The Chinese University of Hong Kong
Faculty of Education   Hong Kong Institute of Educational Research
Hong Kong Centre for the Development of Educational Leadership

香港中文大學
教育學院　香港教育研究所　香港教育領導發展中心

Structured Manager Training Programmes (2021/22)
Programme SV: For School Supervisors
有系統校董培訓課程（2021/22）
課程 SV：為校監舉辦

Preamble 前言

Serving as a school supervisor is a significant and demanding responsibility, yet the meaningfulness of leading a team of school managers to take forward the school's continuous development for the ultimate goal of maximising students' learning benefits makes such service an immensely worthy course.   Being a leader of the incorporated management committee (IMC), the school supervisor shoulders additional responsibility of fostering team spirit of the IMC, which is responsible for managing the school, and developing a close and productive working relationship with the school principal.   Therefore, school supervisors should be equipped with essential knowledge and skills through training, particularly sharing among themselves, so as to become effective leaders of the IMC under the participatory governance framework.

校監的工作是任重道遠，帶領校董團隊推動學校持續發展，為學生學習尋求最大福祉，正是校監工作的重大意義所在。作為法團校董會的領航者，校監肩負維繫校董團隊士氣的重任，領導法團校董會有效管理學校，並與校長建立緊密而有效的夥伴合作關係。因此，校監應透過培訓和相互分享，掌握所需知識和技能，務求在共同參與的管治架構下，發揮有效的領導角色。

Programme Objectives 課程目標

The aims of the programme are four-folded: (i) to develop the school supervisors into effective leaders who understand more about the spirit and essence of participatory governance, as well as their roles and responsibilities as stipulated in the Education Ordinance for maintaining quality IMC operation; (ii) to enable school supervisors to be more confident of leading the team of school managers, who are of six different categories and have diverse background; (iii) to enable school supervisors to set the direction for strategic development and improvement of the school, as well as to ensure the school's compliance with the rules and regulations governing school operation; and (iv) to equip school supervisors with essential knowledge and skills related to crisis management, complaint handling and media handling, etc.

本課程旨在：（i）加深校監對共同參與的管治架構的了解，使他們掌握在《教育條例》規定下校監的角色和須承擔的責任，協助他們成為具效能的領導，以維持法團校董會的良好運作；（ii）增強校監的信心，使他們能有效地領導來自六個不同界別、背景各異的校董團隊；（iii）使校監能為學校確立策略性發展和改進的方向，同時確保遵照學校管治方面相關的條例與規例；及（iv）為校監裝備與危機處理，投訴處理及應對傳媒等有關的基本知識和技能。

Target Participants 課程對象

The target participants of the programme are **serving or potential school supervisors of aided IMC primary, secondary and special schools**; priority will be given to the new supervisors (with less than two years' service) and supervisors whose schools belong to single-school SSBs or SSBs operating only a few schools.

課程對象為**設有法團校董會的資助中、小學或特殊學校現任或擬任校監**；新任校監（少於兩年經驗）及所屬辦學團體只營辦一所或數所學校的校監，將會獲考慮優先取錄。

Medium of Instruction 教學語言

Cantonese will be the major medium of instruction, with English as a supplement.   The training materials will be in Chinese (supplemented by English, if applicable).

教學語言以粵語為主，輔以英語。課程資料以中文為主（或輔以英語）。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor Kwan Yu Kwong Paula 關譽綱教授
Co-Director, Hong Kong Centre for the Development of Educational Leadership,
The Chinese University of Hong Kong 香港中文大學香港教育領導展中心聯席總監

Professor Wong Heung Sang Stephen 王香生教授
Director, Hong Kong Institute of Educational Research,
The Chinese University of Hong Kong 香港中文大學香港教育研究所所長

Dr. Tam Wai Ming Frank 譚偉明博士
Honorary Professional Consultant, Department of Educational Administration and Policy,
The Chinese University of Hong Kong 香港中文大學教育行政與政策學系名譽專業顧問

Teaching Staff 教學人員

Dr. Cheung Wing Ming	張永明博士	Mr. Chung Ho Yee, Nelson	鍾浩怡律師
Mr. Liu Ah Chuen	廖亞全先生	Dr. Tam Wai Ming	譚偉明博士
Mr. Wong Kwok Kong	王國江先生	Ms. Wong She Lai	黃詩麗女士
Ms. Yau Oi Yuen	邱藹源女士		

Programme Content 課程內容

The programme contains three (3) different structured training courses. Each course consists of two training sessions, each with a duration of 3 contact hours and 6 contact hours in total. An online manager learning programme comprising 3 parts (i) essence of school-based management; (ii) legal matters related to school governance; and (iii) school policy and development is provided as fundamental learning activity.

整個課程分為三個不同的培訓班別，每個班別包含兩個課節，每個課節為三小時，合共六小時，另有一套校董網上學習課程作基礎學習之用，包含三部分：(i) 校本管理的要旨、(ii) 學校管治相關的法律議題及 (iii) 學校的政策與發展。

Course 班別：SV1		
Venue 地點： 【NT新界】 (The Chinese University of Hong Kong 香港中文大學) Address 地址： B6, L/G Floor, Ho Tim Building, Chung Chi College, The Chinese University of Hong Kong, Shatin, New Territories (Exit A of MTR University Station) 新界沙田香港中文大學崇基學院何添樓LG樓B6室 (港鐵大學站A出口)		
Session 課節	Date & Time 日期及時間	Module Title 單元課題
1	**15 December 2021** **2021 年 12 月 15 日** (Wed 三) 6:15-9:15 p.m.	Strategic leadership for school development (including resources management and personnel management) and coordination among different views to reach agreement 校監對學校發展的策略性領導(包括資源及人事管理)及如何協調不同意見以達成共識
2	**22 December 2021** **2021 年 12 月 22 日** (Wed 三) 6:15-9:15 p.m.	Code of ethics for school supervisors and cases sharing 校監的道德操守及個案分享

Course 班別：SV2		
Venue 地點：【KLN九龍】 (CCC Ming Yin College 中華基督教會銘賢書院) Address 地址：1 Wai Chi Street, Shek Kip Mei, Kowloon (Exit A of MTR Shek Kip Mei Station) 九龍石硤尾偉智街1號 (港鐵石硤尾站A出口)		
Session 課節	Date & Time 日期及時間	Module Title 單元課題
1	**22 February 2022** **2022 年 2 月 22 日** **(改以Zoom進行)** (Tue 二) 6:15-9:15 p.m.	Compliance with rules and regulations (including legal issues relating to school operation) 法理法規(包括與學校運作相關的法理依據及規則)
2	**1 March 2022** **2022 年 3 月 1 日** (Tue 二) 6:15-9:15 p.m.	Working with the school principal, self-reflection for the school supervisor and appraisal for the school principal 校監與校長的有效協作、校監自評及校長考績

Course 班別：SV3		
Venue 地點： 　【NT新界】 (The Chinese University of Hong Kong　香港中文大學)		
Address 地址： 　Room 209A&B, 2/F, Cheng Yu Tung Building, The Chinese University of Hong Kong, Shatin, New Territories (Exit B of MTR University Station) 新界沙田香港中文大學鄭裕彤樓2樓209A&B室 (港鐵大學站B出口)		
Session 課節	Date & Time 日期及時間	Module Title 單元課題
1	**5 March 2022** **2022 年 3 月 5 日** (Sat 六) 9:30 a.m.-12:30 p.m.	Strategic leadership for handling the media 校監領導學校應對傳媒的策略
2	**26 March 2022** **2022 年 3 月 26 日** (Sat 六) 9:30 a.m.-12:30 p.m.	Strategic leadership for crisis management and complaint handling 校監領導學校處理危機及投訴

Teaching Timetable and Closing Date for Application 上課時間表及截止報名日期

A total of 3 courses will be offered from December 2021 to March 2022.　Participants may choose to enrol in more than one of the following courses:
課程將於 2021 年 12 月至 2022 年 3 月期間開辦，合共 3 班。學員可選擇報讀多於一個班別：

Course 班別	Module Title 單元課題	Date 日期	Application Deadline 截止報名日期
SV1	Strategic leadership for school development (including resources management and personnel management) and coordination among different views to reach agreement 校監對學校發展的策略性領導(包括資源及人事管理)及如何協調不同意見以達成共識 Code of ethics for school supervisors and cases sharing 校監的道德操守及個案分享	15 & 22 December 2021 2021 年 12 月 15 日及 22 日 (Wed 三) 6:15-9:15 p.m.	**1 December 2021** 2021 年 12 月 1 日
SV2	Compliance with rules and regulations (including legal issues relating to school operation) 法理法規(包括與學校運作相關的法理依據及規則) Working with the school principal, self-reflection for the school supervisor and appraisal for the school principal 校監與校長的有效協作、校監自評及校長考績	22 February & 1 March 2022 2022 年 2 月 22 日及 3 月 1 日 (Tue 二) 6:15-9:15 p.m.	**16 January 2022** 2022 年 1 月 16 日
SV3	Strategic leadership for crisis management and complaint handling 校監領導學校處理危機及投訴 Strategic leadership for handling the media 校監領導學校應對傳媒的策略	5 & 26 March 2022 2022 年 3 月 5 日及 26 日 (Sat 六) 9:30 a.m.-12:30 p.m.	**6 February 2022** 2022 年 2 月 6 日

Attendance/Completion Certificates 出席／完成證明

Participants who have attained 100% attendance rate in any one of the courses will be awarded a Certificate of Attendance by The Chinese University of Hong Kong.　Upon request, a certifying letter of attendance will be issued to participants who have got an attendance less than 100% of the course.
學員在每個班別的出席率達百分之一百，將獲香港中文大學頒發出席證明。出席率少於百分之一百的學員可申請出席證明信。

Participants who have satisfactorily completed the online manager learning programme will be awarded a Completion Certificate by The Chinese University of Hong Kong.
學員完成校董網上學習課程，且獲滿意成績，將獲香港中文大學頒發完成證明。

Application Procedures 申請手續

Applications can be made via the following means:
參加者可循以下兩項途徑申請：

(1)   Applying online on the dedicated webpage of the Programme Website:
        於下列課程網頁直接遞交申請，課程網頁網址為：
        https://www.hkier.cuhk.edu.hk/schoolmanager/

(2)   Downloading the application form and sending the completed form to Hong Kong Centre for the
        Development of Educational Leadership by fax (fax number: 3749 5903).
        於上述課程網頁下載申請表格，填妥表格後傳真至香港教育領導發展中心收，
        傳真號碼為 3749 5903。

In addition, programme details are also available at:
另外，課程資料亦可見於：

●   The EDB website: http://www.edb.gov.hk/en/sch-admin/sbm/about-sbm/corner-manager-courses.html
        [School Administration and Management > School-based Management > Training Courses for School
        Managers]
        教育局網頁〔學校行政及管理 > 校本管理 > 校董培訓課程〕
        https://www.edb.gov.hk/tc/sch-admin/sbm/about-sbm/corner-manager-courses.html

        或
        or

●   Training Calendar of the EDB:
        教育局培訓行事曆：
        https://tcs.edb.gov.hk/tcs/publicCalendar/start.htm

Admission notices, together with the information relating to the online manager learning programme, will
be sent to the email addresses of successful applicants stated in the application forms within one to two
weeks before the course commences.
獲取錄者將於上課前一至兩星期內收到取錄通知書（連同校董網上學習課程的資訊），該通知書會發送至
填報於申請表格內之電郵地址。

Enquiries 查詢

Hong Kong Centre for the Development of Educational Leadership, Hong Kong Institute of Educational
Research, The Chinese University of Hong Kong
香港中文大學香港教育研究所香港教育領導發展中心

Telephone 電話   3943 0335, 2603 6907
Fax 傳真   3749 5903
Email 電郵   leaders@fed.cuhk.edu.hk
Programme Website 課程網址   https://www.hkier.cuhk.edu.hk/schoolmanager/