

In-house Training Plan for 2022

| Quarter | No. | Category | New Staff Program | Course Title | Target | Duration (hours) |
|-----------------------|-----|---|-------------------|---|--|------------------|
| Q1 Jan ~ Mar | 1 | National Affairs Education | | History of China Constitutionalism 中國憲政的歷史 | PAO, SAO and AO | 3 |
| | 2 | | | Constitutional Order in the Special Administrative Region 特區憲制秩序 | PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor | 3 |
| | 3 | Health & Safety | | First Aid Training 急救技巧培訓 | All Academic and Administrative Staff | 30 |
| | 4 | Practice on Administration & Related Laws | ✓ | Personal Data Protection 個人資料保護 | New Administrative Staff (All Ranks) | 1.5 |
| | 5 | | ✓ | E-Governance and Administrative Effectiveness 電子政務與行政效能提昇 | All Academic and Administrative Staff | 3 |
| | 6 | 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 |
| Q2 Apr ~ Jun | 7 | National Affairs Education | | National Security 國家安全與我 | SAO | 3 |
| | 8 | | | Introduction to Constitutional Law and Basic Law 《憲法與基本法》導論 | PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor | 3 |
| | 9 | | | The economic relationship between Mainland China and Macao 內地與澳門的經濟關係 | | 3 |
| | 10 | Management | | Leadership Techniques 領導技巧 | Functional Heads / AO and above | 12 |
| | 11 | | | Techniques for Organization and Coordination of Activities 活動安排及籌劃技巧課程 | PAA, SAA and AA | 12 |
| | 12 | Practice on Administration & Related Laws | | Practice on Public Administration - Government Procurement (Advanced) 公共行政實務 - 政府採購進階課程 | Administrative Staff (All Ranks) | 30 |
| | 13 | 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 |
| Q3 Jul-Sept | 14 | National Affairs Education | | Chinese Language and Classics 認識漢語文化及國學經典 | PAO, SAO and AO | 3 |
| | 15 | | | Establishing the Guangdong-Hong Kong-Macao Greater Bay Area: The Macao Perspective 粵港澳大灣區建設：澳門視角 | PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor | 3 |
| | 16 | | | "One Country, Two Systems" 「一國兩制」與我 | | 3 |
| | 17 | Communication | | Mediation for Student Affairs 調解學生糾紛事宜 | Staff of SAO, RCs and Faculties | 12 |
| | 18 | Management | | Performance Management and Effectiveness in Conducting Performance Appraisal 績效管理及績效評核 | Functional Heads / AO and above | 12 |
| | 19 | Practice on Administration & Related Laws | | Intellectual Property 知識產權課程 | Administrative Staff (All Ranks) | 12 |
| | 20 | Quality Management | | Process Innovation and Optimization 流程革新及優化 | Functional Heads / AO and above | 12 |
| Q4 Oct ~ Dec | 21 | National Affairs Education | | Constitutional Development of Macao SAR 澳門特區的政制發展 | PAO, SAO and AO | 3 |
| | 22 | | | The relationship between the quality of life in Mainland China and Macao 內地與澳門生活素質的關係 | PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor | 3 |
| | 23 | Communication | | Techniques on Complaint Handling 處理投訴技巧 | SAA and AA | 12 |
| | 24 | Health & Safety | | Adult First Aid Refresh Training 成人急救員重溫課程 | Adult First Aid certificate holder | 12 |
| | 25 | Practice on Administration & Related Laws | | Integrity Building: Practice in Macao 廉政建設：澳門實踐 | All Academic and Administrative Staff | 3 |
| | 26 | Quality Management | | ISO 9001:2015 & ISO 14001:2015 Internal Auditor Training ISO 9001:2015 及 ISO 14001:2015 內部審核員培訓 | Administrative Staff (All Ranks) | 28 |
| | 27 | Self-Development | ✓ | Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾 | New Administrative Staff (All Ranks) | 3.5 |


