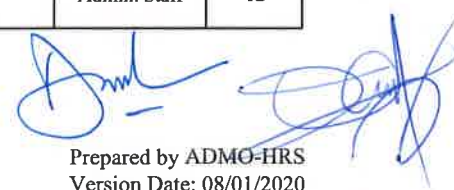


In-house Training Plan for 2020

Quarter	No.	Category	New Staff Program	Course Title	Target	Duration (hours)
Q1 Jan ~ Mar	1	Health & Safety		Adult First Aid Refresh Training 成人急救員重溫課程	Admin. Staff	12
	2	Quality Management		ISO 9001:2015 & ISO 14001: 2015 Accurate Understanding Training ISO 9001:2015 & ISO 14001: 2015 準確理解	Senior Admin. Staff	12
	3		✓	ISO 9001:2015 & ISO 14001:2015 Awareness Training ISO 9001:2015 & ISO 14001:2015 認知培訓	New Staff / Admin. Staff	12
	4	Practice on Administration & Related Laws	✓	Personal Data Protection 個人資料保護	New Staff / Admin. Staff	12
	5	Self-Development		有效工作計劃及提升執行力 Effective Work Planning and Execution	Admin. Staff	12
Q2 Apr ~ Jun	6	Communication		有效人際溝通及促進和諧工作關係 Interpersonal Communications and Harmonious Relations at Work	Admin. Staff	12
	7			調解學生糾紛事宜 Mediation for Student Affairs	Frontline Staff / Admin. Staff	12
	8	Health & Safety		精神急救技巧 – 基礎班 Mental Health First Aid – Standard Course	Admin. Staff	12
	9	Management		問題分析與決策 Problem Solving and Decision Making	Supervisory / Admin. Staff	12
	10			項目管理 Project Management	Supervisory / Admin. Staff	12
	11	Practice on Administration & Related Laws		公共行政實務 – 政府採購 Practice on Public Administration – Government Procurement	Admin. Staff	20
12			公共財政管理制度 (進階) Public Finance (Advanced)	Admin. Staff	20	
Q3 Jul ~ Sep	13	Health & Safety		成人急救員課程 Adult First Aid Course	Admin. Staff	20
	14	Language	✓	中文公文寫作 Applied Chinese Writing	New Staff / Admin. Staff	20
	15	Management		建立親和力: 成功領導人的第一步 Building Rapport: The First Step to Great Leadership	Supervisory / Admin. Staff	20
	16			事故應變及危機處理 Incident Response and Crisis Management	Supervisory / Admin. Staff	12
	17	Practice on Administration & Related Laws		《憲法與基本法》課程 Constitution and Basic Law	Admin. Staff	20
	18	Self-Development	✓	性別平等概念 Concepts of Gender Equity	New Staff / Admin. Staff	3
	19			提高情商及壓力管理 Effectiveness in EQ Improvement and Stress Management	Admin. Staff	12
Q4 Oct ~ Dec	20	Communication		賓客接待技巧 Guest Reception Skills	Admin. Staff	12
	21	Language	✓	英文公文寫作 Applied English Writing	New Staff / Admin. Staff	20
	22	Practice on Administration & Related Laws		公共財政管理制度 Public Finance	Admin. Staff	20
	23			公共行政實務 – 政府採購 (進階) Practice on Public Administration – Government Procurement (Advanced)	Admin. Staff	20
	24			活動安排及籌劃技巧課程 Techniques for Organization and Coordination of Activities	Admin. Staff	12


 Prepared by ADMO-HRS
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