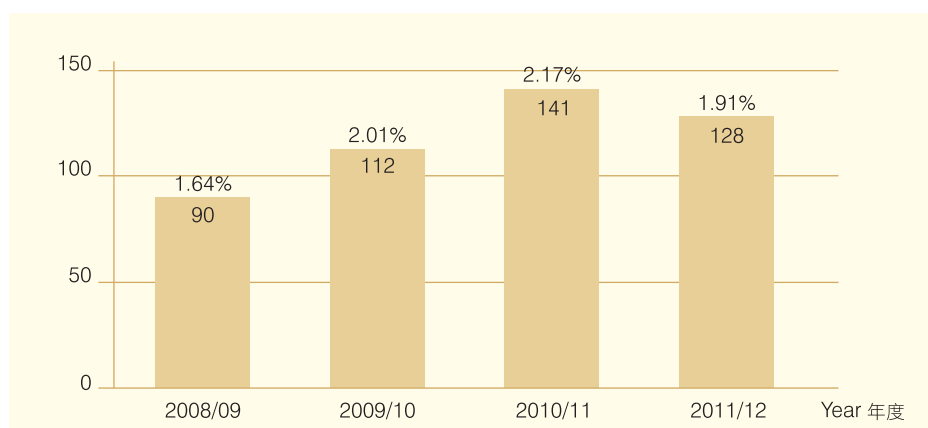


## 東華三院聘用殘疾人士的數目



## Highlights of Non-hospital Staff Training and

## Development Programmes 非醫院員工培訓及發展項目概要

- 2 exchange programmes with the Ministry of Civil Affairs (MCA) were organized. 12 executives of Tung Wah visited Guizhou Province and a reciprocal programme was arranged for officials of the MCA to visit Hong Kong  
與國家民政部舉辦兩次相互交流活動，安排十二名東華行政人員到貴州省進行交流以及國家民政部官員到回訪香港
- Attachment training programmes of 2 weeks each were arranged for 7 officials of the MCA  
為七名國家民政部官員安排為期兩星期的專業人員培訓課程
- A workshop on "Strategies for Social Media" was organized for 23 executives of headquarters to help organization leverage the right social media for its identified function or cause  
為二十三名總部行政人員舉辦「社交媒體策略」工作坊，讓各部門員工深入探討社交媒體的運用方法及相應策略
- A workshop on "Leaders of New Lessons - Leading the Successful Change" was organized for 16 headquarters executives to enhance their change management and leadership skills  
為十六名總部行政人員舉辦「領袖新課堂—成功帶領新轉變」工作坊，以提高員工的應變及領導能力
- A workshop on "Tips on Effective Project & Time Management" was organized for 30 headquarters executives to improve staff's work effectiveness  
為三十名總部行政人員舉辦「項目及時間管理」工作坊，以提升員工的工作效能
- A sharing session on "Knowledge Management Journey at the MTR" was organized for 42 headquarters executives, school heads and centre supervisors to enhance service quality, sustainability and corporate image  
為四十二名總部行政人員、校長及服務單位主管舉辦「知識管理」分享活動，透過參觀港鐵以提升服務素質、可持續性的發展及機構形象
- 2 innovative experiential team-building workshops "Dialogue in the Dark" were organized for 44 headquarters executives to enhance leadership and communications skills  
為四十四名總部行政人員舉辦兩個創新體驗式「黑暗中的對話」工作坊，以提升領導能力及溝通技巧
- An innovative experiential teambuilding workshop "Dialogue in the Silence" was organized for 30 headquarters executives to enhance leadership and communication skills  
為三十名總部行政人員舉辦一個創新體驗式「無聲的對話」工作坊，以提升領導能力及溝通技巧
- A culture tour cum heritage class was organized for 26 headquarters executives, school heads and centre supervisors to enhance staff's understanding on Tung Wah's history, promote corporate culture and strengthen their sense of belonging  
為二十六名總部行政人員、校長及服務單位主管舉辦「同根同心『東華文化』開平、新會考察團」，以加深員工對東華歷史的認識、推廣企業文化及強化對機構的歸屬感
- 2 executive lunch-and-learn gatherings were organized for headquarters executives for enhancing mutual understanding amongst colleagues  
為總部行政人員舉辦兩次中午聚餐暨主題講座，促進同事間的相互了解
- 2 workshops on "Effective Time Management Execution" were organized for 80 clerical staff to enhance staff's work efficiency  
為八十名文職人員舉辦兩個「時間管理」工作坊，以提升員工的工作效率
- An "English E-mail Writing" course was organized for 20 clerical staff and secretaries of headquarters to enhance their e-mail writing skills  
為二十名總部文職人員及秘書舉辦「英文電子郵件寫作」課程，以加強員工的電子郵件寫作技巧
- An innovative experiential teambuilding workshops "Dialogue in the Dark" was organized for 40 clerical staff of the Administration Headquarters to enhance communication skills  
為四十名總部文職人員舉辦一個創新體驗式「黑暗中的對話」工作坊，以提升溝通技巧

- An e-learning programme on Putonghua was provided for all interested staff to enhance their Putonghua communications skills  
為有意提升普通話的員工提供「普通話網上學習」電子學習平台，以提升員工的普通話溝通能力
- An e-learning programme on "English Business Writing" was provided for over 300 staff of headquarters to enhance staff's English writing skills  
為超過三百名總部行政及文職人員提供「商業英語寫作」電子學習平台，以加強員工的英語寫作能力
- A seminar was organized for 110 staff for heightening their awareness on data security in office operation  
為一百一十名員工舉辦「資訊安全」研討會，以提高員工的資訊保安意識
- 18 training courses on the application of computer software were organized with over 370 staff attended  
全年共舉辦十八個電腦軟件應用課程，參加員工超過三百七十人
- A first-aid training course was organized for 30 staff to equip staff with first-aid knowledge and skills  
為三十名員工舉辦「急救訓練」課程，以提高員工的急救知識及技巧
- An "Executive Development Programme" was organized for newly recruited executives to familiarize them with the prevailing policies and work practices  
舉辦「行政人員發展」課程，以加強新入職行政人員對現行政策及工作程序的認識
- A total of 8 Induction Programmes were launched with about 420 newly recruited staff attended  
舉辦八次迎新活動，約四百二十名新入職員工出席
- 2 workshops on "Parenting Skills" and "Lifestyle Management" were conducted with more than 150 staff attending to help staff achieve work-life balance  
為超過一百五十名員工舉辦「我不做怪獸家長」及「甜睡配方－掌握優質睡眠技巧」講座，幫助員工達致生活與工作平衡
- A Green talk on the relationship between consumerism and climate change was organized for 60 staff to enhance awareness of staff on environmental protection  
為六十名員工舉辦綠色環保講座「地球在變一購『勿』狂」，以增強員工的環境保育意識
- A workshop on "Time & Project Management" was organized for staff of the Staff Training & Welfare Section of Human Resources Branch to improve staff's work effectiveness  
為人力資源處員工訓練及福利部的員工舉辦「時間及項目管理」工作坊，以提升員工的工作效率

## Hospital Staff Development and Research Programmes

Appendix ER3 / 附錄ER3

(Sponsored by the Board of TWGHs) | 醫院員工發展及研究（由東華三院董事局資助）

Item	項目	Allocation 撥款
<b>2011/2012 Medical Division Staff Training Fund</b> Sponsored around 600 staff of the Tung Wah's 5 hospitals to attend local and overseas training programmes	<b>2011/2012 年度醫務科員工訓練基金</b> 資助約六百位醫院員工修讀本港及海外的訓練及深造課程	\$1,300,000
<b>Visiting Professorship Programmes</b> Invited 8 overseas professors to Hong Kong to conduct lectures, give advice on modern medical technologies and share their clinical experiences	<b>海外教授交流計劃</b> 邀請八位海外教授來港進行臨床教學，以及分享最新的醫療技術及經驗	\$550,000
<b>TWGHs Research Fund (Western Medicine)</b> Sponsored the western medicine doctors of the Tung Wah's 5 hospitals to conduct 14 research projects	<b>東華三院研究基金(西醫)</b> 資助屬下五間醫院的西醫醫生進行十四個研究項目	\$400,000
		<b>\$2,250,000</b>

## of Teaching Staff | 教師培訓及發展項目概要

School 學校	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
All Schools 所有學校	Total Literacy Course 2011 讀寫訓練課程	18-21/4/2011	The course, conducted by professional trainers from Dyslexia Association of Singapore (DAS), was held at TWGHs Lo Yu Chik Primary School. A total of about 30 English teachers, educational psychologist and social worker attended. 課程假東華三院羅裕積小學舉行，由新加坡讀寫障礙協會專家擔任導師，約有30位英文科教師、教育心理學家及社工參加。
	Student Guidance Seminar on "Support Bereaved Children & Teenagers" 學生輔導研討會 - 「如何支援兒童及青少年面對哀傷」	17-18/6/2011	The seminar was held at the Li Ka Shing Faculty of Medicine of The University of Hong Kong with Ms. Agnes TIN, teaching consultant of Centre on Behavioral Health, The University of Hong Kong, invited as speaker. A total of 21 school heads, teachers, educational psychologists, social workers and student guidance personnels attended. 研討會假香港大學李嘉誠醫學院舉行，邀得香港大學行為健康中心教學顧問田芳女士主講，共有21位校長、教師、教育心理學家、社工及學生輔導員參加。
	Teachers' Training on "Effective Teaching Strategies for Dyslexic Students Through Orton-Gillingham Approach" 支援讀寫障礙學生英語教師培訓工作坊	2-15/7/2011	The course, conducted by professional trainers from Dyslexia Association of Singapore (DAS), was held at TWGHs Lo Yu Chik Primary School. A total of 23 English teachers attended. 工作坊假東華三院羅裕積小學舉行，由新加坡讀寫障礙協會專家擔任導師，共有23位英文科教師參加。
	Student Guidance Seminar on "Deliberate Self-injury" 學生輔導研討會 - 「青少年自我傷害行為的評估與處理」	9/7/2011	The seminar was held at the Hong Kong Productivity Council Building with Dr. Phyllis CHAN, Consultant Psychiatrist, Head of Child and Adolescent Psychiatry, Queen Mary Hospital, and Ms. Ann WONG, Clinical Psychologist of TWGHs Education Division, as speakers. A total of 86 teachers, school social workers and student guidance personnels attended. 研討會假生產力大樓舉行，邀得瑪麗醫院精神科顧問醫生、兒童及青少年精神科主管陳國齡醫生及東華三院教育科臨床心理學家黃肇誼女士主講，共有86位教師、社工及學生輔導員參加。
	Student Guidance Workshop on "Effective Method on Reading" 學生輔導工作坊 - 「有效的閱讀策略」	15/11/2011	The workshop was held at the Hong Kong Productivity Council Building with Dr. LEUNG Man Tak, Associate Professor, the Hong Kong Polytechnic University, and Mr. Dustin LAU, Speech Therapist of The University of Hong Kong, invited as speakers. A total of 89 teachers, social workers and student guidance personnels attended. 工作坊假生產力大樓舉行，邀得香港理工大學梁文德副教授及香港大學言語治療師劉啟欣先生主講，共有89位教師、社工及學生輔導員參加。
	Independent Commission Against Corruption Talk 防貪講座	12/12/2012	The talk was held at TWGHs Sin Chu Wan Primary School with Mrs. Jennie AU YEUNG, Principal Corruption Prevention Officer, Independent Commission Against Corruption, invited as speaker. A total of 75 school heads, teachers and staff from different Divisions/Branches of Headquarters attended. 講座假東華三院洗次雲小學舉行，邀得廉政公署首席防貪主任歐陽黃美芳女士主講，共有75位校長、教師及行政總部不同部門同事參加。
	Student Guidance Workshop on "DiSC® Behavioral Analysis Approach" 學生輔導工作坊—「DiSC®行為取向分析」	23/2/2012	The workshop was held at TWGHs Lo Yu Chik Primary School with Mr. CHIU Kin Wa, an experienced social worker of Human Empowerment & Achievement Training, Caritas Family Service, invited as speaker. A total of 60 teachers, social workers and student guidance personnels attended. 工作坊假東華三院羅裕積小學舉行，邀得明愛全人發展培訓中心資深註冊社工趙健華先生主講，共有60位教師、社工及學生輔導員參加。
	iPad Workshop iPad工作坊	6-7/3/2012	Two workshops on the use of iPad to facilitate learning and teaching were organized at the Tung Wah College for 50 primary and secondary school teachers by the Apple Incorporation, which was a co-op partner of Tung Wah College. 兩節工作坊假東華學院舉行，邀得東華學院的合作伙伴蘋果公司主講，為本院50位中、小學教師講解如何運用iPad促進學與教。
	Visit to Hong Kong Design Institute and Savannah College of Art and Design (SCAD) Hong Kong 參觀香港知專設計學院及SCAD(香港)	16/3/2012	A visit to the Hong Kong Design Institute and Savannah College of Art and Design (SCAD) Hong Kong was organized for Board Members, Education Services Secretary, 4 Assistant Education Services Secretaries, 23 school heads and 31 teachers to update participants on the latest development of design industry and career opportunities for students. 董事局成員、學務總主任、4位學務主任、23位校長及31位教師參觀香港知專設計學院及SCAD(香港)，了解設計行業的最新發展及畢業生的就業機會。

School 學校	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
All Schools 所有學校	Student Guidance Workshop on "Positive Psychology" 學生輔導工作坊 - 「正向心理學」	14/3/2012	The workshop was held at the Hong Kong Productivity Council Building with Ms. YEOW Wing See, Carol, Clinical Psychologist, United Centre of Emotional Health and Positive Living, invited as speaker. A total of 65 school heads, teachers, educational psychologists, social workers and student guidance personnels attended. 工作坊假生產力大樓舉行，邀得聯合情緒健康教育中心臨床心理學家姚穎詩女士主講，共有65位教師、教育心理學家、社工及學生輔導員參加。
Secondary School 中學	Talk on "The New 4-year Undergraduate Curriculum of The Chinese University of Hong Kong" 「香港中文大學四年制新課程」講座	16/6/2011	The talk was held at The Chinese University of Hong Kong with Prof. Kenneth YOUNG, Pro-Vice-Chancellor and Vice-President, The Chinese University of Hong Kong, invited as speaker. A total of 107 teachers attended. 講座假香港中文大學舉行，邀得香港中文大學副校長楊綱凱教授主講，共有107名教師參加。
	Sharing Session on "Focus Inspection of the Use of English as the Medium of Instruction" 「以英語為教學語言的重點視學」分享會	8/10/2011	The sharing session was held at TWGHs Yow Kam Yuen College with principals and teachers from TWGHs Mrs. Wu York Yu Memorial College, TWGHs Mrs. Fung Wong Fung Ting College and TWGHs S.C. Gaw Memorial College as speakers. A total of 127 teachers attended. 分享會假東華三院邱金元中學舉行，邀得東華三院伍若瑜夫人紀念中學、馮黃鳳亭中學及吳祥川紀念中學校長及老師主講，共有127位老師參加。
	Seminar on "2012 Hong Kong Diploma of Secondary Education Examination : Career Guidance Services" 「2012香港中學文憑考試：職業輔導服務」研討會	26/11/2011	The seminar was held at TWGHs Chang Ming Thien College with Dr. HO Yuk Fan, Esther, Chairlady, Hong Kong Association of Careers Masters and Guidance Masters, invited as speaker. A total of 66 teachers attended. 研討會假東華三院張明添中學舉行，邀得香港輔導教師協會主席何玉芬博士主講，共有66名教師參加。
	Joint Secondary Schools Study Tour on Environment Conservation 東華三院中學環保考察團	26-29/12/2011	A 4-day study tour to Kaohsiung of Taiwan on environmental conservation was organized with Education Services Secretary, 2 Assistant Education Services Secretaries, 16 principals and 7 vice-principals participating. 學務總主任、2位學務主任、16位校長及7位副校長前往台灣高雄就環境保育作4天教育考察及交流。
	Talk on Special Topic on "Tung Wah Group of Hospitals and the Chinese Community in Hong Kong (1870-1997)" 《善與人同：與香港同步成長的東華三院(1870-1997)》專題講座	6/1/2012	The talk was held at Tung Wah Museum with Dr. Joseph TING, the author of the book "Tung Wah Group of Hospitals and the Chinese Community in Hong Kong (1870-1997)", invited as speaker. A total of 36 teachers attended. 講座假東華三院文物館舉行，邀得《善與人同：與香港同步成長的東華三院(1870-1997)》作者丁新豹博士主講，共有36位教師參加。
	Talk on "Contemporary Development of Higher Education in Hong Kong" 「香港專上教育最新發展」講座	28/2/2012	The talk was held at Tung Wah College with Prof. Thomas WONG Kwok Shing, President of Tung Wah College, invited as speaker. A total of 14 principals and 68 teachers attended. 講座假東華學院舉行，邀得東華院校長汪國成教授主講，共有14位校長及68位教師參加。
Primary School 小學	Student Guidance Workshop on "Application of Cognitive-behavioral Intervention for Anxiety Disorder (Cool Kids Programme)" 學生輔導工作坊 一處理焦慮症：「勇敢戰士訓練」導師課程	7/4/2011	The workshop was held at TWGHs Educational Psychology Service Centre with Ms. Ann WONG, Clinical Psychologist of TWGHs Education Division, invited as speaker. A total of 15 student guidance personnels attended. 工作坊假東華三院教育心理服務中心舉行，邀得東華三院教育科臨床心理學家黃肇誼女士主講，共有15位學生輔導員參加。
	Joint Primary Schools Study Tour on Cultural and Environment Conservation 東華三院小學聯校文化及環境保育研習團	21-23/4/2011	A 3-day study tour on cultural and environmental conservation to Shaoguan was organized with 2 Assistant Education Services Secretaries, 13 headteachers and 42 teachers participating. 兩位學務主任、13位校長及42位教師前往韶關就文化及環境保育作3天教育考察及交流。
	Day Camp for Students with Dyslexia and their Parents 2011 親子日營—學、藝夏令營2011	15/7/2011	The day camp was held at the Hong Kong Institute of Education. About 100 participants attended. 活動假香港教育學院舉行，約有100位參加者。

School 學校	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Primary School 小學	TWGHs Joint Primary Schools Teachers' Professional Development Seminar 東華三院小學聯校教師專業發展研討會	3/2/2012	The seminar on Tung Wah heritage was held at the Hall, TWGHs Yow Kam Yuen College with Dr. Joseph TING, Adjunct Professor of the Chinese University of Hong Kong, Mr. WONG Ho Chiu, former Senior Curriculum Development Officer of the Education Bureau, and Ms. Stella SEE, Head of Records and Heritage Office, TWGHs, serving as guest speakers. A total of 460 teachers attended. 研討會假東華三院邱金元中學禮堂舉行，主題為「從東華三院的發展歷史尋找東華精神的傳承」。主講嘉賓為香港中文大學客席教授丁新豹博士，前教育局高級課程發展主任黃浩潮先生及東華三院檔案及歷史文化總主任史秀英女士，共有460位教師參與。
Kindergarten 幼稚園	Joint Kindergartens Staff Development Day on "To Nurture Children's Creativity from the Concept of Gifted Education" 幼稚園聯校教師專業發展日—「從資優概念培育幼兒創意」	11/11/2011	The seminar was held at the TWGHs Sin Chu Wan Primary School. The guest speaker was Mr. LAM Hak-chung, Patrick, Associate Director of The Hong Kong Academy for Gifted Education. A total of 198 school heads, supervisors and teachers attended. 研討會假東華三院洗次雲小學舉行，主講嘉賓為香港資優教育學院林克忠總監。研討會共有198位校長、主任及教師參與。
	Joint Kindergartens Staff Development Day on "Strategies for the Implementation of Picture Books Teaching Approach" 幼稚園聯校教師專業發展日—「繪本教學策略」	12/11/2011	The seminar was held at the TWGHs Sin Chu Wan Primary School. The guest speaker was Dr. CHEN Shu Chin, Susan, Associate Professor, Department of Early Childhood Education, National Taichung University of Education, Taiwan. A total of 38 participants attended. 研討會假東華三院洗次雲小學舉行，主講嘉賓為台灣國立臺中教育大學幼兒教育學系副教授陳淑琴博士。研討會共有38位校長及教師參與。
	Joint Kindergartens Staff Development Day on "Creative Teaching - Using Torrance's Incubation Model to Implement Picture Books Teaching" 幼稚園聯校教師專業發展日—「創意教學研討會：以托蘭斯孕育創意教學模式推行學前繪本教學」	04/02/2012	The seminar was held at the TWGHs Yow Kam Yuen College. The guest speaker was Dr. Anna HUI, Assistant Professor, Department of Applied Social Studies, City University of Hong Kong. A total of 197 participants attended. 研討會假東華三院邱金元中學舉行，主講嘉賓為香港城市大學應用社會科學系助理教授許娜娜博士。研討會共有197位校長、主任及教師參與。
	Joint Kindergartens Staff Development Day on "Explore Hong Kong Eco Environment Resources and How to Apply in Teaching" 幼稚園聯校教師專業發展日—「探討香港自然生態環境資源及如何應用於教學中」	16/03/2012	An eco walk tour to Tai Po Kau Nature Reserve and a workshop in the organic farm in Yuen Long were organized. A total of 185 participants attended. 185位校長、主任及教師前往大埔滘自然保護區及元朗有機農場作實地學習，由專業生態導賞員帶領。
Special School 特殊學校	Study Tour to Seoul, Korea 韓國教育考察團	26-29/4/2011	A 4-day study tour to Seoul, Korea was organized. An Assistant Education Services Secretary, 2 principals, 22 teaching and specialist staff of special schools participated. 學務主任、2位特殊學校校長及22位特殊學校教師及專責人員前往韓國首爾作4天教育考察及交流。
	Workshop on "Restoration Concept – Reshaping Interpersonal Relationship" 「復和理念—改善人際關係」工作坊	3/1/2012	The workshop was held at TWGHs Kwan Fong Kai Chi School with Mr. Y. W. KONG, Chris, Professional Training Advisor of Centre for Restoration of Human Relationships, invited as guest speaker. A total of 80 participants, including principals, teachers and specialist staff, attended. 工作坊假東華三院群芳啟智學校舉行，邀得復和綜合服務中心專業培訓顧問江耀華先生主講，參加者包括校長、教師及專責人員共80位。



## Highlights of Staff Training and Development Programmes in Community Services Division | 社會服務科員工培訓及發展項目概要

Appendix ER5 / 附錄ER5

Service/ District 服務/區域	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Elderly Services 安老服務	Video Shooting in Life Review of Elders 應用錄像於生命回顧實務技巧工作坊	15 & 29/7/2011	A 1.5-day workshop was conducted to equip staff with video shooting skills to assist elders in the life review process. 30 staff participated in the workshop and each was requested to produce an edited video for an elder. The workshop strengthened their confidence in using video shooting as a mean to facilitate elders in life review. 為期1天半的工作坊旨在讓員工認識以錄像方法為長者進行生命回顧。工作坊共吸引30位同工參加。參加者均學以致用，並按要求為1位長者完成一段錄像短片。工作坊有助加強他們應用錄像方法為長者進行生命回顧的信心。
	Attachment Programmes on Palliative Care Services at Mackay Memorial Hospital in Taiwan 台灣馬偕紀念醫院實習活動	8-9/2011	2 6-day fieldwork attachment programmes at Mackay Memorial Hospital in Taiwan were organized for 8 staff members, including 5 nurses and 3 social workers. They learnt the importance of cooperation in a multi-disciplinary team and holistic care to the terminal ill patients. Moreover, their knowledge on palliative care service was strengthened through the lessons provided by the professionals from the Hospital, and their confidence in implementing palliative care services to users was also enhanced. 為讓同工了解紓緩服務的實踐情況，本院安排了5位護士和3位社工到台灣馬偕紀念醫院的安寧療護教育示範中心實習。參加者均表示實習過程讓他們體驗到各專業團隊的平等溝通和合作，以及同工全心關懷病人的重要性，並在不同專題課堂中吸收更多知識，增加了他們在服務單位推行紓緩服務的信心。
	Workshop on Using the Spirituality Scale for Chinese Elders (SSCE) 「華人長者靈性量表」應用工作坊	4/8/2011	The course was conducted by Dr. Vivian LOU, the Principal Investigator of the Study on Assessing and Enhancing Spirituality among Elders in Hong Kong and Shanghai. 49 professional staff members were trained to use the SSCE to assess the spiritual well-being of elders. 工作坊由研究「探討及提升長者的靈性研究：生命意義與整合」的負責人樓瑋群博士主講，旨在讓49位專業同工了解如何運用「華人長者靈性量表」作為評估工具，以更全面掌握長者的靈性狀況。
	Workshop on Design for Quality Living and Age-friendly Environment in Residential Homes 建立及設計優質院舍生活及長者友善院舍工作坊	7/11/2011	The workshop was conducted by Mr. Manfred YUEN, Architect Director of YS Groundwork. He shared with 37 elderly home supervisors, assistant supervisors and managerial colleagues how to establish an age-friendly living environment for elders so as to provide them with quality living in elderly homes. 工作坊邀得元新建城公司的董事建築師阮文韜先生為37位安老院舍主任、副主任及管理職級同事講解如何透過裝修意念設計安老院舍，以提供優質生活環境予長者。
	Workshop on Early Identification of Elders with Early Dementia 及早識別早期腦退化症工作坊	28/11/2011	The training aimed at enhancing 37 staff members' knowledge on cognitive assessment and early identification for demented elders. 工作坊旨在增強37位員工對早期腦退化症的認識，以掌握篩選評估工具的應用。
	Overseas Study Visit to Sydney on Elderly Services 澳洲悉尼交流團	4-11/12/2011	8 professional staff members joined the study tour in Sydney, Australia from 4 to 11 December 2011 to visit agencies providing residential care homes, community support services and dementia services. A sharing session was held on 22 February 2012 to share experiences and insights. 為擴闊員工視野，本院於2011年12月4至11日舉辦澳洲悉尼交流團，讓8名專業同工與當地不同的安老服務機構進行交流，認識當地的院舍服務、社區支援及腦退化症服務，並於2012年2月22日舉行匯報會，與同工分享所學所得。
	Workshop on Building Up Positive Image for Elders 「風采亮人生」長者形象服務講座及工作坊	27/2/2012	36 colleagues participated in the training conducted by an internationally accredited image expert, Ms. LAN Ting and her beauticians to learn about grooming service for elders. 工作坊邀得國際專業形象顧問藍婷小姐主講及由美容師示範，讓36位員工於一天的講座及工作坊掌握如何為長者提供美容服務。
Youth & Family Services 青少年及家庭服務	Two-day Workshop on Research Method and Statistics (SPSS) 「研究方法與SPSS」兩天工作坊	15-16/6/2011	25 social workers participated in the 2-day workshop on evidence-based practice and research design as well as SPSS application conducted by Prof. Cynthia LEUNG of the Hong Kong Polytechnic University. 工作坊由香港理工大學梁敏教授主講，讓25名社服科社工增進實證為本服務及設計研究方法的認識，以及實習使用SPSS分析工具。
	Workshop on Applying Cognitive Behavioral Intervention to Depression 「認知行為治療與抑鬱症」工作坊	22/6 & 22/7/2011	The workshop held by Prof. Daniel WONG and Ms. Veron CHAN of Institute of Cognitive Therapy enhanced 13 caseworkers with advanced skills in using Cognitive Behavioral Therapy with depressed clients. 工作坊由認知行為教研中心黃富強博士及陳文珊女士主持，共協助13位青少年及家庭服務部輔導員掌握如何以認知行為治療法輔導抑鬱症患者。

Service/ District 服務/區域	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Youth & Family Services 青少年及家庭 服務	Two-Day Workshop on Play Therapy with Physically Abused Children 「遊戲治療與身體受虐兒童」 兩天工作坊	21 & 28/10/2011	The 2-day intensive workshop, held by Prof. Norma LEBEN, a renowned trainer in play therapy, equipped 67 participants with specific knowledge and skills on play therapy when counselling with the physically abused children. 工作坊由著名遊戲治療專家理盧幼慈教授帶領，讓67位參加者掌握輔導受虐兒童時具體的遊戲治療技巧。
	Training Workshop on Practical Skills on Handling Drug Abusers and their Families 實戰工作坊	21/10 - 11/12/2011	40 social workers were equipped with knowledge on Hong Kong drug abuse problems and ways to handle drug abusers through family-based intervention. 為40位社工提供有關認識香港吸毒問題及以家庭為本處理戒毒問題的技巧。
	Workshops on Montessori Approach 蒙特梭利教學法	6/2011 - 3/2012	Over 153 teaching staff from nursery school and child development centre, attended a 30-hour and 24-hour course on Montessori Method respectively to enhance the healthy and holistic growth of children aged 0-3 and 3-6. 讓約153名幼師及特殊幼兒工作員分別參與30小時及24小時蒙特梭利教學應用於0-3歲及3-6歲課程，促進0-6歲嬰幼兒健康成長。
	Workshop on Curriculum for the Aged Two 兩歲班發展課程	2/8/2011	50 professional staff members from nursery school attended the workshop on designing appropriate programmes for young children. 讓50名幼師了解適切N1幼兒的體能、音體活動及探討兩歲課室設計元素。
	Workshop on "Enhancing Personal Charisma" and "Using Directive play Therapy to Help Children Suffering from Attention Problems/Hyperactivity/Low Self-esteem/ Trauma" 「如何建立老師個人魅力」及 「如何引用遊戲治療技巧輔導注 意力不集中/過度活躍/低自尊感 /心靈受創傷的幼童」教師工作 坊	22-26/10/2011	84 kindergarten supervisors and 37 professional staff members respectively attended 2 workshops conducted by Prof. Norma LEBEN to enhance their assertiveness and sensitivity in using games to help children with learning and social/ emotional difficulties. 幼兒服務邀得理盧幼慈教授分別為84位幼兒園主任及幼兒工作員主講「如何建立老師個人魅力」及為37位特殊幼兒工作員及治療師主講「如何引用遊戲治療技巧輔導注意力不集中/過度活躍/低自尊感/心靈受創傷的幼童」教師工作坊。
Rehabilitation Section/ Southern District 復康服務/南 區	Advanced Skills on Natural Fermentation and its Application in iBakery 天然無添加發酵技術及應用	25-29/7/2011	Mr. Shalong WANG, a renowned baker in Taiwan specialized in hand-made bakery products, natural fermentation and additive-free bread, was invited to conduct an intensive 5-day hands-on training for our bakery team. Not only did the training enhance the skills of our bakers, it also assured that the Group is able to pursue additive free production. 邀請台灣著名無添加麵包大師王傳仁老師來香港，為愛烘焙麵包工房團隊進行5天密習培訓。是項訓練除了提升了麵包工房的技術，亦有助本院繼續發展無添加產品。
	Application of Recovery Approach: Stretching the Boundary of Partnership between Patients and Professionals in Mental Healthcare 復元模式之學習及應用	11/8/2011	46 staff members and 22 external members of mental health field attended the workshops. Participants were able to gain knowledge on recovery approach in mental health service, the perspective of the service users and to explore the application of the approach. 46位精神健康服務之東華員工及22位來自資助機構和社會福利署的同工出席工作坊，學習復元模式的內容及概念，以及探討於工作上的實踐及應用。
	Core Retreat Day of Rehabilitation Services and Southern District 復康服務暨南區核心職員退修日	15/10/2011	66 core staff members from Rehabilitation Services and Southern District attended the retreat and participated in experiential games and learnt effective communication to improve interpersonal relationship. 66位復康服務及南區的核心職員出席活動，透過遊戲及講座探討如何善用溝通模式、改善人與人之間的關係。
	Management of Violence Workshop 處理服務使用者暴力事故工作坊	4/10/ 2011 & 1/11/2011	Over 80 staff members of different ranks from Jockey Club Rehabilitation Complex participated in the workshop conducted by Mr. Lawrence CHU, Licensed Physical Restraint and Breakaway Instructor. The aim of the workshop was to provide training on the prevention and handling of workplace violence, and hence minimize the chance of work injuries. 講座由身體約束及脫身法認證導師朱德俊先生主持，有超過80位不同級別的同事出席，讓同事學習預防及處理暴力事故，從而減少工傷機會。
	Study visit to Korea on updated rehabilitation skills cum report back seminar 韓國考察學習團	22-25/11/2011 & 15/2/2012	13 staff members visited the rehabilitation services agencies in Korea to familiarize themselves with the current development. A report back session was held in February 2012 to share their experience in Seoul with other staff members. 13位員工前往韓國首爾探訪當地7間復康機構，透過負責人的講解及分享，有助員工了解當地推行復康服務的現況及發展。團員於2月份向其他員工分享所得。

Service/ District 服務/區域	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Rehabilitation Section/ Southern District 復康服務/南區	Lectures on enhancing work skills for health worker and nurses 提升護理部員工工作技巧及行政/督導角色的相關訓練	6 & 13/12/2011	70 nursing staff members attended the lectures to enhance their skills, including nursing assessments, English medical jargons, administrative and supervisory roles and other related skills. 共70位保健員及護士參加提升工作技巧的講座，內容包括教導護理評估工具及步驟、英文護理用詞、行政/督導角色及相關技巧。
	Workshop on Managing Different Personalities (Customers) 「處理刁難人士之十型人格」工作坊	7/3/2012	30 staff members attended the workshop to learn about different customer characteristics. Through interactive exercises and case illustrations, staff members learned the ways to handle conflicts. 30位員工出席工作坊，講者介紹十種難以相處的性格特質，並透過個案及互動練習，讓員工學習如何面對及化解衝突。
Traditional Services 公共服務	Korea Study Visit for Traditional Services 韓國公共服務考察團	22-25/2/2012	Supervisory and frontline staff of Traditional Services Section visited the funeral parlours, eco-funeral and temples in Korea. 公共服務部管理人員及前線職員前往韓國考察，參觀殯儀館、環保殯葬及廟宇等。
	Customer Services Workshop 顧客服務工作坊	3/2012	The 1-day workshop was held to enhance the customer services skills of our staff so as to strengthen the service quality. 透過一天的工作坊，增強員工的顧客服務技巧以提升服務素質。
Eastern / Central & Western District 東區及中西區	Workshop on the management of challenging behaviour of clients with psychiatric problem 精神病患者行為問題之處理工作坊	29/11/2011	Insights and confidence in handling challenging behaviours of clients with psychiatric problems were gained through lecture and case discussion. 透過講解及交流討論，提升員工處理服務使用者各類滋擾行為的能力和信心。
	Workshop on "Anger & Conflict Management" 「憤怒與衝突處理」工作坊	10/8/2011	The workshop helped caring professionals develop an in-depth understanding of anger management, acquire appropriate attitudes and skills to handle conflicts, and effectively manage their own emotional reactions in stressful situations. 工作坊協助專業同工在處理憤怒和工作間衝突時，能了解個人情緒反應，以適當的態度和技巧有效處理爭執，並化解衝突。
	Photo editing and poster design 相片編輯及海報設計	31/8/2011	By learning the application of the software "Photo-Impact", participants could handle daily design work like photo editing and poster design. 透過學習軟件"Photo-Impact"，讓參加者可以運用此軟件處理日常與相片有關的工作如相片編輯及海報設計。
	Film editing 短片製作	9/12/2011	By learning the application of the software "Corel VideoStudio Pro", participants could perform film editing. 透過學習軟件「會聲會影x4」，讓參加者可以運用此軟件處理日常短片製作。
	Book editing 文字編輯設計	30/9/2011	By learning the application of the software "Scribus", participants could handle simple publication task. 透過學習軟件"Scribus"，讓參加者可以運用此軟件處理日常文字編輯工作如中心通訊等設計。
	Occupational Safety and Health (OSH) training for staff of Eastern Central & Western district service centres 職業安全及健康訓練	26 & 31/8, 3/9, 30/11 & 7-21/12/2011	To refresh and update the knowledge and skills on OSH of staff within the district, a series of trainings and activities were launched to minimize the work injury. 透過一連串訓練及活動，增進員工對職業安全及健康的認識、觀念及工作氣氛，以減少員工的工傷意外。
	Creativity @ work 「創」出工作新天地	12/12/2011	Participants acquired a deeper understanding of the concept of creativity and its application at workplace through the seminar and games. 透過講座及遊戲，讓參加者增加對創意的認識及能透過活動明白寓創意於工作的可行性。
Kowloon City/Yau Tsim Mong/Kwun Tong District 九龍城/油尖 旺/觀塘區	Training on infection control and prevention 預防及控制傳染病訓練	30/6/2011	Jointly organized with Hong Kong Association of Gerontology, the training session provided knowledge on infectious disease and prevention of cross infection in the elderly home for 20 staff members, including nurses, programme assistants and care workers. 與香港老年學會合辦的訓練，旨在提升同工對傳染病的認識，加強預防及避免傳染病在院舍內交叉感染，共有20位護士、活動助理及照顧員參加。
	Mental Health First Aid Course 精神健康急救課程	7 & 14/7/2011	31 staff members, including professional and frontline workers, acquired knowledge on mental health first aid, depression, anxiety disorder, drug abuse and severe psychosis from the guest speaker of the Mental Health Association of Hong Kong. 此課程共有31名專業及前線同工參加，內容包括精神健康急救、抑鬱症、焦慮症、藥物濫用及重性精神病的介紹及危機處理，並由香港心理衛生會教育中心資深社工擔任導師。



Service/ District 服務/區域	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Kowloon City/Yau Tsim Mong/Kwun Tong District 九龍城/油尖 旺/觀塘區	5-S Workshop 五常法工作坊	24 & 31/8/2011	The workshop aimed at increasing staff's understanding on 5-S theories and practice so as to enhance work efficiency. 30 staff members participated in the workshop. 工作坊旨在透過學習五常法的理論及實踐，從而提高職員的工作效率，共有30名同工參加。
	"Miracle Words"-Debriefing skills in experiential learning 「說出奇蹟」體驗式活動解說技巧	18/10/2011	Debriefing concepts and theories were introduced to 34 professional and programme staff members. They learnt the skills and strategies through the exercise of experiential learning. 介紹解說技巧的背後理論，通過體驗式方法學習如何應用當中技巧，共有34位專業同工及活動幹事參加。
	Retreat Day for Annual Review and Planning of Community Services 年度服務計劃退修日	28/10/2011	A retreat day was organized for 30 supervisory and professional staff members to discuss annual plan. Mindfulness exercise was also carried out for releasing working stress. 共有30位督導及專業同工出席退修日活動，討論年度計劃之餘，亦進行身心活動以紓緩工作壓力。
	Workshop on Mediation 調解技巧工作坊	30/11/2011 & 13/12/2011	A 2-session workshop was launched for 30 social workers to equip them with knowledge and skills on peers, parent-child and community mediation. 30名社工參與兩節工作坊，學習有關朋輩、親子及社區調解的知識和技巧。
	Non-harmful control and breakaway technique 自衛術	1/3/2012	To manage violence in workplace, 20 staff members learnt ways to increase awareness of potential violence and the de-escalating techniques during the lesson. 課程讓同工提升對暴力行為的醒覺，並了解於工作間如何處理暴力行徑，共有20位同工出席。
Tsuen Wan/Tuen Mun/Yuen Long District 荃灣/屯門/元 朗區	Stress Management Workshop for Supervisory Staff 洗滌心靈減壓工作坊	14/10/2011	The workshop was conducted for 25 supervisory and professional staff members to enhance their health awareness and learn how to reduce and manage work stress. 共有30位督導及專業員工出席，增進對個人身心靈的關注和認識，並學習如何紓緩工作壓力。
	Basic Aromatherapy Workshop 香薰治療工作坊	22/9, 20/10 & 10/11/2011	A 3-session workshop was conducted for 72 staff members to gain knowledge and skills on aromatherapy and hand therapy. 工作坊讓72名員工學習香薰治療及手部按摩治療的知識和技巧。
	A Constructive and Powerful Working Environment 職場Chok出新力量	3/12/2011	Through activities and sharing, 41 staff members learnt how to build a constructive and friendly working environment. 透過有趣的活動及分享，41名員工學習如何在工作中多體諒、支持、溝通和協作。
	Annual Retreat-Workshop on Effective Communication 年度退修 – 溝通無障礙工作坊	3/1/2012	With the experience gained from "Dialogue in the Dark", 43 staff members enhanced their skills of disseminating messages and active listening. 藉體驗「黑暗中的對話」活動，43位員工理解到溝通的重要性，並學習如何有效傳遞及聆聽信息。
	Promotion and Education on OSH Knowledge 齊來舒展樂安康	13/1/2012	A 2-session workshop was conducted for 38 staff members to enhance their knowledge on occupational safety and health exercises. 工作坊旨在增進員工對職業安全、痛症及保健運動的認識，共38人出席。
	Physical Fitness Foundation Certification Course 體適能基礎證書課程	21/2/2012- 15/5/2012	A total of 15 staff members participated in the course which aimed at enriching their knowledge in physical fitness so as to develop and provide health related services to service users. 課程旨在增進員工對體適能的認知，以便提供及發展相關服務予服務使用者，共15人參加。
	Art Facilitation Training-Phase II 藝術倡導訓練課程	4/2011- 3/2012	To enhance the staff's knowledge and skills in using art facilitation for training disadvantaged youth, mentally challenged and elders, a 7-session course was launched for 12 staff members. 課程讓12名員工進一步學習如何使用藝術媒介協助有特別需要的服務使用者。
Shatin District 沙田區	Shatin District's Supervisors Retreat Day 沙田區社會服務專業團隊主任退修日	2/9/2011	A retreat programme was organized for 21 supervisors and assistant supervisors from service centres of Shatin District to discuss and formulate the annual plan, service direction, evaluate existing services and programmes and share fruitful working experiences. 21位沙田區安老服務單位的主任及副主任在退修日中一起籌劃來年的計劃、服務及發展方向，並檢討現行服務及計劃。

Service/ District 服務/區域	Training and Development Programme 培訓及發展項目	Date 日期	Details 詳情
Shatin District 沙田區	Workshop on Management of Demented Elders 照顧腦退化症長者工作坊	23/9/2011	The workshop aimed at equipping staff with skills and knowledge in providing support services to carers of demented elders, and to share with them the updated information for carers with dementia such as services, treatment methods, communication skills and behaviour management. A total of 36 staff members participated. 工作坊旨在教導前線員工有關腦退化長者病徵、特別行為及照顧方法等，共36位員工出席。
	Shatin Staff Retreat 11/12 沙田區社會服務專業團隊職員退修日11/12	20/10/2011	The workshop on Creative Thinking enhanced creativity of 90 staff members and encouraged them to bring new ideas to their services. Through games and activities, participants realized that courage and creativity are important elements in launching new services for our service users. The programme also boosted up staff morale and the unity of the Shatin Staff Team. 「勇·創高峰」以輕鬆及活潑手法，提升90位同事的創意思維，更鼓勵同事勇於推行新意念及服務。員工從遊戲中了解到勇氣及創意對推行新服務的重要性。此外，活動亦加強了沙田區工作團隊的融合及團結。
	Workshop on Good Practice Sharing on Personal Care Services 照顧員訓練工作坊	2 & 16/12/2011	The training aimed at enhancing the knowledge of care workers and care assistants of residential settings in caring for elders. Workers were encouraged to share their experience and working tips among the team. 51 staff members joined the workshop. 工作坊旨在加強單位的照顧員及相關職級同工對照顧體弱長者的知識及技巧，尤其是患有腦退化症、抑鬱症、精神錯亂的長者，更藉此鼓勵各單位同工分享工作上遇到的困難及優秀服務策略。是次培訓共有51位照顧員同事報名，反應理想。
	Workshop on Use of Drama in Service Delivery 戲劇治療於服務之應用	12/12/2011	31 staff members participated in the workshop aiming at enhancing the knowledge and application of drama therapy in service planning and intervention. Participants also had greater understanding of themselves and others through the workshop. 工作坊旨在讓員工認識及運用戲劇治療，提升員工對服務的策劃及介入手法。此外，亦從訓練過程中，加深了員工的自我了解及對別人之認識。是次培訓共31人參加。
	Workshop on "Programme Planning and Evaluation" for non-social work staff 前線非專業同工撰寫活動程序計劃及檢討工作坊	9/1/2012	About 40 non-professional staff members attended the training to enhance their knowledge and skills in writing programme plan and conducting programme evaluation. Through group discussion, workshop and mini-lectures. 約有40位非專業員工參與工作坊、小組討論及講座加強於工作上撰寫活動程序、活動計劃及有關檢討活動的知識及技巧。
	Workshop on Skills on Funding Application 撰寫撥款申請書的成功技巧	17/1/2012	35 staff members participated in the workshop aiming at equipping staff with skills in writing effective proposals, including essentials DOs and DON'Ts in proposals preparations and follow-up action after submitting proposals. 工作坊旨在提升同工撰寫撥款申請書的技巧以及呈交前預備和跟進工作，共有35位員工參加。
Tai Po and North District 大埔及北區	Workshop on Cardiovascular Management 心臟病護理資訊工作坊	20/7/2011	The workshop aimed at equipping nursing staff with updated knowledge in Cardiovascular Diseases and management skills of the nursing care to the related elderly. 45 nursing staff members participated in the workshop. 工作坊旨在讓護士及保健員認識心臟病護理常見問題及併發症，並掌握心臟病護理最新知識及技巧。共45位護理員工出席。
	Annual Retreat on Expansion of New Services 年度服務計劃退修日 – 拓展新服務	16/9/2011	A retreat day was organized for 31 supervisory and professional staff members from Tai Po and North District for discussing and formulating the annual plan as well as introducing the new services in 2012. Supervisory staff also explored and established a new service direction on the aspects of home residential services, community care services and dementia services for implementation in the coming year. 31位大埔及北區安老服務單位督導及專業員工出席退修日活動，討論及策劃來年服務計劃，並簡介即將推行的新服務。此外，員工透過是次活動，探討及總結在院舍服務、社區照顧服務及腦退化症服務方面等新服務定位，並於來年朝所定方向推行相關服務。
	Workshop on Medication Management 藥物管理工作坊	21/10/2011	The course aimed at refreshing nurses and health workers from Tai Po and North District on drug knowledge and new updates on medicine management. 40 nurses and health workers attended the course. Upon completion of the course, participants are able to acquire and implement the skills in medication management. 課程旨在讓大埔及北區的護士和保健員更新藥物知識和藥物管理工作的技巧。40名護士及保健員於完成課程後，能充分掌握和應用藥物管理的技巧。

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Tai Po and North District 大埔及北區	Workshop on Enhancement of Treatment Plan and Caring Skills for Elderly with Psychiatric Illness in Residential Service 精神病患者行為問題處理工作坊	31/10/2011	A workshop was conducted for 62 nursing staff members to enhance their knowledge and skills in handling elderly with psychiatric illness and in organizing treatment groups. 工作坊旨在增強護士及保健員對精神病患者行為問題之認識及提升處理病患者行為問題之能力，62位護理員工出席，掌握開辦治療小組的技巧。
	Advanced Health Workers Training (I) - Wound Care Management Workshop 保健員培訓課程(一) 傷口護理工作坊	24/11, 1, 8 & 15/12/2011	4-session of half day lecture followed by 4 workshops were conducted to enhance nurses and health workers' competence in wound care management. 80 nursing staff members enrolled. The topics included classification, assessment and record of wounds, "TIME" theory, selection and application of dressing materials as well as pressure sore prevention method with Bioptron Light Therapy and stoma care. 工作坊分4天下午進行，內容包括課堂講解及分組研習討論，旨在加強護士及保健員處理傷口的技巧。共80位護理同工出席。工作坊的內容包括傷口分類、評估及記錄、「TIME」理論及敷料應用、以及活彩偏光燈治療對褥瘡的預防作用及造口護理。
	Talk on Elderly with Diabetes and its Management 安老院舍糖尿病患者之護理講座	6/1/2012	To develop and enhance 40 nurses and health workers' nursing competence in recognizing problems found in elderly with diabetes and ways to manage them. 講座增強了40位護士和保健員對糖尿病患之護理知識，識別糖尿病問題及醫療處理方法。
Working Group on Service Performance Monitoring System 服務表現監察 制度工作小組	Sharing Session on Review Visits and On-site Assessment conducted by the Social Welfare Department 「社會福利署評估探訪及實地評估」分享會	27/9/2011	The supervisors who have passed the Review Visits or On-site Assessment conducted by the Social Welfare Department in 2010/2011 were invited to share their valuable experiences in the review visits with staff of other service centres to help them prepare for future participation. 118 staff members participated in the working group. 邀請了於2010/2011年度曾接受社會福利署評估探訪及實地評估的單位主任分享成功通過評估的經驗，以幫助其他服務單位員工準備參與未來的評估探訪。共有118員工出席。
	Workshop on Service Quality Standards (SQSs) for New Recruits 認識服務質素標準工作坊	22/12/2011	84 new recruits attended the workshop to acquire more information on the requirements of the 16 Service Quality Standards. 共84位新入職員工參加工作坊以加強認識16項服務質素標準的要求。
Committee on Occupational Safety & Health 職業安全及健康 委員會	Training on Internal Audit for "Hong Kong Safe & Healthy Residential Care Home Accreditation Scheme" 「香港安健院舍確認計劃」內檢工作坊	11/5/2011	The training enabled 79 administrators and supervisors of the residential homes to acquire more information on the requirements of internal audit for the scheme. Mr. YU Pak-ken, Senior Consultant of Occupational Safety and Health Council was invited as the trainer. 工作坊邀請了職業安全健康局高級顧問余伯權先生向79位行政人員介紹「香港安健院舍確認計劃」的內檢標準，讓服務單位能更有效籌備參加有關確認計劃。
	Training Workshop on Manual Handling Operation for Frontline Staff 體力處理操作培訓工作坊	7/9/2011	69 frontline workers participated in the workshop to acquire proper knowledge and skills on "Manual Lifting and Handling Operation". 69位前線員工出席工作坊，學習掌握體力處理操作的知識及技巧。
	Experiences Sharing on Successful Accreditation 安健院舍成功確認經驗分享會	2/11/2011	The supervisors and OSH conveners from 7 homes which have been accredited as "Excellent Residential Homes" in September 2011 were invited to share their valuable experience in the accreditation with 80 staff members from other service centres to help them prepare for future participation in the scheme. 安排成功確認為安健院舍的7間院舍的單位主任及職安健主任分享成功通過確認為「卓越安健院舍」的經驗，以幫助將參加此計劃的其他服務單位員工準備參與未來的確認計劃，共80位員工出席。
	Workshop on "Assessors' Training on Manual Handling Operation" [Certificate Course] 「體力處理操作評估員培訓」工作坊 [證書課程]	21/2/2012	The workshop equipped 50 supervisory staff members with the knowledge and skills on risk assessment related to "Manual Handling Operation". 工作坊讓服務單位員工掌握評估體力處理操作的知識及技巧；在掌握有關知識後，參加者可在服務的單位進行體力處理操作評估，以配合法例要求，共50位員工出席。
Planning & Development Section 策劃及發展部	Workshop on "Enhancing our Well-being with Mindfulness" 「靜觀當下、安樂自在」工作坊	7, 12 & 19/10/2011	A 3-day workshop aimed at equipping 93 staff members with knowledge in using mindfulness in their profession and to be more effective in helping others. 為期三天的專業培訓，主要教授員工在習修「靜觀」下，學習專注和調控身心，讓工作更事半功倍，共93位員工參加。
	Workshop on Knowledge Management (KM) in NGOs 非政府組織知識管理工作坊	20/5/2011	The workshop facilitated staff with actionable knowledge in KM tools application and techniques by illustrating a series of real-life examples. 透過一系列真實的例子，員工學會各種知識管理的工具及使用技巧。