

In-house Training Plan for 2021 (Quarter 3 and 4)

Quarter	No.	Category	New Staff Program	Course Title	Target	Duration (hours)
Q3 Jul ~ Sept	1	National Affairs Education		Chinese Culture and Wisdom 中華文化與國學智慧	Administrative Assistant, Senior Administrative Assistant and Principal Administrative Assistant	3
	2			National Anthem 我們的國歌		3
	3	Practice on Administration & Related Laws		Workshop on Determination of Award Criteria 「判給標準的釐定」工作坊	Administrative Officer and above	3
	4		✓	Government Information Sharing and Typical Applications 政務資料共用及典型應用	All Academic and Administrative Staff	6
Q4 Oct ~ Dec	5	National Affairs Education		Constitution and Basic Law 《憲法與基本法》課程	Administrative Officer and above	30
	6			National Flag and Macau SAR Regional Flag 認識中國國旗、澳門特別行政區區旗	Administrative Assistant, Senior Administrative Assistant and Principal Administrative Assistant	3
	7	Practice on Administration & Related Laws	✓	Filing Management for Public Departments 公共部門檔案管理	All Academic and Administrative Staff	20
	8			Practice on Public Administration - Public Tender 公共行政實務 - 公開招標	Administrative Assistant, Senior Administrative Assistant	30
	9			Secretary and Administration Executive Course 專業秘書暨行政人員實務課程	Secretaries	20



Prepared by ADMO-HRS
Version Date: 19 April 2021