become effective leaders of the IMC under the participatory governance framework.

校監的工作任重道遠，帶領校董團隊推動學校持續發展，為學生學習尋求最大福祉，正是校監工作的重大意義所在。作為法團校董會的領航者，校監肩負維繫校董團隊士氣的重任，領導法團校董會有效管理學校，並與校長建立緊密而有效的夥伴合作關係。因此，校監應透過培訓和相互分享，掌握所需知識和技能，務求在共同參與的管治架構下，發揮有效的領導角色。

Programme Objectives 課程目標

The aims of the programme are four-folded: (i) to develop school supervisors into effective leaders who understand the essence of participatory governance, as well as their roles and responsibilities as stipulated in the Education Ordinance for maintaining quality IMC operation; (ii) to enable school supervisors to be more confident of leading the various categories of managers with diverse backgrounds; (iii) to enable school supervisors to help the schools develop and improve strategically, as well as to ensure the school's compliance with the rules and regulations governing school operation; and (iv) to equip school supervisors with essential knowledge and skills related to risk management and complaint handling.

本課程旨在：(i) 加深校監對共同參與的管治架構的瞭解，使他們掌握在《教育條例》規定下校監的角色和須承擔的責任，發揮有效能的領導，以維持法團校董會的良好運作；(ii) 增強校監的信心，使他們能有效地領導來自不同界別、背景各異的校董團隊；(iii) 使校監能為學校確立策略性發展和改進的方向，同時確保遵照學校管治方面相關的條例與規例；及 (iv) 為校監裝備處理投訴及管理風險的基本知識和技能。

Target Participants 課程對象

The target participants of the programme are [serving or potential school supervisors of aided IMC primary, secondary and special schools](#); priority will be given to the new supervisors (with less than two years' service) and supervisors whose schools belong to SSBs operating only one or a few schools.

課程對象為[設有法團校董會的資助中、小學或特殊學校現任或擬任校監](#)；新任校監（少於兩年經驗）及所屬辦學團體只開辦一所或數所學校的校監，將會獲考慮優先取錄。

Medium of Instruction 教學語言

Cantonese will be the major medium of instruction, supplemented by English. 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（或輔以英文，如適用）。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor Kwan Yu Kwong Paula 關譽綱教授
Dr Cheung Wing Ming Francis 張永明博士

Teaching Staff 教學人員

Mr Chan Shiu Choy 陳紹才校長
Dr Cheung Wing Ming Francis 張永明博士
Dr Chiu Kou Tai Herbert 趙球大博士
Mr Ho Hon Kuen 何漢權校長
Rev So Shing Yit Eric 蘇成溢牧師
Mr Tong Sau Chai Henry 湯修齊先生
Ms Woo Wai See Alice 吳慧思律師

Programme Content 課程內容

The programme comprises three different training courses (i.e. SV1, SV2 and SV3); each contains two 3-hour sessions and 6 contact hours in total. In addition to face-to-face classes, participants can access our online school manager training platform for fundamental learning according to individual needs and schedule. It covers three areas: (i) the essence of school-based management; (ii) legal matters related to school governance; and (iii) school policy and development.

課程提供三個不同內容的班別（即 SV1、SV2 及 SV3），各班包含 2 個課節，共 6 小時。除了實體課外，各學員還可以按個別需要及時間安排，參加校董網上學習課程。網上課程涵蓋三部份：(i) 校本管理的要旨；(ii) 學校管治相關的法律議題；及(iii) 學校的政策及發展。

Course SV1

班別 SV1

Session 課節	Date and Time 日期及時間	Module Titles 單元題目
1	18 May 2023 2023 年 5 月 18 日 (Thursday 星期四) 18:30 – 21:30	Strategic leadership for school development (including resources management and human resource management) and coordination among different views to reach agreement 校監對學校發展的策略性領導(包括資源及人事管理)及如何協調不同意見以達成共識
2	25 May 2023 2023 年 5 月 25 日 (Thursday 星期四) 18:30 -21:30	Code of ethics for school supervisors and cases sharing 校監的道德操守及個案分享

Course SV2

班別 SV2

Session 課節	Date and Time 日期及時間	Module Titles 單元題目
1	29 April 2023 2023 年 4 月 29 日 (Saturday 星期六) 09:30 – 12:30	Working with the school principal, self-reflection of the school supervisor and appraisal for the school principal 校監與校長的有效協作、校監自評及校長考績
2	13 May 2023 2023 年 5 月 13 日 (Saturday 星期六) 09:30 -12:30	Compliance with rules and regulations (including legal issues relating to school operation) 法理法規(包括與學校運作相關的法理依據及規則)

Course SV3

班別 SV3

Session 課節	Date and Time 日期及時間	Module Titles 單元題目
1	23 March 2023 2023年3月23日 (Thursday 星期四) 18:30 – 21:30	Strategic leadership for complaint handling, crisis management and media handling; Implications of the Guangdong-Hong Kong-Macao Greater Bay Area development for education in Hong Kong and school development 校監領導學校處理投訴、危機及應對傳媒的策略；粵港澳大灣區發展對香港教育及學校的影響
2	30 March 2023 2023年3月30日 (Thursday 星期四) 18:30 - 21:30	Supervising for effective school governance 監督學校高效管治

Attendance / Completion Certificates 出席 / 完成證明

Participants who have attained 100% attendance in any one of the courses will be awarded a Certificate of Attendance by Education Convergence. Upon request, a certifying letter of attendance will be issued to participants who have got an attendance less than 100% of the course.

學員在每個班別的出席率達 100%，將獲教育評議會頒發出席證明。出席率少於 100%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 Education Convergence.

學員完成校董網上學習課程，且獲滿意成績，將獲教育評議會頒發完成證明。

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 2023. Participants may choose to enrol in more than one of the following courses.

2023年3月至5月期間開辦3班。學員可選擇報讀以下班別（可多於一個班別）：

Course 班別	Date 日期	Day 星期	Time 時間	Venue 地點	Application Deadline 截止報名日期
SV1	18 May and 25 May 2023 2023年5月18日及5月25日	Thu 四	6:30–9:30 p.m. 下午6:30–9:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	18 April 2023 2023年4月18日
SV2	29 April and 13 May 2023 2023年4月29日及5月13日	Sat 六	9:30 a.m.–12:30 p.m. 上午9:30–下午12:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	29 March 2023 2023年3月29日 12 April 2023 2023年4月12日
SV3	23 March and 30 March 2023 2023年3月23日及3月30日	Thu 四	6:30–9:30 p.m. 下午6:30–9:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	23 February 2023 2023年2月23日 10 March 2023 2023年3月10日

Application Procedures 申請手續

Applications can be made via the following means:

參加者可循以下途徑申請：

- (1) Scan the QR code and file in an online application
掃描 QR 碼進行網上登記
- (2) Fill in the attached application form and fax it to Education Convergence
(fax number: 2111 9826).
填妥附上之報名表格並傳真至教育評議會 (傳真號碼：2111 9826)
- (3) Download the application form from Education Convergence's Programme website (<https://www.i-learner.com.hk/edconvergence>) and fax the completed form to 2111 9826
從教育評議會課程網頁(<https://www.i-learner.com.hk/edconvergence>)下載申請表，並將填妥的表格傳真至 2111 9826

Programme details are available at:

另外，課程資料亦可見於：

- The EDB website [School Administration and Management > School-based Management > Training Courses for School Managers]:
教育局網頁〔學校行政及管理 > 校本管理 > 校董培訓課程〕：
<https://www.edb.gov.hk/en/sch-admin/sbm/about-sbm/corner-manager-courses.html>
- Training Calendar of the EDB:
教育局培訓行事曆：
<https://tcs.edb.gov.hk/tcs/publicCalendar/start.htm>

Admission notices, together with the information relating to the online manager learning programme, will be sent to the email addresses of the successful applicants provided in the application forms within one to two weeks before the course commences.

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。

Enquiries 查詢

Education Convergence 教育評議會

Telephone 電話 9775 3200
Fax 傳真 2111 9826
Email 電郵 edconvergence02@gmail.com



網上申請 QR 碼