非醫院員工培訓及發展項目概要
Highlights of Non-hospital Staff Training and Development Programmes

- 為 700 名員工舉辦「全國兩會精神分享會」，加深管治團隊及員工對「全國兩會」重要內容及意義的了解。
- 人力資源科及資訊科技科一行 21 名行政人員參與為期 3 日的「東華三院湖南長沙國情研修班 2024」，透過專題講座和實地考察，提升員工對國情、國家文化和歷史的認識，體驗國家最新的經濟狀況，擴闊視野。
- 為逾 1,300 名員工舉辦《維護國家安全條例》及相關法律的研習課程，提高員工對國家安全的意識及相關法律的認識。
- 為超過 100 名行政總部高級職員、行政人員及服務單位主任舉辦 3 場國家安全展覽廳導賞團，加強員工對國家安全的認識和理解，並讓他們親身感受全民維護國家安全的重要性。
- 為逾 200 名員工舉辦「防騙資訊講座」，提高員工對騙案的警覺性，並鼓勵他們與家人及朋友分享有關防騙的資訊。
- 為逾 200 名行政人員、校長及單位主任舉辦「防貪及誠信管理講座」，以提升管理人員的防貪意識及警覺性，以及加強他們處理貪污和誠信管理的技巧。
- 為 24 名行政總部行政人員、校長及服務單位主管舉辦「團隊訓練工作坊」，透過運用生成式人工智能及建造機器人，促進團隊溝通與互相理解，加強員工之間的凝聚力。
- 為 30 名行政總部行政人員、校長及服務單位主管舉辦「調解及溝通技巧」工作坊，提升他們有效溝通及解決衝突的能力。
- 為 24 名員工舉辦「平等機會工作坊：促進職場共融」，透過特別設計的桌上遊戲、個案分析及小組討論，讓員工深入了解「反歧視條例」及職場上的多元與平等理念。
- 為 26 名員工舉辦「心理健康工作坊：生命抉擇劇場」，透過角色扮演和小組活動，提升員工對精神健康的認識，並學習應對精神問題的初步支援要訣。
- 為 19 名員工舉辦「落葉歸根—東華三院原籍安葬服務與文化遺產保育」展覽導賞，讓他們了解東華三院原籍安葬服務的發展歷史、文化及其對社會的貢獻，從而推廣機構文化及加強員工對工作的投入度和使命感。
- 為 37 名員工舉辦「港式中文的特點與應用」工作坊，透過深入剖析本地中文的不同特點，提升員工的中文傳意與寫作能力。
- 為 22 名員工舉辦「普通話會話課程」，透過對話練習，提升學員的普通話會話和聆聽技巧。
- 為 20 名員工舉辦東華三院環保村參觀活動及環保工作坊，加強員工對碳中和及可持續發展等環保理念的認識。
- 為 41 名員工舉辦「辦公室伸展運動」工作坊，向員工推廣適量運動的好處，以預防職業性受傷的機會。
- 舉辦合共 4 場「香薰護膚精華油」及「養膚溫和潔顏油」工作坊，協助員工保持身心健康。
- 為 30 名員工舉辦急救訓練課程，教授員工急救知識及技巧。
- 為 24 名員工舉辦急救訓練重溫課程，協助員工複習所學的急救知識及技巧。
- 共舉辦 15 個電腦軟件應用課程，約 300 名員工參加。
- 舉辦 8 次迎新活動，超過 600 名新入職員工出席。
- 為 29 名人力資源科員工舉辦「夢境與精神健康」工作坊，透過解析夢境、潛意識及精神健康的關係，讓員工了解壓力來源，藉以促進心理健康。
- 為人力資源科人事部員工舉辦「筆跡分析」工作坊，以加深員工對自我的認識及加強人際溝通能力。
- 為人力資源科人事部員工舉辦與人工智能應用有關的工作坊。

- A sharing session on the "Spirit of the Two Sessions" was organised for 700 staff members to provide the management team and staff members with an in-depth understanding of the key contents and significance of the "Two Sessions".
- A 3-day National Studies Programme at Hunan Institute of Socialism in Changsha was organised for 21 executives from the Human Resources Division and Information Technology Division. Through seminars and field trips, the Programme enhanced staff members' understanding of national affairs, culture and history while also exposing them to the latest economic situation of the country, thereby broadening their horizons.
- Training programmes on the *Safeguarding National Security Ordinance* and related laws were organised for over 1,300 staff members to raise their awareness of national security and knowledge of relevant legal provisions.
- 3 guided tours of the National Security Exhibition Gallery were organised for over 100 senior staff and executives of the Administration Headquarters, as well as supervisors of service units, to enhance their knowledge and understanding of national security and to provide them with first hand experience in the importance of safeguarding it as a responsibility for every citizen.
- A sharing session on "Anti-fraud Information" was organised for over 200 staff members to enhance their vigilance against fraudulent cases and encourage them to share information on anti-fraud practices with their family members and friends.
- A sharing session on "Corruption Prevention and Integrity Management" was organised for over 200 executives, school heads and supervisors of service units to raise awareness and alertness among management staff on corruption prevention and to enhance their skills in managing integrity in the face of corruption.
- A "Teambuilding Workshop" was organised for 24 executives of the Administration Headquarters, school heads and centres-in-charge to foster cohesion and mutual understanding among staff members through the use of Generative AI and building robots to complete a series of challenges.
- A workshop on "Mediation and Communication Skills" was organised for 30 executives of the Administration Headquarters, school heads and centres-in-charge to enhance their abilities in effective communication and conflict resolution.
- A workshop on "Promoting Equal Opportunities in the Workplace" was organised for 24 staff members to deepen their understanding of the *Anti-discrimination Ordinances* and the concepts of diversity and equality in the workplace through specially designed board games, case studies and group discussions.
- A workshop on "Psychological Well-being: Table for Choices" was organised for 26 staff members to help them gain a better understanding of psychological well-being and pick up initial support tips for coping with mental problems through role-playing and group activities.
- A guided tour of the "Fallen Leaves Returning to their Roots: Bone Repatriation Service of Tung Wah Group of Hospitals and Preservation of its Cultural Heritage" Exhibition was organised for 19 staff members to enable them to understand the history and culture of bone repatriation service of TWGHs and its contribution to the community, with a view to promoting the organisation's culture as well as enhancing staff's dedication to their work and sense of mission in workplace.
- A workshop on "Chinese Language Essentials and Application" was organised for 37 staff members to enhance their Chinese communication and writing skills through an in-depth analysis of different characteristics of the local Chinese language.
- "Conversational Putonghua Workshops" were organised for 22 staff members to enhance their competence in speaking and listening to Putonghua through conversational practices.
- A green tour to TWGHs E-Co Village and an environmental workshop were organised for 20 staff members to enhance their understanding of environmental protection concepts such as carbon neutrality and sustainable development.
- A workshop on "Workplace Stretching" was organised for 41 staff members to promote the benefits of moderate exercises and to help prevent occupational injuries.
- A total of 4 workshops on "Aromatherapy Skincare Essence Oil" and "Nourishing Gentle Cleansing Oil" were organised to help staff members maintain their mental and physical health.
- A first-aid training course was organised for 30 staff members to equip them with first-aid knowledge and skills.
- A refresher course on first-aid training was organised for 24 staff members to refresh their first-aid knowledge and skills.
- A total of 15 training courses on computer software applications were held, with about 300 staff members participating.
- A total of 8 induction programmes were organised, with over 600 newly recruited staff members in attendance.
- A workshop on "Dreams and Mental Health" was organised for 29 staff members of the Human Resources Division to promote mental health, enabling them to understand sources of stress by exploring the relationship between dreams, the subconscious mind and mental health.
- A workshop on "Handwriting Analysis" was organised for staff member of the Personnel Section of the Human Resources Division to deepen self-awareness and enhance interpersonal skills.
- A workshop on Artificial Intelligence Application was organised for staff members of the Personnel Section of the Human Resources Division.

醫院員工發展及研究計劃（由東華三院董事局資助）
Hospital Staff Development and Research Programmes (Sponsored by the TWGHs Board of Directors)

附錄 ER2 / Appendix ER2

項目 Items	詳情 Details	撥款 Allocation
2024/2025 年度醫務科員工訓練基金 2024/2025 Medical Division Staff Training Fund	該基金資助屬下 5 間醫院約 300 名員工修讀本港及海外的訓練及深造課程。 Around 300 staff members of 5 TWGHs 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 位海外教授來香港進行臨床教學，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 clinical technologies and experiences.	
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研究項目。 Western medicine doctors of 5 TWGHs hospitals were sponsored to conduct 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 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
聯校 Joint Schools	東華三院學校領導力增潤課程 2024/2025 TWGHs School Leaders Enhancement Programmes 2024/2025	4/2024 - 3/2025	為提升學校管理層的領導能力及管理思維，教育科舉行一系列講座及工作坊，幫助屬校校長及副校長妥善處理在學校管理中所面對的各項挑戰。 To enhance the leadership skills and management mindset of school management, the Education Division organised a series of seminars and workshops to help principals and vice-principals of the Group to cope with challenges effectively in school management.
	調解講座 Mediation Seminar	24/5 & 18/10/2024	本院舉辦兩場調解講座向屬下學校超過 200 名中、高層教師分享如何在學校運用調解處理衝突及相關的法律知識。 2 seminars on mediation were organised to share with more than 200 senior and middle level teachers of the Group how to apply mediation skills to handle conflicts in schools and relevant legal knowledge.
	東華三院聯校教師防罪講座 TWGHs Joint Schools Crime Preventing Seminar	14/6/2024	本院邀得香港警務處 4 位嘉賓講者，向 800 名屬下中學、小學、幼稚園及特殊學校的教職員分享青年防罪資訊。 4 guest speakers from Hong Kong Police Force were invited to share the message of youth crime prevention with 800 staff members from secondary schools, primary schools, kindergartens, and special schools of the Group.
	東華三院 - 暨南大學第二期校長及教師國情教育培訓班 TWGHs-Jinan University 2nd Training on National Education for Principals and Senior Teachers	18 - 21/6/2024	30 名屬下中學、小學、幼稚園及特殊學校的校長、副校長及主任參加培訓班，全方位加深對中國文化及國家發展大局的認識。 30 principals, vice-principals and senior teachers from secondary schools, primary schools, kindergartens, and special schools of the Group participated in the training programme to gain a comprehensive understanding of the Chinese culture and the overall development of the country.
	中小學聯校教師工作坊：人工智能於教育中的應用 Joint School Teacher Workshop: AI in Education	26/6/2024	本院邀得香港教育大學江紹祥教授講解人工智能的最新發展，以增進中、小學教師對人工智能教學最新功能的認識。 Professor KONG Siu Cheung from The Education University of Hong Kong was invited to explain the latest developments in artificial intelligence, enhancing secondary school and primary school teachers' understanding of its most recent features in teaching.
	學校迎新活動 Induction Programme for Newly Recruited School Staff	19/10/2024	迎新活動向參加者簡述教育科的最新發展重點、國家安全教育、教育心理服務，以及人力資源科的相關事務等，共約 400 人參加。 The Programme introduced the latest highlights in development of the Education Division, National Security Education, educational psychology services, and matters related to Human Resources Division, with 400 participants in attendance.
	學校中層管理人員職涯講座 Careers Talk for Middle Management in TWGHs Schools	2 & 7/12/2024	教育科主管吳奇壎先生向本院屬下中學、小學及特殊學校的中層教師，闡述學校管理及發展方面的實用知識、技巧及策略。 Mr. WU Kee Huen, Kenneth, Head of Education Division, shared practical knowledge, skills and strategies on school management with middle-level teachers from secondary schools, primary schools and special schools of the Group.
	東華三院德育課程拓展計劃德育教學專業發展課程 TWGHs Moral Education Extension Curriculum: Professional Development Programme on Moral Education in Academic Subjects	11 & 12/12/2024、8 & 17/1/2025	本院向院屬中、小學教師提供按部就班的德育教學培訓，協助他們掌握在學科中進行價值觀教育的能力，提升教師素養。 A systematic training on moral education teaching was organised for teachers of secondary schools and primary schools of the Group to help them develop the ability to impart values in their subjects and to enhance the quality of teachers.
	東華三院德育課程東華歷史培訓班 - 開平、新會、江門教師 TWGHs Moral Education Curriculum - 2-Day Delegation to Kaiping, Xinhui and Jiangmen	13 - 14/12/2024 & 14 - 15/3/2025	考察團旨在協助屬校教師了解東華三院的歷史和文化、認識「原籍安葬」服務與海外華僑的關係，以及促進東華三院德育課程的順利推行，近百名屬校教師參與。 The Delegation aimed to help teachers from affiliated schools understand the history and culture of the Group, the relationship between "Bone Repatriation Service" and overseas Chinese, and to promote the smooth implementation of the moral education programme at TWGHs. Nearly 100 teachers from affiliated schools participated in the initiative.

學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
聯校 Joint Schools	東華三院聯校專業發展日 TWGHs Joint Schools Professional Development Day	20/1/2025	發展日邀得教育局時任副秘書長蘇婉儀女士主禮，並由香港大學名譽副教授曾潔雯教授太平紳士及本院教育科主管吳奇壎先生，分別以「家長教育：挑戰、資源及出路」及「全人教育的再思考」為題，向 2,300 名員工傳授專業知識。 Ms. SO Yuen Yi, Louise, the then Deputy Secretary for Education, was invited to officiate at the Development Day, where Professor TSANG Kit Man, Sandra, JP, Honorary Associate Professor, The University of Hong Kong, and Mr. WU Kee Huen, Kenneth, Head of Education Division, provided presentations to equip 2,300 staff members with professional knowledge.
中學 Secondary Schools	中學生情緒健康講座 Seminar on Student Mental Health	28/5/2024	講座由東華三院何玉清教育心理服務中心的教育心理學家及社工主講，共有 37 位校長、副校長、特殊教育需要統籌主任、輔導組主任及教師出席。 The Seminar was presented by an educational psychologist and a social worker from TWGHs Ho Yuk Ching Educational Psychology Service Centre, with a total of 37 principals, vice-principals, SEN coordinators, student guidance personnel and teachers in attendance.
	東華三院中學數學及物理科教師專業交流團 Professional Exchange Tour for Mathematics and Physics Teachers at TWGHs	28 - 31/5/2024	21 位中學數學及物理科骨幹教師到上海與華東師範大學附屬第二中學互鑒交流。 21 mathematics and physics teachers from TWGHs visited Shanghai, where they exchanged professional insights with their counterparts at No.2 High School of East China Normal University.
	「照進心靈」計劃聯校教師培訓工作坊 Joint-school Teacher Training on Project Soothe Workshop	8 & 10/7/2024	工作坊由英國雷丁大學陳泳欣教授主講，共有 36 位特殊教育需要統籌主任、輔導組主任及教師出席。 The Workshop, conducted by Professor CHAN Wing Yan, University of Reading, UK, was attended by 36 SEN coordinators, student guidance personnel and teachers.
	東華三院中史及地理科教師與華東師範大學專家交流 Interflow with East China Normal University on Education in History and Geography	16/10/2024	華東師範大學校黨委副書記孟鍾捷教授及招生辦公室主任周立旻教授，帶領訪問團到訪東華三院甲寅年總理中學及東華三院李嘉誠中學互鑒交流。 Professor MENG Zhongjie and Professor ZHOU Limin from East China Normal University led a delegation to TWGHs Kap Yan Directors' College and TWGHs Li Ka Shing College for mutual exchange.
	黃乾亨基金資助： 東華三院教師內地參訪團 Philip K.H. Wong Foundation Sponsors: TWGHs Teachers Mainland Study Tour	4 - 8/11/2024	33 名中學教師到訪武漢及長沙，行程包括拜會頂尖院校及前往各歷史文化景點考察，加深對內地高等教育及中華文化的認識。 33 secondary school teachers visited Wuhan and Changsha, including tours to renowned universities as well as historical and cultural landmarks, to deepen their understanding of the mainland of China and its tertiary institutions.
	「MY Way」中學生生涯發展教育計劃 - 聯校教師生涯規劃輔導工作坊 2024-2025 "MY Way" Project on Life Planning for Secondary School Students - Joint-school Seminar on Life Design Counselling for Career and Guidance Teachers 2024-2025	25/1/2025	工作坊由教育心理學家彭樂謙先生主講，共有 26 位升學及就業輔導組主任及教師出席。 The Workshop was conducted by Mr. PANG Lok Him, Keith, Educational Psychologist, with 26 career and guidance teachers in attendance.
小學 Primary Schools	東華三院小學副校長 / 中層領導人員行政基礎認知課程 School Administration Foundation Course for Deputy Headteachers and Middle Managers of TWGHs Primary Schools	4/11/2023 - 4/6/2024	本院教育科獲董事局撥款，為屬下小學的副校長及中層領導人員舉辦一連串的行政基礎認知課程。 Funded by the Board of Directors, a series of school administration foundation courses was held for deputy headteachers and middle managers of TWGHs primary schools.
	身心靈體驗 - 押花創作工作坊 Experiential Learning on Body, Mind and Spirit - Pressed Flower Art Workshop	11/6/2024	工作坊由東華三院何玉清教育心理服務中心 (沙田) 輔導心理學家黃詠軾女士主講，共有 13 位學生輔導主任及社工出席。 The Workshop was conducted by Ms. WONG Wing Sik, Sybil, Counselling Psychologist of TWGHs Ho Yuk Ching Educational Psychology Service Centre (Sha Tin), with 13 student guidance teachers and social workers in attendance.
	東華三院小學聯校「校長、教師境外教育考察及交流團」(德國) TWGHs Primary School Principals and Teachers Study Tour to Germany	22 - 28/3/2025	本院屬下 15 家小學 30 名校長和老師前往德國進行深入的 STEAM 教育考察。 A group of 30 principals and teachers from 15 TWGHs primary schools travelled to Germany for an in-depth study tour on STEAM education.
幼稚園 Kindergartens	2023/2024 學年聯校同儕觀課計劃 2023/2024 School Year Peer Lesson Observation Scheme	4 - 6/2024	是年主題為「探究式學習課程」，旨在探究如何在繪本教學中融入大自然與生活。本院 6 所幼稚園作示範學校，邀得幼兒教育專家伍寶珠博士評課。 The theme for the year was to explore the incorporation of exploratory learning in nature and living through picture books. 6 TWGHs kindergartens were selected as demonstrating schools, and Dr. NG Po Chu, Early Childhood Education Specialist, was invited as the evaluator.
	東京太平洋早期兒童教育研究協會 (PECERA) 會議 2024 The PECERA Annual Conference 2024 Tokyo	2 - 4/8/2024	教育科、東華三院黃朱惠芬幼稚園及東華三院王胡麗明幼稚園代表走訪東京，參加由太平洋區幼兒教育研究學會主辦的「第 24 屆 PECERA 學術年會」。 The Delegation, consisting of representatives from the Education Division, TWGHs Wong Chu Wai Fun Kindergarten, and TWGHs Wong Wu Lai Ming Kindergarten, visited Tokyo to attend the "PECERA Annual Conference 2024".
	慈心抱抱熊老師培訓工作坊 Joint-school Training Workshop on Bear Kindness: Early Childhood Social and Emotional Education Curriculum Workshop	13, 15 & 22/8/2024	工作坊由東華三院何玉清教育心理服務中心教育心理學家江雅琪博士及社工黃敏儀女士主講，共有 43 位院屬幼稚園老師出席。 The Workshops were conducted by Educational Psychologist Dr. KONG Nga Ki, and Social Worker Ms. WONG Man Yee from TWGHs Ho Yuk Ching Educational Psychology Service Centre, with 43 kindergarten teachers in attendance.
	幼稚園芬蘭教育考察團 A Visit to Finland by TWGHs Kindergartens	28/9 - 4/10/2024	教育科代表、幼稚園校長、主任及教師共 31 人前赴芬蘭赫爾辛基，拜訪不同的幼稚園及幼兒中心，體驗當地的教學特色及學習教學優點。 31 delegates from the Education Division and TWGHs kindergartens, including principals, senior teachers and teachers, visited different child care centres in Helsinki, Finland to experience the local teaching characteristics and learn about the advantages of teaching and learning.

學校 Schools	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
幼稚園 Kindergartens	2024/2025 學年幼稚園聯校教師專業發展日 2024/2025 School Year Joint Professional Development Day for Kindergarten Teachers	25/10/2024	發展日邀得香港警務處一名高級督察及莊耀洸律師與全體幼稚園教職員分享校園安全，以及講解虐兒法例的資訊。各校教師更分享「幼稚園芬蘭教育考察團」的交流心得，共有 266 名主任、教師、教學助理及外籍教師出席。 A Senior Inspector of Police from Hong Kong Police Force, and Mr. CHONG Yiu Kwong, a practising lawyer, were invited to share the expertise on campus safety and laws regarding child abuse. Additionally, the teaching staff from various kindergartens also shared their experiences from the "Visit to Finland by TWGHs Kindergartens" on site. A total of 266 senior teachers, teachers, teaching assistants, and foreign teachers were in attendance.
特殊學校 Special Schools	東華三院特殊學校聯校專業發展 TWGHs Joint Special School Professional Development	16 & 23/11/2024	工作坊為超過 160 位教員及專責人員提供多元化的培訓，包括 STEAM 教育、正向教育、溝通策略、中國傳統價值教育及國民身份認同。 The Workshop covered a range of topics, including STEAM education, positive education, communication strategies, Chinese traditional values, and national identity, providing training and inspiration for over 160 teaching staff and specialists from 3 special schools.
		20/1/2025	講座以「東華三院聯校德育課程」為講座主題，以提升教師對德育課程的理解及實踐。 The Seminar, themed "TWGHs Moral Education", aimed to enhance teachers' understanding and practice of the subject.

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 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
安老服務 Elderly Services	「有共程」— 年輕長者服務分享會暨工作坊 "Shared Journey" – Young Old Services Sharing and Workshop	26/4/2024	透過分享年輕長者服務的創新方法，啟發 46 名員工，為未來的服務設計開啟更多可能性。 By sharing innovative approaches to serving the young-old, 46 staff members were inspired to explore greater possibilities in future service design.
	精神健康急救証書課程 Mental Health First Aid Certificate Course	26/6 & 3/7/2024	25 名員工學習處理護老者及長者因突發精神狀況所引起的情緒問題，以加強對他們的支援。 25 staff members learned how to address the emotional problems faced by carers and the elderly due to sudden mental health issues, enhancing their ability to provide support.
	「身體動作」與改善疫情期間長者焦慮及抑鬱情緒工作坊 Workshop on "Movement-based" Intervention to Relieve Elderly's Anxiety and Depressive Mood During Epidemic	28/6/2024	27 名員工認識「身體動作」理論，學習相關介入手法，以加強疫情期間對長者焦慮及抑鬱情緒的支援。 27 staff members learned the "Movement-based" rationale and related intervention techniques to strengthen support to the elderly experiencing anxiety and depressive moods during the epidemic.
	言語治療培訓講座「應用國際吞嚥障礙飲食標準及長者餐單設計」 Speech Therapy Training Seminar on "Applying the IDDSI and Updates on Elderly Diets"	28/6/2024	27 名員工學習如何在安老服務單位應用國際吞嚥障礙飲食標準、長者健腦飲食和餐單安排。 27 staff members learned how to apply the International Dysphagia Diet Standardisation Initiative (IDDSI) international swallowing standards in elderly service units, along with arrangements related to brain-healthy diets and meal planning for seniors.
	言語治療師 日本福岡考察及交流之旅 Speech Therapists' Study Tour to Fukuoka, Japan	28/8 - 1/9/2024	4 名言語治療師參觀當地安老服務單位，出席「日本飲食吞嚥復健學會第 30 屆學術會議」，了解當地的創新科技，以及吞嚥困難復康治療的最新進展。 4 speech therapists visited local elderly service units, where they attended the "30th Annual Meeting of the Japanese Society of Dysphagia Rehabilitation" to learn about local innovative technologies and the latest advancements in dysphagia rehabilitation.
	護老者服務員工培訓 (尋解導向治療) Carer Service Staff Training (Solution-Focused Therapy)	19/9/2024	25 名員工學習如何在護老者服務中應用尋解導向治療，從而提升個案服務的技巧及知識。 25 staff members learned how to apply solution-focused therapy in carer services to enhance their skills and knowledge when servicing individual cases.
	台灣馬偕紀念醫院實習團 Attachment Programme of Mackay Memorial Hospital in Taiwan	25 - 29/11/2024	6 名社工及護士前赴台灣實習，了解紓緩治療在臨床推行的實況、安寧療護工作者的角色及職責。 6 social workers and nurses travelled to Taiwan for an attachment internship to learn about the realities of implementing palliative care in clinical settings, as well as the roles and responsibilities of palliative care workers.

服務 / 區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
青少年及家庭服務 Youth and Family Services	辨別工作場合虐兒個案高危因素 — 主任及社工工作坊 Workshop for Unit Supervisors and Social Workers on "Identification of Risk Factors for Child Abuse in the Work Setting"	24/5/2024	35 名員工學習辨別虐兒個案的高危因素、兒童保護法例及舉報機制。 35 staff members gained knowledge about various indicators of high-risk factors in child abuse cases, child protection laws, and reporting mechanisms.
	「伴你音樂」瑞典音樂教學法工作坊 "Bunne Music" – A Swedish Music Method Workshop	15&18/7/2024	12 名員工學習「伴你音樂」的理論、介入手法及應用，以創新的教學法，加強對特殊教育需要兒童的支援。 12 staff members learned the theory, intervention techniques, and application of "Bunne Music" to enhance support for children with special needs by using innovative teaching methods.
	「正向管教及紀律養成」工作坊 Workshop on "Positive Discipline and Behaviour Management"	14/10/2024	60 名員工學習正向管教和行為管理的知識，透過良性溝通和關係建立，為弱勢兒童提供有利成長的環境。 60 staff members gained knowledge on positive discipline and behaviour management to create a favourable environment for the growth of disadvantaged children through effective communication and relationship-building.
復康服務 Rehabilitation Services	保健員統一訓練文憑 Diploma in Health Worker Training	4 - 9/2024	15 名前線員工獲得資歷架構級別第三級，成為註冊保健員，並在安老院及殘疾院舍工作。 15 frontline staff obtained the Hong Kong Qualifications Framework (HKQF) Level 3 certification, becoming registered health workers and working in residential care homes for the elderly and individuals with disabilities.
	知悉禁虐 Abuse Prevention	23/5/2024	59 名員工參加培訓，認識虐待及其後果及學習善待自己及服務使用者。 59 staff members attended training to understand abuse and its consequences, learning to treat both themselves and service users with care.
	CW21 護理員訓練課程證書 CW21 Care Working Training Certificate	27/7, 3/8 & 10/8/2024	25 名前線員工接受 21 小時培訓，獲得資歷架構級別第二級，有助提升照顧質素。 25 frontline staff received 21 hours of training and obtained the HKQF Level 2 certification, enabling them to improve the quality of care.
	社會服務科社工培訓班 Social Worker Training Programme, Community Service Division	9 - 11/9/2024	40 名社工到中山大學參加為期 3 日的培訓班，認識當地社區服務及國家發展，加強與大灣區機構的交流和合作。 40 social workers participated in the 3-day training programme at Sun Yat-sen University to gain insights into local community services and national development, enhancing interactions and collaborations with organisations in the Greater Bay Area.
服務發展 Service Development	院舍副主任培訓課程 Training Course for Assistant Supervisors of Residential Homes	7/2024 - 3/2025	17 名院舍副主任獲選參加培訓，了解機構文化、行政程序、領導及管理技巧，並建立工作間的朋輩支援網絡。 17 assistant supervisors of residential homes were selected to participate in the Training to understand organisational culture, administrative procedures, leadership and management skills, with the goal of establishing a peer support network in the workplace.
	管理人員領袖培訓課程 Leadership Development Programme for Experienced Supervisors	7/2024 - 3/2025	11 名資深主管參加系統性的培訓，內容涵蓋領導力培訓、個性測試及一對一教練環節，以提升他們的管理技巧。 11 experienced supervisors participated in a systematic training series, which included leadership development, personalities assessments, and one-on-one coaching sessions to enhance their management skills.
	青年護理服務啟航計劃日本考察團 Japan Study Tour under the Navigation Scheme for Young Persons in Care Services	21 - 24/8/2024	青年護理服務啟航計劃的學員及職員前往日本參觀多個護理服務單位，交流對日本和香港護理服務發展的見解。 Trainees and staff from the Navigation Scheme for Young Persons in Care Services visited various care service units in Japan to exchange insights on the development of care services in both Japan and Hong Kong.
港島區 Hong Kong Island	「腹膜透析培訓」工作坊 Workshop on "Peritoneal Dialysis Training"	23/7/2024	為提升護士團隊對腹膜透析的護理技巧及知識，27 名護士參與工作坊，認識慢性腎病及學習腹膜透析的程序。 27 nurses attended the Workshop to learn about chronic kidney failure and peritoneal dialysis procedures, aiming to strengthen the skills and knowledge of nursing staff on peritoneal dialysis.
	「筋膜刀肌肉放鬆和自我伸展」工作坊 Workshop on "IASTM – Muscle Relaxation and Active Stretching"	16/8/2024	16 名員工學習正確使用筋膜刀進行按摩，配合自我伸展，放鬆肌肉及筋膜，以減少痛症及受傷風險。 16 staff members learned the correct usage of instrument-assisted soft tissue mobilisation (IASTM) and how to relax both the muscle and fascia through active stretching exercises, aiming to minimise the risk of muscle pain and dysfunction.
	困難個案 F2F 處訣 Face to Face Approach for Handling Difficult Cases	24/10/2024	16 名員工學習分辨困難個案的類別及處理技巧，從而改善與困難個案及其家人的溝通。 16 staff members learned how to identify different types of difficult cases and the associated handling skills, aiming to improve communication with those involved and their families.
	港島東區域員工培訓活動 — 借勢同創充電站 HKE Staff Training on A.I. Super-charger	15/12/2024	港島東區 17 個服務單位 180 名員工參與培訓，以加強凝聚力，並回顧年度各項服務亮點，討論以創新思維應用於未來服務。 180 staff members from 17 service units in the Eastern District of Hong Kong Island participated in the Training to strengthen cohesion, review the highlights of various services throughout the year, and discuss the application of innovative ideas for future service delivery.
九龍東 Kowloon East	餐類注意事項及哽塞急救處理 Food Safety Considerations and First Aid Procedures in Choking Care	27/6/2024	55 名職員透過課堂講授與實習環節，學習如何預防及處理哽塞，包括食物類別及哽塞情況的急救技巧。 55 staff members learned how to prevent and manage choking, such as understanding food types and first aid techniques for choking situations, through lectures and practical sessions.

服務 / 區域 Services/Districts	培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
九龍東 Kowloon East	一同走向綠色生活! Let's Green Now!	23/8/2024	40 名職員參與培訓，了解氣候變化及固體廢物的種類，並學習回收技巧。 40 staff members attended the Training to understand climate change and types of solid waste, while also learning recycling skills.
	「腰盆核心強化運動預防工傷」工作坊 Workshop on "Lumbopelvic Core Strengthening for Work Injury Prevention"	20/11/2024	50 名職員學習腰盆強化運動，糾正不良動作，改善肌肉活動及預防工作相關損傷。 50 staff members learned lumbopelvic strengthening exercises to correct poor movement patterns, improve muscle functions, and prevent work-related injuries.
九龍西 Kowloon East	正向工作間之抗逆與逆境職能課程 Training on Resilience and Adversity Quotient in the Positive Workplace	21/8/2024	20 名專業及前線員工參與課程，學習如何處理工作間所面對的壓力，提升抗逆力及應對壓力的技巧。 20 professional and frontline staff members attended the Training to learn how to manage workplace stress, build psychological resilience, and develop skills to overcome stress.
	危機處理 — 介入與手法應用 Crisis Intervention and Techniques for Handling Critical Incidents	10/1/2025	30 名員工參與工作坊，提升應對危機事故的知識及技巧。 30 staff members attended the Workshop to enhance their knowledge and skills in responding to critical incidents.
	「心理抗逆力」工作坊 Workshop on "Mental Resilience"	12/1/2025	28 名員工出席工作坊，透過製作香薰蠟燭及香皂，學習如何舒壓及增強面對逆境的能力。 28 staff members attended the Workshop to learn how to relieve stress and enhance their ability to cope with adversity through making aromatic candles and soaps.
新界東 New Territories East	新晉主管人才培訓課程 — 跨專業及不同世代督導技巧 Training Course for Newly Promoted Supervisors on Cross-Professional and Intergenerational Supervision	26/6/2024	29 名新晉主管學習情境式領導，以便於督導工作性質各異的員工時學以致用。 29 newly promoted supervisors learned about situational leadership and how to apply it in supervising staff performing jobs of various natures.
	「高效處理刁難人士投訴」工作坊 Workshop on "Effectively Handling Complaints from Difficult Individuals"	12/7/2024	34 名員工認識人格障礙人士的性格特質，學習以同理心有效地與對方溝通的技巧，以提升員工的身心情緒管理效能。 34 staff members gained insights into the personality traits of individuals with personality disorders and acquired skills to communicate effectively with them through empathy, aiming to enhance staff competency in managing mental and emotional well-being.
	「六色積木創意與解難」工作坊 Workshop on "Becoming a Creative Worker with Six-Coloured Bricks"	27/8/2024	透過六色積木，啟發 25 名員工採用多元化方式介入，增進員工的創意思維及解難能力。 25 staff members explored the use of 6-coloured bricks in inspiring and developing their multi-dimensional intervention, creative thinking, and problem-solving skills.
	「品牌建立及市場推廣」工作坊 Workshop on "Brand Building and Marketing Promotion"	17/10/2024	21 名員工學習建立服務品牌需具備的知識及技巧，藉此加強服務的競爭力。 21 staff members learned the knowledge and skills necessary to establish a service brand, aiming to enhance service competitiveness.
	教我如何理解他 — 腦退化? How can I Understand People with Dementia?	21/10/2024	由前九龍醫院服務總監馮佩雯醫生向 25 名員工深入講解認知障礙症各種可能的原因和症狀，以及不同的介入手法。 Dr. FUNG Pui Man, former Service Director of Kowloon Hospital, delivered an in-depth lecture to 25 staff members on various potential causes and symptoms of dementia, along with different intervention approaches.
	「認識《僱傭條例》及員工法律事務的處理」工作坊 Workshop on "Handling Staff Legal Matters under the *Employment Ordinance*"	29/10/2024	28 名管理職級員工認識《僱傭條例》，應用於日常處理員工的相關法律事項，以增加處理僱傭關係及勞資糾紛的信心。 28 supervisory staff learned about the *Employment Ordinance* and how to apply it in their daily handling of staff-related legal matters, aiming to boost confidence in managing employment relationships and labour disputes.
新界西 New Territories West	運動減壓鬆一鬆 Exercise for Stress Relief	19/7/2024	20 名前線員工到地區康健中心進行健康風險評估，了解其健康狀況；並透過營養煮食示範及中強度運動釋放壓力。 20 frontline staff members underwent a health risk assessment at the District Health Centre to understand their health status; they also alleviated stress through a demonstration of nutritious cooking and moderate-intensity exercise.
	「TEACCH 結構性教學法」工作坊 Workshop on "TEACCH Structured Pedagogy"	29/7/2024	23 名復康服務單位的員工學習運用視覺提示、執行清單及獎勵計劃，設置結構化的工作環境，以配合自閉症人士的需要。 23 staff members from rehabilitation service units learned how to set up a structured work environment to meet the needs of individuals with autism, using visual cues, checklists and incentive schemes.
	「考績報告的撰寫與表現評核」培訓工作坊 Training Workshop on "Appraisal Report Writing and Performance Appraisal"	27/9/2024	25 名管理級員工學習撰寫高質素的考績報告及開展績效評估面談的技巧，從而建立督導及管理下屬的信心和能力。 25 managerial staff learned the skills required for writing high-quality appraisal reports and conducting performance appraisal interviews, thereby building confidence and competence in supervising and managing their subordinates.
新界北 New Territories North	職安健風險管理及評估 OSH Risk Management and Assessment	26/9/2024	由職業安全及健康專家為區內 23 名負責職安健工作之員工講解如何執行有效的風險管理，並回顧區內工傷個案，探討預防及處理方法。 An occupational safety and health (OSH) expert gave a talk to 23 staff members responsible for OSH work in the District on implementing effective risk management, which also included a review of work injury cases in the District to explore the prevention and treatment methods.
	「預防及處理安老服務的投訴」工作坊 Workshop on "Preventing and Handling Complaints in Elderly Services"	24/10/2024	36 名員工學習「預防及處理安老服務的投訴」的技巧，以提升服務單位實施有效預防和處理投訴策略的能力。 36 staff members learned techniques in "Preventing and Handling Complaints in Elderly Services" to enhance service units' ability to implement effective complaint prevention and handling strategies.

公共服務辦公室培訓及發展項目概要
Highlights of Staff Training and Development Programmes of the Traditional Services Office

附錄 ER5 / Appendix ER5

培訓及發展項目 Training and Development Programmes	日期 Dates	詳情 Details
東華三院公共服務部湖南長沙國情班 TWGHs Traditional Services Section Changsha, Hunan National Education Course	15-18/4/2024	為響應「全國國家安全教育日」以及加深服務單位管理層對國情的了解，東華三院公共服務部前往湖南省中華文化學院進行國情班。 In response to the "National Security Education Day" and with a view to deepening management's understanding of national affairs across the services units, our Traditional Services Section organised a national education course at Hunan Institute of Chinese Culture.
東華三院公共服務部東京殯儀展以及非遺文化交流參訪團 2024 TWGHs Traditional Services Section Tokyo Funeral Exhibition and Intangible Cultural Heritage Exchange Tour 2024	27-30/8/2024	為促進東華三院轄下殯葬服務健康有序發展，公共服務部前往東京國際殯儀殯葬產業展覽會進行業內交流，了解各地就殯葬服務的推廣、執行情形及各類型設施經營管理，作為日後改善東華三院公共服務單位之參考。 To enhance the healthy and orderly development of the Group's funeral services, the Traditional Services Section visited the "ENDEX JAPAN Exhibition" for sector networking, where participants engaged in exchanges and learned about the promotion and implementation of funeral services, as well as the operational management of various facilities in various places. All these insights will serve as a reference for improving funeral services within the Section.
東華三院公共服務部退修日 TWGHs Traditional Services Section Retreat Day	13/12/2024	為增加公共服務部員工的團隊合作精神及配合機構工作與生活平衡的目標，公共服務部舉辦退修日，讓員工在體驗長洲古蹟文化之餘，紓緩生活壓力，提升身心靈健康。 In order to foster stronger teamwork among staff members of the Traditional Service Section and align with the Group's goal of promoting work-life balance, a retreat day was organised for section staff to experience the cultural heritage of Cheung Chau, relieve everyday life pressures, and enhance their physical and mental well-being.