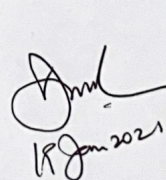
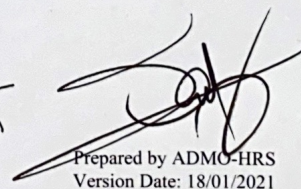


In-house Training Plan for 2021  
(Quarter 1 and 2)

Quarter	No.	Category	New Staff Program	Course Title	Target	Duration (hours)
Q1 Jan ~ Mar	1	National Affairs Education		National Security 國家安全與我	All Academic and Administrative Staff	3
	2	Practice on Administration & Related Laws	✓	E-Government and Administrative Effectiveness 電子政務與行政效能提昇	All Academic and Administrative Staff	3
	3		✓	Personal Data Protection 個人資料保護	New Administrative Staff (All Ranks)	1.5
	4			Public Finance (Basic) 公共財政管理制度 (初階)	Administrative Assistant, Senior Administrative Assistant	20
	5	Quality Management	✓	ISO 9001:2015 & ISO 14001:2015 Awareness Training ISO 9001:2015 & ISO 14001:2015 認知培訓	New Administrative Staff (All Ranks)	18
	6			ISO 9001:2015 & ISO 14001:2015 Accurate Understanding ISO 9001:2015 & ISO 14001:2015 準確理解	Administrative Officer and above	6.5
	7	Communication		Mediation for Student Affairs 調解學生糾紛事宜	Staff of SAO, RCs, Faculties	12
Q2 Apr ~ Jun	8	National Affairs Education		"One Country, Two Systems" Theory 「一國兩制」與我	All Academic and Administrative Staff	3
	9	Practice on Administration & Related Laws		Practice on Public Administration - Government Procurement (Basic) 公共行政實務 - 政府採購 (初階)	Administrative Assistant, Senior Administrative Assistant	37
	10			Public Finance (Advanced) 公共財政管理制度 (進階)	Senior Administrative Assistant, Administrative Officer	20
	11	Self-Development		How to Manage Sexual Harassment Complaints and Conduct Investigation 如何處理性騷擾個案及進行調查	Investigation Working Panel Pool for the Committee on Gender Equity (CGE)	3.5
	12		✓	Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾	New Administrative Staff (All Ranks)	3.5
	13	Communication		Mental Health First Aid - Standard Course 精神急救技巧 - 基礎班	Frontline Staff of SAO, RCs, Faculties	12

  
18 Jan 2021

  
Prepared by ADMO-HRS  
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