

15 January 2024

To: Supervisors and Managers of Aided Schools/Schools under the Direct Subsidy Scheme with Incorporated Management Committees (IMC) and Chairpersons and Members of School Management Committee (SMC) of Government Schools

Dear Supervisors and Managers/Chairpersons and Members:

**Workshop on Mediation Skills for School Managers (2023/24)**  
**Settling Disputes with School Staff**

Since the implementation of the school-based management (SBM) policy, key stakeholders of schools (including representatives of sponsoring bodies, principals, teachers, parents, alumni and independent members) have participated in school decision-making to develop schools for the benefit of students. To equip school managers with knowledge about school management for enhancing the effectiveness of school governance, the Education Bureau (EDB) has commissioned Education Convergence to organise two **identical** workshops for school managers in the 2023/24 school year with the theme of “**Settling Disputes with School Staff**”. They aim to introduce to school supervisors and managers on how to apply mediation skills for settling disputes with school staff, hence enhancing the effectiveness of school governance, and providing quality education for students. The two workshops will be conducted in Cantonese with the supplementation of English and the details are as follows:

<b>Theme (2 Identical Workshops)</b>	<b>Date &amp; Time</b>	<b>Venue</b>	<b>Speakers/Sharing Guests</b>
<b>Workshop 1 Settling Disputes with School Staff</b>	<b>6 March 2024 (Wednesday) 2:00 pm – 5:30 pm</b> <b>Application Deadline: 23 February 2024</b>	<b>Holy Trinity College [Exit C, Shek Kip Mei MTR Station]</b>	<b>Mr CHOW Wai Hung Enzo, Barrister-at-Law Served as Deputy Judge, Family Court, HKSAR Government</b>
<b>Workshop 2 Settling Disputes with School Staff</b>	<b>29 April 2024 (Monday) 2:00 pm – 5:30 pm</b> <b>Application Deadline: 19 April 2024</b>		<b>Mr NG Yau Keung Benjamin EDB Education Commission Member, EDB Quality Education Fund Steering Committee Member, Ching Chung Koon Honorary Secretary (Education), and Retired principal of The HKTA Ching Chung Secondary School</b>

The workshops comprise two parts: (1) a brief introduction to mediation and its application in resolving school staff disputes; and (2) small group workshop, where participants will be divided into small groups in which they can practise how to apply relevant skills in settling disputes with

school staff through role-plays under the guidance of accredited mediators.

We are inviting IMCs/SMCs to nominate **ONE** serving/aspiring supervisor/manager/chairperson/member to the workshop.

Application can be made via the following means  
(Only Chinese version is available):

- Scan the QR code on the right and file in an online application
- Fill in the attached application form and fax it to Education Convergence (fax number: 2111 9826)



Online Application  
QR Code

The workshops are specifically for IMCs. Some content is also suitable for SMC Chairpersons and Members of Government Schools. Members may choose to participate based on their needs.

To cater to the needs of school managers, a suggestion form is attached for school managers/supervisors to relay their views to the speakers. The completed form can be uploaded to the online application site or faxed to Education Convergence (fax number: 2111 9826) together with the registration. The events are free of charge, and your participation would be appreciated. For enquiries, please contact Ms Chow of Education Convergence at 9775 3200.

To help school supervisors and managers foster a deeper understanding of school governance, the EDB launched the ‘SBM Learning Channel’. Managers can explore and learn according to their needs and pace. Under the ‘Progressive Learning Journey for School Managers’ on the Channel, several learning modules have been developed. The number of learning hours suggested for the modules is also provided so that managers can draw up their self-learning schedules and compile their training records. Supervisors and managers can scan the QR code below or access the following website via this path (EDB Home > School Administration and Management > School-based Management > SBM Learning Channel). For details, please contact the School-based Management Section of the EDB at 3509 8478 for any further information about school manager training.



QR Code of ‘SBM  
Learning Channel’

Principal CHOY Sai Hung

Chairman

Education Convergence

## Remarks

1. To streamline the registration process at the event, participants are requested to scan a QR code. Should a participant have difficulties scanning the QR code, our staff will render him/her assistance. Failure to register your attendance may be considered as an absence.
2. To fully utilize the training resource, schools are encouraged to arrange a replacement for the school manager who has enrolled for the event but cannot show up and inform Education Convergence of the arrangement via email or telephone before the event.
3. Participants are not allowed to take photos, video, record and/or disseminate any part of the seminar presentation for the protection of copyright and privacy.
4. Bad weather arrangement:
  - a. If the storm warning signal No. 8 or above, or extreme condition signal, or the black rainstorm signal is issued by 11:30 a.m., the afternoon session will be suspended.
  - b. If the storm warning signal No. 8 or above, or extreme condition signal, or the black rainstorm signal is issued by 3:30 p.m., the evening session will be suspended.Education Convergence will inform participants of alternative arrangements.
5. No parking spaces at the event venue will be provided.