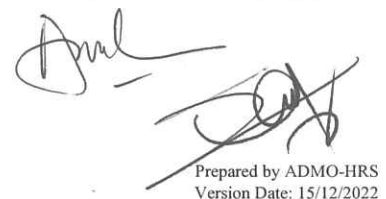


In-house Training Plan for 2023

Quarter	No.	Category	New Staff Program	Course Title	Target	Duration (hours)
Q1 Jan ~ Mar	1	Education on National Affairs		Chinese Culture and Wisdom 認識中華文化與國學智慧	PAO, SAO and AO	3
	2			Defense of National Security from the Perspective of the Constitution and the Basic Law 從憲法基本法看維護國家安全	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	3	Administration and Management		Techniques for Handling Emergencies 突發事件應對及處理	Functional Heads / AO and above	12
	4	Practice on Public Administration and Law Enforcement	✓	E-Governance and Administrative Effectiveness 電子政務與行政效能提昇	All Academic and Administrative Staff	3
	5	Public Relations and Communication		Presentation Skills: From PPT Design to Public Speaking 演說之道: 從PPT設計到公開演講技巧	PAA, SAA and AA	12
	6	Quality Management and Process Optimization	✓	ISO - Basic Understanding ISO - 基本理解	New Administrative Staff (All Ranks)	6
Q2 Apr ~ Jun	7	Education on National Affairs		The Economic Relationship between Mainland China and Macao 內地與澳門的經濟關係	PAO, SAO and AO	3
	8			Contemporary Notion and Strategies for the Practice of "One Country, Two Systems" 一國兩制實踐的新理念及新戰略	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	9	Administration and Management		Enhancing Leadership - Organizational Psychology 提升領導力 - 組織心理學	Functional Heads / AO and above	12
	10			Problem-solving Skills 解決問題技巧	PAA, SAA and AA	12
	11	Practice on Public Administration and Law Enforcement	✓	Personal Data Protection 個人資料保護	New Administrative Staff (All Ranks)	1.5
	12	Public Relations and Communication		Techniques for Communication and Conciliation of Conflicts in the Workplace 工作間溝通與衝突調解技巧課程	PAA, SAA and AA	12
	13	Quality Management and Process Optimization		ISO - In-depth Understanding ISO - 深入理解	AO and above	7
14	Self-Development		Adult First Aid Course 成人急救員課程	Administrative Staff (All Ranks)	30	
Q3 Jul~Sept	15	Education on National Affairs		Flags and Emblems of the People's Republic of China and the Macao SAR 認識中國的國旗國徽及澳門特區的區旗區徽	PAO, SAO and AO	3
	16			Establishing the Guangdong-Hong Kong-Macao Greater Bay Area: The Macao Perspective 粵港澳大灣區建設: 澳門視角	AO, PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	17			Smart Cities and Data Governance in the Chinese Mainland 內地智慧城市與數據治理	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	18	Administration and Management		Techniques for Large-scale Event Management and Promotion 大型活動籌劃管理技巧及宣傳推廣課程	Administrative Staff (All Ranks)	12
	19	Practice on Public Administration and Law Enforcement		Determination Criteria in Public Procurement 政府採購程序的判給準則		10
	20	Public Relations and Communication		Techniques on Complaint Handling 處理投訴技巧	SAA and AA	12
	21	Quality Management and Process Optimization		Process Innovation and Optimization 流程革新及優化	Administrative Staff (All Ranks)	12
	22	Self-Development	✓	Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾	New Administrative Staff (All Ranks)	1
Q4 Oct ~ Dec	23	Education on National Affairs		Name, Chronicle, Capital and Anthem of the People's Republic of China 認識中國的國號、紀年、國都與國歌	PAO, SAO and AO	3
	24			Development Opportunities of the Guangdong-Macao In-Depth Cooperation Zone in Hengqin 橫琴粵澳深度合作區的發展機遇	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	25			Principles of "the People of Macao Governing Macao" and "Patriots Governing Macao" "澳人治澳"與"愛國者治澳"原則		3
	26	Practice on Public Administration and Law Enforcement	✓	Filing Management and Protection for Public Departments 公共行政檔案管理及保護	New Administrative Staff (All Ranks)	12
	27	Public Relations and Communication		Basic Protocol Concepts and Skills 禮賓基礎知識與技巧	PAA, SAA and AA	12
	28	Health & Safety		Mental Health First Aid 精神健康急救	Staff of SAO, RCs and Faculties	12
	29	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	Administrative Staff (All Ranks)	2


 Prepared by ADMO-HRS
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