

- 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黑龍江省進行交流。

12 executives of TWGHs visited Heilongjiang Province under an exchange programme co-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.

- 為黑龍江省舉辦短期社工交流和培訓活動。

Sharing and training sessions on social work were organised for Heilongjiang Province.

- 為30名總部行政人員、校長及服務單位主管舉辦公開演說工作坊，提升行政人員演說技巧，從而提高工作效率。

A workshop on public speaking was organised for 30 executives of the Administration Headquarters, school heads and service centre supervisors to enhance work efficiency by strengthening their presentation skills.

- 與教育科合作，在小學副校長／中層領導人培訓課程中分享有關處理員工紀律程序的實務知識。

Collaborated with the Education Division in delivering a knowledge-sharing session on staff disciplinary procedures at a training programme for deputy headteachers and staff members at the middle management level of primary schools.

- 為26名總部行政人員、校長及服務單位主管舉辦參觀中華電力有限公司的電力工程學院活動，提升員工對訓練及發展的最新趨勢及相關科技的認識和了解。

A visit to the Power Academy of CLP Power Hong Kong Limited was organised for 26 executives of the Administration Headquarters, school heads and service centre supervisors to enhance their knowledge and understanding of the latest trend of staff training and development as well as the use of related technology.

- 為超過100位行政人員舉辦下午茶暨主席分享會，以「與主席閒話家常」為主題，啟發員工借鑑主席的人生觀學習多角度思考，以正向思維應對不同的挑戰和處理壓力。

An executive tea gathering cum sharing session with Mr. Vinci WONG, the Chairman, was organised for more than 100 executives. Referencing the life philosophy of the Chairman, staff members were inspired to think from a boarder perspective as well as face challenges and handle pressure in positive manner.

- 為近100位總部行政人員舉辦中午聚餐暨主題講座，由己丑年主席李三元博士，BBS分享東華三院歷史，加深員工對本院的認識，並促進員工相互了解。

An executive lunch-and-learn with a sharing on the history of TWGHs by Dr. LEE Sam Yuen, John, BBS, Chairman 2009/2010, was organised for around 100 executives of the Administration Headquarters, aiming at enhancing staff members' understanding of TWGHs and strengthening the bond among staff members.

- 為超過70位員工舉辦「三思而後行」防貪講座，以提高員工對防止貪污條例的認識，以及維持廉潔道德的企業文化。

A talk on "Anti-Corruption" was organised for over 70 staff members to enhance their knowledge of anti-corruption ordinances so as to uphold a corporate culture of integrity and high morality.

- 為26名總部行政人員、校長、服務單位主管舉辦微表情工作坊，讓員工了解與人正面對話時，其微表情的含意，從而提升個人的溝通技巧。

A workshop on Micro Expressions was organised for 26 executives of the Administration Headquarters, school heads and service centre supervisors to enhance their communication skills and understand others' micro expression during face-to-face conversations.

- 為30名文職人員及秘書舉辦以「圓」「壺」體驗團隊訓練工作坊，透過圓圈繪畫和地壺活動，加強團隊合作精神，從而建構開心和諧的工作環境。

A team-building workshop was organised for 30 clerical and secretarial staff to enhance their communication skills and teamwork, through drawing circles and floor curling activity to cultivate a happy and harmonious work environment.

- 為30名文職人員及秘書舉辦「時間管理及工作規劃」工作坊，向員工講解如何有效管理時間及工作規劃的竅門，以便提升工作表現。

A workshop on "Time Management and Priority Setting" was organised for 30 clerical and secretarial staff to equip them with techniques for effective time management and prioritising different tasks to enhance work performance.

- 為30名員工舉辦「急救訓練」課程，以提高員工的急救知識及技巧。

A first-aid training course was organised for 30 staff members to equip them with first-aid knowledge and skills.

- 為25名員工舉辦參觀東華義莊活動，以加深員工對本院歷史的認識、推廣企業文化及強化他們對機構的歸屬感。

A visit to Tung Wah Coffin Home was organised for 25 staff members to enhance their understanding of the Group's history, promote corporate culture and strengthen their sense of belonging.

- 推出《凝聚・東華・新力量》第二部曲，展示東華三院給予年輕一代的支持和鼓勵，吸引青年人才加入東華三院。

The second episode of *YouTh PoWer* was launched to show TWGHs' support and encouragement to the younger generation, attracting young talents to join TWGHs.

- 為40名員工舉辦關於資訊科技及電子銀行服務安全的研討會，以提高員工的資訊保安意識。

A seminar related to IT security in office operation and e-banking services was organised for 40 staff members to strengthen their awareness of IT security.

- 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 application of computer software were organised, and attended by about 300 staff members.

- 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 organised with over 600 newly recruited staff members attending.

- 舉辦「午後探探Zone按摩」工作坊、「陶冶性情」陶藝工作坊、「照亮心靈」霓虹燈工作坊及「靜心・紓壓」禪繞繪畫工作坊，協助員工達至生活與工作平衡。

A total of 4 workshops on "Neck and Shoulder Massage", "Pottery", "Neon lights making" and "Zentangle", were conducted for staff members to achieve work and life balance.

- 為30名員工舉辦「從中醫角度看辦公室的職業安全與健康」工作坊，提高他們對職業安全及健康的認識。

A workshop on "Occupational Safety and Health in Office from Chinese Medicine Perspective" was organised for 30 staff members to enhance their understanding on occupational safety and health.

- 為人力資源處員工舉辦團隊訓練工作坊，以提高員工士氣及團隊合作精神。

A team-building workshop was organised for staff members of the Human Resources Branch to enhance staff morale and team spirit.

- 為24名員工舉辦「低碳體驗工作坊」，透過參觀綠匯學院，鼓勵他們實踐綠色生活，並加深他們對低碳飲食文化及廚餘處理的認識。

A Green Tour to the "Green Hub" was organised for 24 staff members to encourage them to practise green living and enhance their understanding on low carbon diet and food waste management.

- 為人力資源處人事部員工舉辦商業智能分析工具工作坊。

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

- 為人力資源處人事部員工舉辦團隊精神工作坊，以加強員工的協作精神及溝通技巧。

A workshop on team-building was organised for staff members of the Personnel Section of the Human Resources Branch to strengthen their collaboration and communication skills.

- 為人力資源處員工訓練及福利部員工團隊訓練工作坊，以加強團隊在面對改變時能發揮合作精神。

A team-building workshop was organised for staff members of the Staff Training and Welfare Section of the Human Resources Branch to strengthen their team spirit while facing changes.

項目 Item	詳情 Details	撥款 Allocation
2018/2019年度醫務科員工訓練基金 2018/2019 Medical Division Staff Training Fund	該基金資助屬下醫院約510名員工修讀本港及海外的訓練及深造課程。 Around 510 staff of 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5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。 5 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

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	「如何幫助有精神健康需要的學生」工作坊 Workshop on "Supporting the Students with Mental Health Needs"	5/6/2018	工作坊在東華三院馮黃鳳亭中學舉行，邀得註冊臨床心理學家鄧凱詩女士主講，共有85位校長、教師、心理學家、社工及學生輔導員出席。 The Workshop was held at TWGHs Mrs. Fung Wong Fung Ting College, with Ms. Daisy CHOW, Registered Clinical Psychologist, as speaker. A total of 85 school heads, teachers, psychologists, social workers and student guidance personnel attended.
	情緒導向技巧訓練 Emotion-focused Skills Training	6-9/6/2018	訓練課程假香港生產力促進局舉行，邀得心理學家Dr. Joanne DOLHANTY及情緒導向治療師林婉華女士主講，共有30位心理學家、社工及輔導員出席。 The Training was held at the Hong Kong Productivity Council, with Dr. Joanne DOLHANTY, Supervising and Consulting Clinical Psychologist, and Ms. Elsie LAM, Emotion-focused Therapist, as speakers. A total of 30 psychologists, social workers and counsellor attended.
	「精神健康急救」課程 Course on "Mental Health First-aid"	12-13/7/2018	課程在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21位教師出席。 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 21 teachers attended.
	「如何在校園內處理懷疑虐兒個案」工作坊 Workshop on "Handling Suspected Child Abuse at Schools"	7/11/2018	工作坊在東華三院羅裕積小學舉行，邀得本院社會服務科督導主任（學校社會工作）萬家偉先生主講，共有31位教師、教育心理學家及社工出席。 The Workshop was held at TWGHs Lo Yu Chik Primary School, with Mr. MAN Ka Wai, Patrick, Supervisor (School Social Work) from TWGHs, as speaker. A total of 31 teachers, educational psychologists and social workers attended.
中學 Secondary School	東華三院上海交通大學科學與科技教育研修班 TWGHs Shanghai Jiao Tong University Science and Technology Study Tour	9-13/4/2018	學務主任、36位校長及教師前往上海作教育考察及交流。 A study tour to Shanghai was organised, with Assistant Education Services Secretary, 36 principals and teachers participating.
	東華三院中國語文科骨幹教師研修班 TWGHs Chinese Language Enhancement Course	15-20/12/2018	共36位中國語文科教師到華東師範大學進行研習，認識內地語文發展，並加強其語文及領導力。 A total of 36 Chinese Language teachers participated in the Course organised by East China Normal University to understand the latest language development of the Mainland China as well as to enhance their language and leadership.

學校 School	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
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	22/10/2018-13/2/2019	為提升教師的領導及管理能力，以促進學校的發展，並為學生提供優質的教育服務，本院教育科在2017/2018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 the TWGHs Board of Directors in the academic year 2017/2018, 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 school development and providing quality education services for students. 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 and school crisis management, etc.
	東華三院小學校長、教師境外教育考察及探訪學習團（澳洲） TWGHs Joint Primary Schools Headteachers and Teachers Educational Study Tour (Australia)	27/11-1/12/2018	14位校長及14位教師前往澳洲進行考察及交流。 A study tour to Australia was organised, with 14 headteachers and 14 teachers participating.
	東華三院小學聯校教師專業發展研討會 TWGHs Joint Primary Schools Teachers Professional Development Seminar	4/3/2019	研討會在東華三院李潤田紀念中學舉行，邀得救恩學校（小學部）顧問校長陳梁淑貞校長、東華三院高可寧紀念小學林惠敬校長及東華三院羅裕積小學譚紫琴主任主講題為「正向教育：研習及實踐」的研討會，共有超過650名教師出席。 The Seminar was held at TWGHs Lee Ching Dea Memorial Secondary School, with Mrs. Gloria CHAN, the Consulting Principal of Kau Yan School (Primary), Ms LAM Wai Man, Headteacher of TWGHs Ko Ho Ning Memorial Primary School, and Ms. TAM Tsz Kam, Senior Teacher of TWGHs Lo Yu Chik Primary School, as speakers. The theme of the Seminar was "Positive Education: Theories and Implementation". Over 650 teachers attended.
幼稚園 Kindergarten	中層培訓工作坊 – 調解訓練工作坊 Workshop for Middle Managers on Mediation Training	16-20/7/2018	工作坊在東華三院洗次雲小學舉行，共有14位校長、副校長、主任及教師參加。 The Workshop was held at TWGHs Sin Chu Wan Primary School, with 14 principals, vice-principal, senior teachers and teachers attending.
	「繪本應用手冊」工作坊 Workshop on "Picture Book Handbook"	1/9/2018	工作坊在東華三院洗次雲小學舉行，共有35位校長、主任及教師參加。 The Workshop was held at TWGHs Sin Chu Wan Primary School, with 35 principals, senior teachers and teachers attending.
	「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"	15/9/2018	工作坊在東華三院黎鄧潤球幼稚園舉行，共有79位教師參加。 The Workshop was held at TWGHs Lai Tang Yuen Kaw Kindergarten, with 79 teachers attending.
	「認識跨學科教育理念及課程設計」工作坊 Workshop on "Understanding Interdisciplinary Education Philosophy and Curriculum Design"	5/10/2018	工作坊在東華三院郭一葦中學舉行，邀得香港大學謝錫金教授及東華學院人文學院幼兒教育學系李麗梅博士為主講。共有252位校長、主任及教師參加。 The Workshop was held at TWGHs Kwok Yat Wai College, with Prof. TSE Shek Kam, The University of Hong Kong, and Dr. LEE Lai Mui, School of Arts and Humanities, Tung Wah College, as speakers. A total of 252 principals, senior teachers and teachers attended.
	東華三院幼稚園日本教育考察團 TWGHs Kindergartens Study Tour in Japan	8-11/10/2018	學務主任及6位校長前往日本大阪作教育考察及交流。 A Study Tour to Osaka, Japan was organised, with Assistant Education Services Secretary and 6 principals participating.
	中層培訓工作坊 – 「主任分享經驗分享會」 Workshop for Middle Managers on "Experience Sharing by Senior Teachers"	13/11/2018	工作坊在東華三院教育科辦公室舉行，共有5位新晉主任參加。 The Workshop was held at the office of the TWGHs Education Division, with 5 newly promoted senior teachers attending.
	東華三院幼稚園校長、主任及教師安吉教育考察團 TWGHs Kindergartens Principals, Senior Teachers and Teachers Education Study Tour in Anji County, China	5-8/12/2018	學務主任及46位校長、主任及教師前往中國安吉縣進行教育考察及交流。 A Study Tour to Anji County, China, was organised, with Assistant Education Services Secretary and 46 principals, senior teachers and teachers participating.

學校 School	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
幼稚園 Kindergarten	「建立團隊精神」工作坊 Workshop on “Team-building”	25/1/2019	工作坊在東華三院陳兆民中學舉行，邀得駿杰專業培訓集團有限公司首席顧問鄭俊偉博士主講。共有270位校長、主任及教師參加。 The Workshop was held at TWGHs Chen Zhao Men College, with Dr. Michael KWONG, Chief Training Consultant, Talent Professional Training Group Ltd., as speaker. A total of 270 principals, senior teachers and teachers attended.
	「中層教師如何帶領新變革及以新思維領導」工作坊 Workshop on “How Middle Managers Leading Change with New Mind-set”	15/3/2019	工作坊在東華三院黃笏南中學舉行，邀得香港教育大學客席副教授余煊博士主講。共有60位校長、主任及資深教師參加。 The Workshop was held at TWGHs Wong Fut Nam College, with Dr. Y.U. HUEN, Visiting Associate Professor, The Education University of Hong Kong, as speaker. A total of 60 principals, senior teachers and experienced teachers attended.
特殊學校 Special School	東華三院特殊學校聯校專業發展日－「特殊學校中層人員溝通及演說技巧培訓」 Joint Special Schools Professional Development Day – “Communications and Presentation Skills for Middle Managers of Special Schools”	16/2/2019	工作坊在東華三院群芳啟智學校舉行，邀得企業培訓師李燦榮先生主講。共有39位校長、教師及專責人員參加。 The Workshop was held at TWGHs Kwan Fong Kai Chi School, with Mr. Li Chan Wing, Corporate Trainer, as speaker. A total of 39 principals, teachers and specialist staff attended.

社會服務科員工培訓及發展項目概要

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

附錄 ER4 / Appendix ER4

服務/區域 Service/District	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
安老服務 Elderly Services	「處理具挑戰性的長者精神健康問題個案」工作坊及督導小組 Workshop and Supervision Group on “Handling Challenging Cases of the Elderly with Mental Health Problems”	6/9, 2, 23/11, 7, 28/12/2018 & 11/1/2019	48位專業員工參與工作坊及督導小組，強化其處理長者複雜精神健康問題的介入技巧。 48 professional staff members participated in the Workshop and Supervision Groups to strengthen their intervention skills in handling challenging mental health problems of the elderly.
	台灣馬偕紀念醫院舒緩服務訓練及實習 Attachment Programme in Mackay Memorial Hospital, Taiwan	15 - 19/10/2018	4位專業員工到台灣馬偕紀念醫院接受訓練及實習，增強他們對舒緩服務的認識及應用技巧。 4 professional staff members joined the Attachment Programme in Mackay Memorial Hospital, Taiwan to enhance their knowledge and skills to practise palliative care services.
	生死教育體驗工作坊 Experiential Workshop on “Life and Death Education”	26/10/2018	20位專業員工參與工作坊，加強他們對生死歷程的理解，以學習管理自身的情緒反應。 A total of 20 professional staff members joined the Workshop to enhance their ability in managing their own emotional reactions towards the aged and terminally-ill clients.
	新加坡交流團 Study Tour to Singapore	5 - 9/11/2018	16位專業員工參與交流團，參觀新加坡安老服務單位，就創新服務意念及模式的應用進行交流。 A total of 16 professional staff members joined the Study Tour to visit elderly service centres in Singapore and exchange views on the application of new service initiatives and models.
	「認知刺激治療」證書課程 Certificate Course in “Cognitive Stimulation Therapy”	5 & 14/12/2018	30位專業員工參與課程，學習為認知障礙症患者提供循證小組活動及相關技巧。 30 professional staff members attended the Course to learn the provision of evidence-based group activities and related intervention skills for elderly with dementia.

服務/區域 Service/District	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
青少年及家庭服務 Youth and Family Services	特殊早期兒童從業者的入職培訓計劃 Induction Programme for Special Early Children Practitioners	23/5/2018	26名學前康復服務的專業人員參加該計劃，學習進行兒童評估、編寫和實施個人教育計劃和家庭作業的知識和技巧。 26 professional staff members from preschool rehabilitation services attended the Programme to equip themselves with knowledge and skills on handling child assessment, preparing and implementing individual education plans and home assignment.
	眼動身心重組療法基本培訓課程 Basic Training on the Eye Movement Desensitisation and Reprocessing	25 - 27/7/2018 (共6節) (6 sessions)	36位專業社工出席簡介會，透過講解、實習及指引，學習相關應用技巧，以提升輔導成效。 36 professional staff members attended the Induction to learn related skills through lectures, practices and guidance to enhance the effectiveness of counselling.
	「動機式訪談法」專業培訓基礎課程 Elementary Training on “Motivational Interviewing”	5 & 19/9/2018 (共4節) (4 sessions)	36位前線專業員工出席4節基礎訓練，學習相關知識及技巧，以提升他們誘發及提升個案改變的動力。 36 frontline professional staff members attended the 4 sessions of training to equip themselves with the knowledge and skills in Motivational Interviewing, so as to facilitate their work in evoking or enhancing clients' motivation to change.
	全體幼兒服務專業發展日 Annual Professional Development Day for all Early Childhood Services	22/3/2019	約280名員工出席發展日，以加強專業交流和協作。 Around 280 staff members attended the Development Day to foster professional exchange and collaboration.
復康服務 Rehabilitation Services	「優勢模式應用於精神復元人士」工作坊 Workshop on “Strengths Model Training for People with Mental Illness”	1/4/2018 - 31/3/2019	逾30位專業員工及個案工作員每月接受由香港大學謝樹基教授及 California Institute for Behavioural Health Solutions Dr. Rick GOSCHA 的臨床專業培訓，以建立專業高效的服務模式。 Over 30 professional staff members and case managers received professional clinical trainings by Prof. Samson TSE, The University of Hong Kong, and Dr. Rick GOSCHA, California Institute for Behavioural Health Solutions, on monthly basis to establish a professional and effective service model.
	「智障長者整全照顧」證書課程 Certificate Programme on “Holistic Care for Aged Persons with Intellectual Disabilities”	16, 21 & 30/8/2018	21位員工參加該課程以回應智障人士高齡化的服務需要。 21 staff members attended the Programme to respond to the service needs from aging persons with intellectual disabilities.
	復康工作訓練（導向、禁虐、您想生活） Rehabilitation Services Trainings (Orientation, Not to Abuse, Desirable Living)	12, 13/6 & 13, 14/11/2018	95 位員工參加新職員導向培訓，認識殘疾人士的需要，並了解服務的意義、態度及方法。 95 staff members attended the Orientation Programme to understand the needs of persons with disabilities as well as the meanings, attitude and approaches of the services.
		17, 18/8/2018	90 位員工參加「知悉・禁虐」培訓，學習如何防止虐待事件發生。 90 staff members attended “To Know Abuse, Not to Abuse” Training to acquire knowledge and skills on abuse prevention.
		1/8, 15 & 27/11/2018	230 位員工參加「LIFE您想生活工作坊」尋求提升舍友生活質素的新意念。 230 staff members attended “LIFE – a desirable living” Workshop to gain insights on improving the life quality of service users.
	殘疾人士生死教育 Life and Death Education for Persons with Disabilities	1, 22/9 & 13/10/2018	129 位員工參加生死教育及服務培訓，學習為殘疾人士提供有關的教育及服務。 129 staff members attended Life and Death Education Training to gain knowledge for providing related education and services for persons with disabilities.
		19/12/2018, 24/1 & 21/3/2019	120 位員工參加殘疾人士安寧照顧培訓，學習提供適切的照料。 120 staff members attended Comfort Care for Persons with Disabilities Traing to learn the necessary knowledge and skills for providing care services.
	園藝治療課程 Horticultural Therapy Course	16 - 20/11/2018	30位員工參加合共9節的園藝治療課程，為殘疾人士提供園藝治療服務。 30 staff members attended 9-session of Horticultural Therapy Course to offer horticultural therapy services for persons with disabilities.

服務/區域 Service/District	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
服務發展 Service Development	啟航護理員台北考察團 Taipei Study Tours for Trainees of Navigation Scheme for Young Persons in Care Services	26 - 29/8/2018	12位啟航計劃學員出發到台北考察，了解當地的安老及復康服務理念，以及如何利用科技達到可持續發展。 12 Trainees of Navigation Scheme for Young Persons in Care Services visited Taipei to learn about the missions of elderly and rehabilitation services in Taiwan, and also the application of Information Technology to achieve sustainable development.
	項目管理培訓工作坊 Project Management Training Workshop	27/11/2018	邀得國際專案管理學會的認證導師主持項目管理基礎培訓，指導員工妥善管理社會福利項目。 A Project Management Institute certified trainer was invited to offer basic management training for staff members to manage social welfare projects in a better way.
公共服務 Traditional Services	參觀賽馬會「生命·歷情」體驗館 A Visit to the Jockey Club "Life Journey" Centre	10/5/2018	公共服務員工參觀賽馬會「生命·歷情」體驗館以學習其生命教育宣傳及推廣策略。 Staff members of the Traditional Services Section visited the Jockey Club "Life Journey" Centre to learn from its promotion and publicity strategy on life-death education.
東區 / 中西區 Eastern / Central and Western District	「心靈樂章」音樂治療工作坊 Training Workshop on Music Therapy	6, 13/4, 20 & 27/8/2018	50位員工參與工作坊，支援他們為中風長者、情緒病患者和智障學員舉行音樂治療小組。 50 staff members attended the Workshop to support them in delivering music therapy groups to stroke cases, patients with mood disorders and trainees with intellectual disabilities.
	「新世代主管督導」工作坊 Workshop on "New Generation Staff Supervision"	25/6/2018	30位督導員工參與工作坊，透過真實個案，了解督導不同世代的領導風格及方法，從而提升領導及策劃能力。 30 supervisory staff members attended the Workshop to learn about different leadership styles and methods for different generations through case studies, so as to enhance their leadership skills and planning capabilities.
	「認識長者精神健康及精神病分類 (DSM 5)」工作坊 Workshop on "Understanding Elderly Mental Health and Classification of Mental Disorders (DSM V)"	30/10/2018	30位專業員工出席工作坊，以加深對長者精神健康的認識及處理抑鬱症、認知障礙症及帕金森症的技巧。 30 professional staff members attended the Workshop to gain knowledge on elderly mental disorders and skills in handling depression, dementia and Parkinson's disease.
	員工退修日 Staff Retreat Day	16/12/2018	170位不同職級員工出席「感恩·感欣·Team滿Fun」員工退修日，透過不同的團隊活動，建立正確的溝通技巧和價值，鼓勵有效溝通和促進團隊合作關係。 170 staff members from different levels attended the "Gratitude•Joy•Team-Building Fun" Staff Retreat Day. The Event facilitated positive communication skills and values among staff members, encouraged effective communications and propelled teamwork through various team-building activities.
南區 Southern District	南區服務專線 Southern District Service Tour	17/5 & 28/11/2018	45位員工參加南區新職員導向培訓，參觀及認識南區各服務單位及其服務特色。 45 staff members joined the Tour to familiarise themselves with different service units and its specialties within the District.
	園來正向 Horticulture Flow Workshop	28/9/2018	93位員工參加工作坊，學習園藝治療與正向心理的基本技巧。 93 staff members attended the Workshop to acquire the basic skills of horticulture and positive psychology.
九龍城 / 油尖旺 / 觀塘 Kowloon City / Yau Tsim Mong / Kwun Tong District	進階傷口護理訓練 Advanced Wound Continuing Nursing Education Training	10/8/2018	25名專業護理員工參與訓練，以加強對傷口護理，特別是控制感染的知識。 25 professional nursing staff members attended the Training to strengthen their knowledge on wound care management, especially on infection control.
	處理兒童及青少年情緒行為問題工作坊 Workshop on Handling Children and Youth Emotional and Behavioural Problems	17/9/2018	40名社工及家舍家長參與工作坊，以提升處理兒童及青少年情緒行為問題的知識和技巧。 40 social workers and houseparents attended the Workshop to enhance their knowledge and skills in handling emotional and behavioural problems of children and youth.
	圓滿人生講座 Talk on End-of-life	28/9/2018	30名員工出席講座，以加深了解圓滿人生的課題及哀傷過程。 30 staff members attended the Talk to improve their understanding on End-of-life and the grieving process.

服務/區域 Service/District	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
深水埗 / 黃大仙區 Sham Shui Po / Wong Tai Sin	「處理認知障礙症及有行為問題之長者」工作坊 Workshop on “Managing the Elderly with Dementia and Behavioural Problems”	9/7/2018	39名員工參加工作坊，邀得張偉謙醫生為主講嘉賓，增進員工對認知障礙症初期徵狀的認識及照顧患者的技巧。 39 staff members attended the Workshop, with Dr. CHEUNG Wai Him, as speaker. The Workshop enhanced staff members' understanding on the symptoms of Dementia and techniques in taking care of the patients.
	「有效處理及應對投訴」工作坊 Workshop on “Effective Ways to Handle and Address Complaints”	22/10/2018	24位專職員工，包括社工、護士及職業治療師出席工作坊，學習有效及正面地處理和應對投訴。 24 professional staff members including social workers, nurses and occupational therapists attended the Workshop to learn effective and positive ways in handling and addressing complaints.
沙田區 Sha Tin District	「中心行政管理實戰智慧」分享會 Sharing on “Practical Wisdom in Centre Administration”	13/6/2018	29位專業員工出席分享會，由退休管理人員分享其有效地管理中心日常行政工作的實務智慧。 29 professional staff members attended the sharing by a retired veteran supervisor who shared his practical wisdom on effective day-to-day centre administration.
	「增加社工及相關專業人士對長期照顧服務的知識及技巧」研討會 Seminar on “Effective Intake Skills for Workers of Residential Homes and Day Care Centres in Providing Long-term Care Service”	29/5/2018	28位社工及其他專業員工出席研討會，提升他們跟進長期護理服務個案的知識及技巧。 28 social workers and other professional staff members attended the Seminar to sharpen their assessment skills and enhance their capability in handling cases with long-term caring needs.
	「腹膜透析」腎病護理工作坊 Renal Nursing Workshop on “Peritoneal Dialysis”	13/07/2018	24位護理員工出席工作坊，認識腎病相關的護理知識和技巧，以提升照顧腎衰竭病人的能力。 24 nursing staff members attended the Workshop to gain knowledge and related nursing skills on Peritoneal Dialysis, to enhance their capacity in providing care service for elders with renal failure.
	「認識正向心理學－如何有效與服務使用者溝通」工作坊 Workshop on “Positive Communication: How to Respond Appropriately to Service Users”	26/9/2018	24位專業及前線員工參與工作坊，學習以正向心理溝通方法，與服務使用者及其家屬交流，增加正向互動及提升與服務使用者的關係。 24 professional and frontline staff members attended the Workshop to acquire communication skills with service users and their family members according to the principle of positive psychology, so as to enhance positive interactions and strengthen relationship with clients.
	香薰護理工作坊 Aroma Care Workshop	4 - 5/12/2018	24位專業員工參與工作坊，邀得荷蘭香薰權威Madeleine KERKHOF女士教授運用香薰護理皮膚、口腔及足部的方法，以改善長者情緒。 24 professional staff members attended the Workshop, with Ms. Madeleine KERKHOF, a renowned nursing clinician from Holland, to teach aromatherapy on skin, oral and foot care, so as to improve emotions of the elders.
大埔 / 北區 Tai Po / North District	「禪繞畫・初探」工作坊 Workshop on “Zentangle”	10/7/2018	30位員工出席工作坊，學習禪繞畫的歷史及基本技巧，以應用於輔導及個案處理。 30 staff members attended the Workshop to understand the history and basic skills of Zentangle for application on counselling and case management.
	「自負盈虧服務營銷策略」工作坊 Workshop on “Strategic Marketing Planning for Self-Financing Services”	9/8/2018	25位專業員工出席工作坊，學習應用市場營銷學及有效的網絡營銷策略。 25 professional staff members attended the Workshop to learn the application of marketing planning and effective web-based promotion strategies.
	「糖尿病藥物」培訓 Training on “Medicines for Diabetes Mellitus”	29/8/2018	31位專業員工參加培訓，更新他們對糖尿病藥物及最新療法的知識。 31 professional staff members attended the Training to update their knowledge on anti-diabetic medication and new trends in diabetes mellitus treatment.
	「正向工作間之抗逆力與逆境智能」培訓課程 Training Course on “Resilience and Adversity Quotient in a Happy Workplace”	5/10/2018	19位員工出席培訓課程，透過短講、示範及分組討論學習正向工作間及逆境智能的概念及基本技巧。 19 staff members attended the Training Course to learn the concepts and basic skills of resilience and adversity quotient through lectures, demonstrations and group discussions.
	「減少使用約束物品」工作坊 Workshop on “Restraint-Free Care for People with Dementia”	23/1/2019	藉著親身體驗，讓32位員工了解約束物品對服務使用者身心的影響，推動院舍減少使用約束物品。 Though experiencing restraint products, 32 staff members understood the physical and psychological effects of using restraint products on service users, with an aim to promote restraint-free in resident homes.

服務/區域 Service/District	培訓及發展項目 Training and Development Programme	日期 Date	詳情 Details
荃灣 / 屯門 / 元朗 Tsuen Wan / Tuen Mun / Yuen Long	「職場對對碰」培訓 Training on "Effective Communication among Frontline Staff"	10/5/2018	40位前線員工參加培訓，通過講解及角色扮演，學習有效的溝通技巧，增進合作和團隊關係。 40 frontline staff members joined the Training to learn positive and effective communication skills via lectures and role plays, so as to facilitate better cooperation and team work.
	「巧用故事 增值活化」工作坊 Workshop on "Story Telling"	31/10/2018	20位專業員工參加工作坊，學習尋找、創作和說好故事的能力。 20 professional staff members attended the Workshop to acquire knowledge and skills on finding, creating and telling story.
	「聯想卡應用輔導」工作坊 Workshop on "OH Cards"	9/11/2018	30位專業員工參加工作坊，認識如何使用聯想卡作為輔導工具，強化自我理解、溝通及創造能力。 30 professional staff members attended the Workshop to gain knowledge and skills on using OH Cards as counselling tools to enhance self-understanding, communication and creativity.
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 Successful Experience Sharing on "Hong Kong Safe and Healthy Residential Care Homes Accreditation Scheme"	22/6/2018	33位員工參加分享會，了解安健院舍確認計劃的成功經驗。 33 staff members attended the Sharing to understand how to apply for the Hong Kong Safe and Healthy Residential Care Homes Accreditation Scheme successfully.
	「中醫職安有辦法（痛症處理）」工作坊 Workshop on "Chinese Medicine for Occupational Safety and Health (Pain Management)"	14/9/2018	58位員工參加工作坊，認識如何使用中藥及指壓按摩處理痛症。 58 staff members attended the Workshop to equip themselves with knowledge and practical skill on Chinese medicine and acupressure massage for pain relief.
	「中醫職安有辦法（精神健康）」工作坊 Workshop on "Chinese Medicine for Occupational Safety and Health (Mental Health)"	13/12/2018	50位員工參加工作坊，認識如何使用中藥處理精神健康及預防工傷。 50 staff members attended the Workshop to equip themselves with knowledge and practical skill on Chinese medicine for mental health and work injury prevention.
	「體力處理操作（前線員工）」工作坊 Workshop on "Manual Handling Operation (Frontline Staff)"	1/3/2019	50位前線員工參加工作坊，學習正確的體力處理操作技巧。 50 frontline staff members attended the Workshop to equip themselves with proper knowledge and skills on manual lifting.
策劃及發展部 Planning and Development Section	與黑龍江省民政廳合辦社工培訓 Social Work Training Programme for Heilongjiang Civil Affairs Department	17-19/10/2018	與黑龍江省民政廳合辦，本院專業員工向135位來自黑龍江省的參加者，分享社會工作的理念及優質照顧服務的重要元素。 Collaborated with Heilongjiang Civil Affairs Department, TWGHs professional staff members conducted the Programme for 135 participants from Heilongjiang Province to share the mission of social work and essential components of quality caring services.