

- 與國家民政部舉辦交流活動，共有12名東華三院行政人員到廣西壯族自治區進行交流。

12 executives of TWGHs visited Guangxi Zhuang Autonomous Region under an exchange programme organised with the Ministry of Civil Affairs.

- 為8名國家民政部官員安排為期一星期的專業人員培訓課程。

A 1-week attachment training programme was arranged for 8 officials of the Ministry of Civil Affairs.

- 為廣西壯族自治區舉辦短期社工交流和培訓活動。

Sharing and training sessions on social work were organised in Guangxi Zhuang Autonomous Region.

- 為28名總部行政人員、校長及服務單位主管舉辦專業商務及餐桌禮儀工作坊，提升行政人員的專業形象。

A workshop on Professional Business and Dining Etiquette has organised for 28 headquarters executives, school heads and centre supervisors to enhance their professional image.

- 為25名總部行政人員、校長及服務單位主管舉辦「成為變革領航者」管理技巧工作坊，讓行政人員透過體驗式遊戲學習帶領團隊面對改變。

A workshop titled "Be a Change Navigator" was organised for 25 headquarters executives, school heads and centre supervisors to enhance their leadership capability on problem solving through experiential games.

- 為30名總部行政人員、校長及服務單位主管舉辦香港國際機場參觀活動，透過香港機場管理局代表的分享，提升他們對公營機構運作的認識和了解，以達至卓越營運。

A visit to Hong Kong International Airport was organised for 30 headquarters executives, school heads and centre supervisors to help achieve operational excellence in a non-governmental organisation by enhancing their understanding of the operations of a public-sector organisation.

- 為30名總部行政人員、校長、服務單位主管舉辦題為「跨團體協作」的團隊訓練活動，以提升管理人員的溝通及解難能力，從而建立一支高效率的團隊。

A team-building workshop with themed "Cross Team Collaboration" was organised for 30 headquarters executives, school heads and centre supervisors to promote team building by strengthening their communication and problem solving skills for building a high performance team.

- 為30名文職人員及秘書舉辦「創作為微型森林®」團隊訓練工作坊，以輕鬆方式提升他們的溝通技巧和加強團隊合作精神，從而提高工作效率。

A team-building workshop with the Greenery Micro Forests® was organised for 30 clerical and secretarial staff to enhance their teamwork and communication skills to improve work efficiency.

- 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 executive lunch-and-learn gatherings were organised for headquarters executives to enhance their mutual understanding.

- 為30名文職人員及秘書舉辦「處理投訴」工作坊，以加強他們對處理投訴的能力和溝通技巧，令服務對象留下良好印象，增加對機構的信賴。

A workshop on "Complaint Handling" was organised for 30 clerical and secretarial staff to enhance their complaint handling skills and communication skills to build up a good impression among our service users and gain their trust in TWGHs.

- 為25名文職人員、秘書及前線員工舉辦「商業英文寫作」工作坊，以加強他們的英文書寫技巧。

A workshop on "Business English Writing" was organised for 25 clerical, secretarial and frontline staff to enhance their English writing skills.

- 為24名員工舉辦「急救訓練」課程，以提高他們的急救知識及技巧。

A first-aid training course was organised for 24 staff members to equip them with first-aid knowledge and skills.

- 為15名員工舉辦「急救訓練重溫」課程，以加強員工的急救知識及技巧。

A refresher course on first-aid training was organised for 15 staff members to refresh their first-aid knowledge for re-certification.

- 為15名員工舉辦「普通話會話班」，以提升他們的普通話會話能力。

A tutorial on "Conversational Putonghua" was organised for 15 staff members to enhance their Putonghua competence.

- 為30名員工舉辦東華法定古蹟遊蹤文化考察活動，讓員工加深對東華三院歷史的認識、推廣企業文化，並強化他們對機構的歸屬感。

A visit to TWGHs Declared Monuments sites was organised for 30 staff members to enhance their understanding of the Group's history and its values, promote our corporate culture and strengthen their sense of belonging.

- 推出《凝聚・東華・新力量》的第一部曲「衝出・新夢想」，記敘年青中醫譚蘇珊小姐於東華三院工作的樂事，展示本院如何協助年輕一代追尋夢想及發掘潛能，同時致力吸引人才加入東華三院。

The first episode of a new video series *YouTh PoWer* named "Paddle for Dream" featuring Ms. Susan TAM, a young Chinese Medicine Practitioner, was launched to show TWGHs' commitment to assisting young talent to chase their dream and discover their potential, as well as attracting young talent to join TWGHs.

- 為38名員工舉辦有關資訊科技及電子錢包安全的研討會，以提高他們的資訊保安意識。

A seminar was organised for 38 staff members to raise their awareness on IT security in office operation and e-wallet payment.

- 全年共舉辦18個電腦軟件應用課程，參加員工約有300人。

A total of 18 training courses on the application of computer software were organised and attended by about 300 staff members.

- 舉辦「行政人員發展」課程，以加強新入職及強化現職行政人員對現行政策及工作程序的認識。

An "Executive Development Programme" was organised for newly recruited and serving executives to familiarise them with the prevailing policies and work practices.

- 舉辦8次迎新活動，超過600名新入職員工出席。

A total of 8 induction programmes were launched and attended by over 600 newly-recruited staff members.

- 舉辦「香薰肩頸淋巴按摩」工作坊、「尋找自我」工作坊、「點墨成趣」工作坊及「踏出色彩」工作坊，協助員工達至生活與工作平衡。

4 workshops on "Aromatherapy Massage", "Mindfulness", "Minibus Plate Painting" and "Shoes Painting" were conducted for staff members to achieve a balance of work and life.

- 為40名員工舉辦「轉廢為茵一天遊」活動，以加深他們對環境保護及轉廢為能的認識。

A "Green Tour to T•Park and the Mushroom Initiative" was organised for 40 staff members to equip them with a more in-depth understanding of environmental protection and the latest waste-to-energy technology.

- 為人力資源處員工舉辦團隊精神工作坊，以提升團隊士氣及增進他們的團結精神。

A workshop on team-building was organised for staff members of the Human Resources Branch with a focus on boosting team morale and enhancing team spirit.

- 為人力資源處人事部員工舉辦資訊圖表工作坊。

A workshop on infographics was organised for staff members of the Personnel Section of the Human Resources Branch.

- 為人力資源處員工訓練及福利部員工舉辦採用虛擬實境技術作導引工具的團隊訓練活動，以提高他們的團隊合作精神及溝通技巧。

A team-building workshop with Virtual Reality Tools was organised for staff members of the Staff Training and Welfare Section of the Human Resources Branch to enhance their team synergy and communication skills.

醫院員工發展及研究（由東華三院董事局資助）

Hospital Staff Development and Research Programmes
(Sponsored by the Board of TWGHs)

附錄ER2 / Appendix ER2

項目 Item	詳情 Details	撥款 Allocation
2017/2018年度醫務科員工訓練基金 2017/2018 Medical Division Staff Training Fund	該基金資助屬下醫院約480名員工修讀本港及海外的訓練及深造課程。 Around 480 staff from TWGHs' 5 hospitals were sponsored to attend local and overseas training programmes.	\$1,850,000
海外教授交流計劃 Visiting Professorship Programmes	該計劃邀請4名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。 4 overseas professors were invited to Hong Kong to conduct lectures, give advice on modern medical technology and share their clinical experience.	
東華三院研究基金（西醫） TWGHs Research Fund (Western Medicine)	該基金資助屬下5間醫院的西醫醫生進行13個研究項目。 Western medicine doctors of TWGHs' 5 hospitals were sponsored to conduct 13 research projects.	\$400,000
合計 Total		\$2,250,000

教師培訓及發展項目概要

Highlights of Teaching Staff Training and Development Programmes

附錄ER3 / Appendix ER3

學校 School	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
所有學校 All Schools	「英文故事寫作」工作坊 Workshop on "English Story Writing for Secondary and Primary School Teachers"	6/1/2018	工作坊假香港中文大學利黃瑤璧樓舉行，邀得香港中文大學教育學院課程與教學學系系主任李潔冰教授主講，共有141名校長及教師出席。 The Workshop was held at the Esther Lee Building of The Chinese University of Hong Kong, with Prof. LEE Kit Bing, Icy, Faculty of Education, Chairperson, Department of Curriculum and Instruction, The Chinese University of Hong Kong, as speaker. A total of 141 school heads and teachers attended.
中學 Secondary School	精神健康急救課程（關懷青少年版） Youth Mental Health First Aid Course	15 – 16/6/2017	課程於東華三院何玉清教育心理服務中心舉行，由本院教育心理學家及社工主講，共有18名校長及教師出席。 The Course was held at TWGHs Ho Yuk Ching Educational Psychology Service Centre with educational psychologist and social worker from TWGHs, as speakers. A total of 18 principals and teachers attended.
	「輔導技巧」工作坊 Workshop on "Guidance and Counselling Skills Training"	13 – 14/7/2017	工作坊於東華三院何玉清教育心理服務中心舉行，邀得「夢想實踐卡」研發者李宜芳博士主講，共有24名教師、教育心理學家及社工出席。 The Workshop was held at TWGHs Ho Yuk Ching Educational Psychology Service Centre with Dr. Fanny LEE, inventor of the "Dream Map Cards", as speaker. A total of 24 teachers, educational psychologists and social workers attended.
	「運用調解處理學生衝突」工作坊 Workshop on Effective Skills on Mediation	5/3/2018	工作坊於東華三院呂潤財紀念中學舉行，邀得基督教香港信義會社會服務部圓融綜合服務中心主任梁雲龍先生主講，共有40名校長、教師、教育心理學家及社工出席。 The Workshop was held at the TWGHs Lui Yun Choy Memorial College with Mr. LEUNG Wan Lung, Officer, Integrated Service Center for Reconciliation of the Evangelical Lutheran Church Social Service – Hong Kong, invited as speaker. A total of 40 principals, teachers, educational psychologists and social workers attended.
	Orton-Gillingham 訓練課程（基本及增潤課程） Orton-Gillingham Training Course (Basic and Advance)	22 – 27/3/2018	6天的證書課程於東華三院何玉清教育心理服務中心舉行，邀得Orton-Gillingham Practitioners and Educators的Ron Yoshimoto先生主講，共有20名教師及教育心理學家出席。 The 6-day Course was held at TWGHs Ho Yuk Ching Educational Psychology Service Centre with Mr. Ron Yoshimoto, Academy of Orton-Gillingham Practitioners and Educators, invited as trainer. A total of 20 teachers and educational psychologist attended.

學校 School	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
中學 Secondary School	國家教育部中學校長培訓中心專業進修班 Professional Training Course at National Training Centre for Secondary School Principals, Ministry of Education of the Peoples' Republic of China	5 – 9/4/2017	學務總主任、學務主任、行政主任及36名校長和教師前往上海作教育考察及交流。 A study tour to Shanghai was organised, with Education Services Secretary, Assistant Education Services Secretary, Executive Officer, 36 principals and teachers participating.
	東華三院中山珠海史蹟考察團 TWGHs Historical Study Tour to Zhongshan and Zhuhai	9 – 11/6/2017	東華三院檔案及歷史文化委員會顧問丁新豹博士、執行總監、學務總主任、政務總主任、檔案及歷史文化總主任、教育顧問、檔案及歷史文化主任、行政主任及36名教師前往中山珠海作教育考察及交流。 A study tour to Zhongshan and Zhuhai was organised, with Dr. Joseph TING, Advisor of the TWGHs Records and Heritage Committee, Chief Executive, Education Services Secretary, Administration Secretary, Head of Records and Heritage Office, Education Consultant, Manager (Records and Heritage), Executive Officer and 36 teachers participating.
	東華三院中學校長三藩市專業考察團 TWGHs Secondary School Principals Professional Training Programme in San Francisco	22 – 29/10/2017	16名校長前往三藩市作教育考察及交流。 A study tour to San Francisco was organised for 16 principals.
小學 Primary School	副校長及中層領導人員培訓課程 Training Programme for Deputy Headteachers and School Middle Managers	19/4/2017 – 24/3/2018	為提升教師個人職能，協助學校提升整體效能，為學生提供優質的教育服務，本院教育科在2016/2017學年獲董事局撥款，推行副校長及中層領導人員培訓課程。培訓課程涵蓋不同範疇，包括人力資源管理、財務及採購管理、行政管理、學校管理、課程發展及評估、質素保證、危機處理及溝通技巧等。 Sponsored by TWGHs Board of Directors in the academic year 2016/2017, a series of training courses for deputy headteachers and school middle managers was organised in order to enhance teachers' leadership and school management competency for promoting the school development. Training programme covered a wide range of disciplines including human resources management, finance and supplies management, administrative management, school management, curriculum development and assessment, quality assurance, school crisis management and communication technique etc.
	東華三院小學校長、教師境外教育考察及探訪學習團（新加坡） TWGHs Joint Primary Schools Headteachers and Teachers Educational Study Tour (Singapore)	4 – 7/3/2018	13名校長及22名教師前往新加坡進行考察及交流。 A study tour to Singapore was organised, with 13 headteachers and 22 teachers participating.
	東華三院小學聯校教師專業發展研討會 TWGHs Joint Primary Schools Staff Development Seminar	19/3/2018	研討會在東華三院李潤田紀念中學舉行，邀得社會福利署保護家庭及兒童服務（屯門）高級社會工作主任盧妙嫻女士及社會福利署東屯門綜合家庭服務中心馮雪影主任主講，共有超過650名教師出席。 The Seminar was held at TWGHs Lee Ching Dea Memorial Secondary School with Ms. LO Miu Han, Senior Social Work Officer, and Miss FONG Suet Ying, Office-in-charge, Tuen Mun (East) Intergrated Family Service Centre, Social Welfare Department, as the speakers. A total of 650 teachers attended.
幼稚園 Kindergarten	「繪本認識知多少及如何推行幼兒創意綜合藝術」工作坊 Workshop on "Understanding Picture Book curriculum and Integrated Creative Arts"	30/9/2017	工作坊在東華三院黎鄧潤球幼稚園舉行，共有86名新入職及現職教師參加。 The Workshop was held at the TWGHs Lai Tang Yuen Kaw Kindergarten. A total of 86 teachers, including newly recruited teachers attended.
	「遊戲學習」工作坊 Workshop on "Learn Through Play"	6/10/2017	工作坊在東華三院馮黃鳳亭中學舉行，邀得東華學院人文學院幼兒教育學系鄭佩華教授主講，共有250名校長、主任及教師參加。 The Workshop was held at the TWGHs Mrs. Fung Wong Fung Ting College, with Prof. CHENG Pui Wah, Doris, Faculty of Early Childhood Education, School of Arts and Humanities, Tung Wah College, as speaker. A total of 250 principals, senior teachers and teachers attended.
	幼稚園普通話朗誦教學技巧工作坊 Workshop on "Teaching Skills in Putonghua Speaking"	7/10/2017	工作坊在東華三院郭一葦中學舉行，邀得GAPSK首席顧問張丹教授及導師楊書女士主講，共有37名校長及教師參加。 The Workshop was held at the TWGHs Kwok Yat Wai College, with Prof. CHEUNG Dan, Chief Consultant, and Ms. YANG Shu, Tutor of GAPSK, as speakers. A total of 37 principals and teachers attended.

學校 School	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
幼稚園 Kindergarten	中層培訓工作坊 — 「主任分享經驗」 Workshop for Middle Managers on “Experience Sharing by Senior Teachers”	15/11/2017	工作坊在東華三院何玉清教育心理服務中心舉行，共有8名新晉主任參加。 The Workshop was held at the TWGHs Ho Yuk Ching Educational Psychology Service Centre and was attended by 8 newly promoted senior teachers.
	中層培訓工作坊 — 「績效評估面談技巧」 Workshop for Middle Managers on “Skills in Appraisal Interview”	24/1/2018	工作坊在東華三院何玉清教育心理服務中心舉行，邀得睿策顧問有限公司首席顧問朱浩雲先生主講，共有31名校長、副校長及主任參加。 The Workshop was held at the TWGHs Ho Yuk Ching Educational Psychology Service Centre, with Mr. Wilson CHU, Chief Consultant, HMI Consulting Limited, as speaker. A total of 31 principals, vice-principals and senior teachers attended.
	「校園食物、環境衛生安全知多少及職業安全及健康」、「及早識別及處理懷疑虐待兒童個案」及「了解虐兒事件對兒童的影響及如何提供善後支援」工作坊 Workshops on “Enhancing Awareness of Hygiene and Safety of Food and Environment plus Occupational Safety and Health in School”, “Recognising and Handling Incidents of Suspected Child Abuse as Early as Possible” and “Understanding the Impact of Child Abuse on Children and How to Provide Aftercare Support”	13/2/2018	工作坊在東華三院張明添中學舉行，邀得香港品質保證局評審員陳健菁小姐及東華三院何玉清教育心理服務中心註冊社工及註冊遊戲治療師霍鈺雯姑娘主講。共有312名教職員參與。 The Workshops were held at the TWGHs Chang Ming Thien College, with Ms. Angela CHAN, Auditor, Hong Kong Quality Assurance Agency, and Ms. FOK Yuk Man, Belle, Registered Social Worker and Registered Play Therapist, TWGHs Ho Yuk Ching Educational Psychology Service Centre, as speakers. A total of 312 teaching staff members attended.
特殊學校 Special School	東華三院特殊學校聯校專業發展日 – 「中層人員如何輔助學校推展東華三院特殊教育服務」講座 Joint Special Schools Professional Development Day – Talk on “The Role of Middle Managers on Facilitating the School to Promote TWGHs’ Special Education”	26/3/2018	講座假宜必思香港中上環酒店舉行，邀得香港大學教育學院榮譽顧問陳德恆校長主講，共有40名校長、舍監及學校/宿舍中層人員參與。 The Talk was held at the Ibis Hong Kong Central and Sheung Wan Hotel, with Principal CHAN Tak Hang, Honorary Advisor, Faculty of Education, The University of Hong Kong, as speaker. A total of 40 principals, wardens, middle managers of school/section and boarding section attended.

社會服務科員工培訓及發展項目概要

Highlights of Staff Training and Development Programmes for the Community Services Division

附錄ER4 / Appendix ER4

服務 / 區域 Service / District	培訓及發展項目 Training & Development Programme	日期 Date	詳情 Details
安老服務 Elderly Services	「虐老個案之介入」技巧工作坊 Workshop on “Case Intervention Skills for Elder Abuse”	29/5 – 1/6/2017	64名前線員工參與課程，認識虐老個案輔導知識及評估技巧，以提升他們處理虐老個案的技巧及信心。 64 frontline staff members attended the Workshop to learn about elder abuse and related assessment skills so as to enhance their techniques and confidence in case interventions.
	專業調解及談判證書課程 Professional Mediation Certificate Course	27/7 – 14/9/2017	20名專業員工參與課程，認識調解及談判的知識，以增強他們對服務使用者及護老者的溝通技巧及調解能力。 20 professional staff members attended the Course to enhance their communication and negotiation skills with service users and caregivers by understanding about mediation and negotiation skills.
	長者抑鬱症的評估及治療方法工作坊 Workshop on Assessment and Treatment of Different Types of Depressive Disorders of the Elderly	1/8/2017	55名專業員工出席由精神科專科醫生趙少寧醫生主講的工作坊，學習對長者抑鬱症評估及治療的知識。 55 professional staff members attended the Workshop conducted by Dr. CHIU Siu Ning, a specialist in psychiatry, to learn about the depressive disorders of the elderly and knowledge of treatment.

服務 / 區域 Service / District	培訓及發展項目 Training & Development Programme	日期 Date	詳情 Details
安老服務 Elderly Services	「陶泥藝術應用」工作坊 Workshop on "Use of Clay in Art Facilitation"	13/10/2017	34名專業員工出席工作坊，學習陶泥藝術治療的基本知識及應用於長者情緒輔導的技巧。 34 professional staff members attended the Workshop to learn about the knowledge and skills of handling elders with negative emotions through the use of clay.
	台北交流團 Study Tour to Taipei	5 – 8/12/2017	17名前線員工參與交流團，了解台灣的安老服務模式，並將所得的知識及經驗在工作崗位上應用。 17 frontline staff members joined the Tour to enhance their understanding on elderly service model in Taiwan and deliver what they have learned in their workplaces.
青少年及家庭服務 Youth and Family Services	法律與社會工作 Law and Social Work	15/5, 27/6, 15/8, 20/10, 15/12/2017 & 9/2, 19/2/2018	香港大學法律系榮譽副教授林子綏律師以短講及個案分享形式，與社工分享7個與法律有關的社會工作及服務專題。 Ms. LAM Tze Yan, Honorary Assistant Professor, Faculty of Law, The University of Hong Kong, shared 7 law-related topics in social work and services with social workers.
	「在幼兒園及幼兒中心實施適切發展課程」導向工作坊 Induction Programme on "Implementation of Developmentally Appropriate Curriculum in Nursery Schools and Special Care Centres"	2, 8, 10, 15, 17, 18/8 & 26/9/2017	46名員工出席工作坊，針對有不同需求的幼兒園及特殊幼兒中心兒童的整體健康成長而編制的適當教學和學習課程，學習有關知識並掌握規劃和實施有關課程的技能。 46 staff members attended the Programme to learn the knowledge of and skills in planning and delivering appropriate teaching and learning programmes, for fostering holistic and healthy growth of children with diverse needs in nursery schools and special child care centres.
	「特別幼兒工作人員入職計劃」工作坊 Induction Programme for "Special Child Care Workers"	28 – 29/8, 25, 28/9, 19/10 & 7, 23/11/2017	29名員工參與工作坊，學習使用發展性評估工具及編寫個人教育計劃和培訓計劃。 29 staff members attended the Programme to learn the skills of conducting developmental assessments as well as developing individual educational plans and training programmes.
	「管理特殊小學兒童需要」工作坊 Workshop on "Managing the Needs of Children in Primary Special Needs Schools"	26/9 & 10/10/2017	33名員工參與工作坊，了解有特殊需要的兒童的需求、如何提供服務，以及學習課堂後管理技能。 33 staff members attended the Programme to understand the needs of and services for children with special needs and to learn after-school classroom management skills.
	「精神狀態評估」的應用及提問技巧 Workshop on the Application of "Mental State Examination" in Social Work and Interview Skills	18/10/2017	精神科醫生趙少寧醫生以短講形式講解有關「精神狀態評估」的知識，以及應用方法和提問技巧。 Dr. CHIU Siu Ning, a specialist in psychiatry, gave a brief talk on "Mental State Examination", its application and related interview skills.
	全體幼兒園及幼兒中心服務周年專業發展研討會 Annual Professional Development Day for all Early Childhood Services	24/3/2018	約260名員工出席研討會，進行專業交流和協作，以更有效地實現服務目標。 Around 260 staff members attended the Programme to enhance professional exchange and collaboration in order to achieve service goals effectively.
復康服務 Rehabilitation Services	優勢模式（個案主管訓練） Training for Supervisors in Strengths Model	4/2017 – 3/2018	透過講座、個案分析及討論學習如何應用優勢模式於住宿服務及社區服務中，共有14位主管參加。 A total of 14 supervisors participated in the Training, to learn how to use the Strengths Model in both residential service and community service through lectures, case studies and discussions.
	心身機能運動活性療法課程 Course on Psycho and physio-exercises for Dementia Care	25 – 27/4/2017	20名員工參加課程，學習為患有認知障礙的視障長者及智障長者而設的日本療法。 20 staff members attended the Course to learn the Japanese therapy for elderly dementia patients with visual impairment or intellectual disabilities.
	園藝治療證書課程 Certificate Training on Horticultural Therapy	15 – 18/7/2017	30名員工參加園藝治療證書課程，學習有關理論及技巧，以應用於殘疾人士服務當中。 30 staff members joined the Course to learn the theory of Horticultural Therapy and its application on people with disabilities.

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復康服務 Rehabilitation Services	新員工入職課程 – 復康服務概念 New Staff Induction Course - The Concept of Rehabilitation Services	17/8 & 18/10/2017	40名新入職員工接受關於復康服務概念的訓練，以學習服務的價值及意義，並認識殘疾人士的需要。 40 new staff members attended the Course to learn the concept of rehabilitation, the value and meaning of rehabilitation services, and the needs of people with disabilities.
	「五福臨門」 – 生死教育培訓 "Five Blessings" - Life and Death Education	22/9/2017	40名員工參加培訓，圍繞中國的「五福臨門」反思對生老病死的看法。 40 staff members attended the Course to reflect on life and death revolving the concept of "five blessings" in Chinese culture.
	「知悉，禁虐」防止虐待培訓 Know Abuse, No to Abuse	3/10 & 18/11/2017	85名員工參加培訓，學習防止虐待的知識及方法。 85 staff members attended the Course to learn more about abuse prevention and its application.
	台灣優勢模式應用及園藝治療學習交流團 Overseas Study Tour on Application of Strengths Model and Horticultural Therapy	20 – 24/11/2017	9名員工前往台灣考察優勢模式及園藝治療的應用。 9 staff members joined the Study Tour to Taiwan where they learned about the Strengths Model and the application of Horticultural Therapy.
復康服務及南區 Rehabilitation Services and Southern District	復康服務部暨南區單位核心成員退修日 Staff Retreat for Core Staff of Rehabilitation Services and Southern District	19/10/2017	107名員工參與以綠色生活為主題的退修日，以配合復康服務部園藝治療的發展。退修日由獲園藝治療師認證的員工負責帶領部分環節，讓參加者把有關概念應用於生活與工作中。 107 staff members attended the Retreat Day with the theme "Green Life". Part of the programme was led by staff members who are qualified horticultural therapists, who led participants to apply the concept to daily living and work.
公共服務 Traditional Services	殯儀及廟祀服務關西考察團 Study Visit to Kansai, Japan for Funeral and Ritualistic Services	7 – 10/11/2017	8名員工出席「2017日本關西殯葬及墓地展覽會」，考察多間殯儀館及廟宇，並探討可持續性發展的管理模式。 8 staff members attended the "Kansai Funeral and Cemetery Show 2017" and visited various funeral parlours and temples, as well as explored its continuous development.
服務發展 Service Development	啟航護理員日本考察團 Japan Study Tour for Trainees of Navigation Scheme for Young Persons in Care Services	31/8/ – 3/9/2017	16名啟航計劃學員到日本東京考察，了解當地的樂齡科技及可持續發展技術如何應用在護理服務上。 16 trainees of the Navigation Scheme for Young Persons in Care Services joined the Tour to learn the application of innovative technology and sustainable development model in care services.
	職員退修日 Staff Retreat Day	18/9/2017	退修日以不同的小組活動，建立互信的團隊，另外透過討論及分析活動，激發員工的創意和批判性思考。 The Retreat Day aimed at team building through different activities. Discussion and analysis activities were conducted to simulate creativity and cultivate critical thinking.
	台北考察團 Taipei Study Visit	25 – 28/3/2018	3名服務發展部員工參加考察團，透過了解台灣社會服務單位的運作及與當地服務人員交流，認識台灣青年共居及公共信託等最新服務。 3 staff members from the Service Development Section joined the Tour to Taipei to understand the latest development of Taiwan's pioneering Youth Co-living Service and Elderly Public Trusts.
東區及中西區 Eastern / Central and Western District	多媒體行業韓國學習交流團 Study Tour to Korea on Multimedia Industry	22 – 26/4/2017	交流活動讓10名來自社會企業及從事青少年服務的員工了解多媒體行業的最新潮流資訊、科技及知識，並應用於日常工作中。 Through the Tour, 10 staff members from social enterprises and youth services understood the latest multimedia industry trends, technologies, and knowledge to apply in daily operations.
	香港法律與醫護服務 Hong Kong Law for Social and Medical Services	11/7/2017	透過短講及個案分享，讓員工學習運用法律知識於醫護工作上，共有43名員工參加。 43 staff members acquired legal knowledge of healthcare service provision through lectures and case studies.

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東區及中西區 Eastern / Central and Western District	精神病分類 (DSM5) 及精神狀況評估證書課程 Certificate Course in Classification of Mental Disorders (DSM5) and Mental State Examination	8/9/2017	28名專業員工參與證書課程，透過講座、個案討論和分享，認識常見精神病的分類、徵狀及診斷背景，從而掌握精神狀況評估的技巧。 Through lectures, case discussions and sharings in the Course, 28 professional staff members learned the classification, symptoms and diagnosis of mental disorders to develop better skills of conducting mental state examinations.
	「樂高認真玩」工作坊 Workshop on "LEGO® Serious Play®"	23/11/2017	工作坊透過組合樂高積木，建立團隊精神，啟發創造力及加強覺察力，使團隊更有決心達成目標，共有30位員工參加。 30 staff members attended the Workshop to develop team spirit, creativity and insight to achieve goals through playing the LEGO® bricks.
九龍城 / 油尖旺 / 觀塘區 Kowloon City / Yau Tsim Mong / Kwun Tong District	心身機能活性運動療法指導士培訓及日本交流會議 Gagol Therapy – Training Course for Beginners & Level 2 practitioners and Japan Exchange Conference	7 & 12/2017	在7月及12月分別舉行初級及二級指導士課程，共有33名員工參加，另有5名員工在10月出席日本交流會議，分享經驗。 Training courses of primary and secondary levels were held in July and December respectively for 33 staff members. 5 staff members also participated in the Exchange Conference in Japan in October to share their experiences in the practice of Gagol Therapy.
	情緒取向治療培訓 Emotion-focused Therapy Training	14/11 & 7/12/2017	10名個案工作員參加課程，學習應用情緒取向治療的理論及技巧，以提升處理困難個案的能力。 10 case workers attended the Training to learn the theory and counselling skills for applying Emotion-focused Therapy so as to improve their ability to deal with difficult cases.
	核心訓練及筋膜放鬆工作坊 Workshop for Fitness and Prevention of Injury by Using Integrated Techniques for Myofascial Release	16 & 23/11/2017	60名員工參與工作坊，進行肌膜放鬆練習，以提升身體柔軟度，減少受傷機會。 60 staff members attended the Workshop, which was designed to help them to prevent injury by improving their body flexibility through practicing Myofascial Release exercise.
深水埗 / 黃大仙區 Sham Shui Po / Wong Tai Sin District	「院舍中的說話技巧」工作坊 Workshop on "Communication skills in Residential Homes"	26/6/2017	30名員工參與工作坊，加強他們與長者及家屬的日常溝通技巧。 30 staff members participated in the Workshop to enhance their skills of communicating with elders residents and their family members.
	「如何辨識服務使用者有潛在精神問題困擾」工作坊 Workshop on "Assessment and Treatment of Depression Symptoms of the Clients"	5/2/2018	20名員工出席由精神科專科醫生丁錫全醫生主講的工作坊，學習如何辨識服務使用者有潛在精神問題的困擾。 20 staff members attended the Workshop conducted by Dr. TING Sik Chuen, a specialist in psychiatry, to learn about the depression symptoms of the service users.
	園藝治療入門及如何促進心靈健康 An Introduction to Horticultural Therapy: Facilitating Holistic Health	14/3/2018	20名專業員工參與工作坊，以增加對園藝治療的認識和技巧。 20 professional staff members attended the Workshop to enhance their knowledge of and techniques in Horticultural Therapy.
荃灣 / 屯門 / 元朗 Tsuen Wan / Tuen Mun / Yuen Long	香氣密碼與身體保養 Workshop on Aromatherapy	20 & 23/6/2017	40名員工參與工作坊，以認識香薰的類別和功效。 The Workshops were conducted for 40 staff members to acquire knowledge and skills on using aromatherapy.
	「食出好心情」工作坊 Workshop on "Dining with Joy"	29/8/2017	由註冊營養師向19名參加者分享如何透過健康飲食舒緩壓力。 19 staff members attended the Workshop shared by a registered nutritionist on how to reduce stress through fine dining.
	認知障礙行為及心理症狀處理工作坊 Workshop on Behavioural and Psychological Symptoms of Dementia	6 – 7/11/2017	因應員工於工作上的需要安排工作坊，讓40名員工加深對認知障礙行為及心理症狀處理的認識。 Workshops were conducted for 40 staff members to enhance their knowledge about Behavioural and Psychological Symptoms of Dementia.

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沙田區 Shatin District	「舞動正向思維」工作坊 Workshop on "Positive Thinking"	23/6/2017	透過舞蹈及短講分享，讓80名員工認識內在潛能，及以正向思維面對生活挑戰，以加深員工相互認識及合作。 Through dance lessons and mini-lectures, 80 staff members learned how to recognise their inner strengths and adopt a positive perspective on life. The Workshop also promoted mutual understanding and cooperation among staff members.
	壓瘡護理 Pressure Injuries Management	7/11/2017	20名護理員工參與壓瘡護理的深造訓練，提升為體弱長者提供傷口護理的知識及最新技術。 20 nursing staff members attended the Training to enhance their wound care knowledge and the latest techniques in wound healing for frail elders.
	為不同階段的認知障礙症患者提供認知及日常起居訓練 Training on Cognitive and Daily Functions for Patients at Different Stages of Dementia	5/9, 17/11 & 8/12/2017	透過短講及個案分享，提升員工為不同階段的認知障礙患者，制定及推行人本及個人化的日常起居訓練的能力。共有45名員工參與。 45 staff members attended the Workshops to improve their competence and skills in planning and delivering person-centred and tailor-made training for elders at different stages of dementia.
	「與刁難人士有效溝通」工作坊 Workshop on "Effective Communication with Difficult Persons"	3/10/2017	41名員工參加工作坊，以加深了解他們在工作中遇到的刁難人士的心理狀態，並學習與他們有效溝通的方法。 41 staff members attended the Workshop to improve their understanding of the psychology of difficult persons and how to communicate effectively with them at the workplace.
大埔 / 北區 Tai Po / North District	老人科疾病及藥物工作坊 Workshop on Medicines for Geriatric Diseases	23/6/2017	35名專業員工參與工作坊，以加深對心血管科、泌尿科及皮膚科中長者常見疾病及相關藥物的認識。 35 professional staff members attended the Workshop to consolidate their knowledge of geriatric diseases and related drug treatment, including the drugs for cardiologic, urologic and dermatologic conditions.
	專業教練學基礎課程 Skills for Effective Coaching	19/7/2017	21名專業員工參與工作坊，透過短講、示範及分組討論，認識教練學的概念及基本技巧。 21 professional staff members attended the Training to learn the concept of and basic skills in Effective Coaching through lectures, demonstrations and group discussions.
	餵食護理知識及技巧工作坊 Workshop on Update of Knowledge and Skills of Feeding Care	26/7/2017	43名照護職級員工參與工作坊，以加深有關長者餵食的最新知識及提升有關技巧。 43 nursing and care staff members attended the Training to enhance and update their knowledge and skills of feeding care for the elderly.
	香港法律與社會服務工作坊 Workshop on Common Sense of Legal Implications in Social Service Delivery	12/9/2017	25名跨專業員工參與工作坊，以加深他們認識與社會服務相關的法律知識及應用上的常識。 25 multi-disciplinary professional staff members attended the Workshop to enhance their knowledge and understanding of the legal implications in the delivery of social services.
	適合認知障礙症患者的環境設計 Environmental Design for Service Users with Dementia	15/12/2017	40名跨專業員工參與由賽馬會耆智園提供的培訓，以學習環境設計的基本知識，更好地滿足認知障礙症患者的需要。 40 multi-disciplinary professional staff members participated in the Training delivered by Jockey Club Centre for positive ageing to heighten their awareness of the needs of persons with dementia and acquire the basic knowledge to design a therapeutic environment for them.
	茶藝與健康工作坊 Workshop on Relaxing for staff – Tea art	12/1/2018	20名員工參與工作坊，透過茶藝與健康活動，實踐健康的生活態度及達致生活與工作平衡。 20 staff members attended the Workshop to learn how to adopt a healthy life attitude and achieve work-life balance through tea art and related activities.

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職業安全及健康委員會 Committee on Occupational Safety and Health	「安健院舍確認計劃」成功經驗分享會 Sharing Session on the “Hong Kong Safe and Healthy Residential Care Home Accreditation Scheme” Successful Experience	16/6/2017	有28名員工出席，分享成功獲取認證的經驗。 28 staff members shared their experience in achieving Safe and Healthy Residential Home Accreditation.
	「顯示屏幕設備規例」證書課程 Certificate Course on the “Display Screen Equipment Regulation”	15/9/2017	20名員工出席訓練課程，從中認識有關顯示屏幕設備的規例及日常應用。 20 staff members attended the Course to learn the regulation governing the use of display screen equipment and its application.
	「中醫職安有辦法」工作坊 “Chinese Medicine for Occupational Safety and Health” Workshop	8/12/2017	70名員工出席工作坊，學習如何透過中醫養生預防工傷，及學習穴位按摩。 70 staff members attended the Workshop to learn how Chinese medicine could improve health and prevent work injury, as well as practiced acupressure massage.
	「體力處理操作」工作坊 — 社工前線員工 “Manual Handling Operations” Workshop for Social Worker and Frontline Staff	09/3/2018	45名員工參與工作坊，學習正確體力處理操作的知識和技巧。 45 staff members participated in the Workshop to learn the knowledge and skills of manual lifting and handling.