

Structured Manager Training Programmes (2024/25)
(Commissioned by Education Bureau)
School Supervisor Programme: For Serving or Potential School Supervisors

Programme Objective

The School Supervisor Programme (SVP) is designed to equip school supervisors to lead a group of school managers from diverse backgrounds, to establish the direction for the strategic development and improvement of the school while ensuring compliance with the rules and regulations related to school operation. It will also introduce the essence of participatory governance and the supervisors' roles and responsibilities as outlined in the Education Ordinance (EO) for maintaining quality operation in Incorporated Management Committee (IMC). The SVP is specifically for IMCs, but some contents are also suitable for School Management Committees (SMC) Chairpersons of Government Schools. Enrolling in SVP is eligible to meet the Education Bureau's Soft Training Target for supervisors.

Medium of Instruction

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

Programme Structure and Session Content

There are three modules of the SVP Programme – (A) Training Sessions on Specified Topics, (B) Preparatory Sessions (for New Supervisors) and (C) School Supervisor Roundtable.

(A) Training Sessions on Specified Topics

Module (A) consists of three parts, each part consists of three 2-hour sessions. To facilitate supervisors to relate the relevant knowledge to their IMC operations, the training sessions shall allocate half of the time in group discussion and/or case studies, sharing among peers, and Q&A. Participants are encouraged to bring up issues/points relating to the Specified Topics of the session for discussion and sharing.

(B) Preparatory Sessions (Readiness building for new and potential school supervisors)

Module (B) consists of three 2-hour sessions and is optional. It is designed to develop the readiness of new or potential supervisors for taking on leadership roles as the chairperson of IMC.

(C) School Supervisor Roundtable (for supervisors who have attended Module (A))

Module (C) consists of three 2-hour sessions and is optional. It provides a platform for supervisors to not only consolidate their learning outcomes in Module (A), but also expand and extend their learning outcomes by clarifying concepts, exchanging views, and sharing good practices.

Module (A) Training Sessions on Specified Topics

Part 1, Session 1

How to lead the IMC strategically for school development

The speaker will share with supervisors how they can effectively lead IMCs through participative decision making and consider the views of stakeholders to make decisions. The discussion includes the necessary steps for effective participative decision making, human resource management (including succession planning), financial resource

management and school manager training. The implementation of annual school development plans will be used as an example to illustrate how supervisors could lead IMCs strategically.

Speaker: Mr KUNG Kwong Pui Joseph

Part 1, Session 2

Case sharing on code of ethics for school supervisors

The speaker will share cases with participants to illustrate the expected governance standards for IMCs and supervisors. This session will illustrate appropriate and inappropriate behaviours of supervisors as well as how to establish high ethical standards within IMCs. The session will discuss the implications of the Guidelines on Teachers' Professional Conduct towards the performance of IMCs and supervisors, and will use hypothetical cases of good practice and malpractice to illustrate the importance of maintaining high ethical standards of the IMC.

Speaker: Ms WONG She Lai Shirley

Part 1, Session 3

Leading the Implementation of National Flag and National Emblem Ordinance, the National Anthem Ordinance and National Security Education in schools

The speakers will share with participants the "Dos & Don'ts" of leading the IMC in implementing the National Flag and National Emblem Ordinance, the National Anthem Ordinance and National Security Education in schools. This session will discuss the implications of the "National Security: Specific Measures for Schools (Enhanced Version dated June 2023)"(issued by EDB) on the leadership of supervisors in schools and share various cases and strategies to facilitate the learning of participants.

Speakers: Dr CHEUNG Wing Ming Francis and Ms WOO Wai See Alice

Part 2, Session 1

Effective collaboration between the school supervisor and the principal

A school supervisor, who oversees the IMC, is accountable to the Permanent Secretary of Education and the School Sponsoring Body for the school's performance. Even though the supervisor is not an employee of the school, he/she takes the ultimate responsibility for leading the school through working closely with the principal. A supervisor on one hand is the close collaborator of the principal and on the other hand the supervisor of the principal, who is responsible for assessing the principal's performance. Through the discussion of cases and examples, the speaker will share with participants how to (1) lead the principal in actualizing the vision and mission of the school; and (2) work effectively with the principal.

Speaker: Dr CHEUNG Wing Ming Francis

Part 2, Session 2

~~Cultivating school supervisors' awareness of risk management: self-reflection for action learning and supervision for principal's performance~~

School Supervisors' Self-Reflection for Action Learning and Supervision of the Principal's performance

Whether a school succeeds in actualizing its visions depends largely on how school leaders lead the school. Awareness in risk management enables supervisors to focus on important domains of work such as compliance, operation and development matters, so that they can lead schools to actualize their visions. Through case sharing, this session discusses and shares two important approaches to cultivate supervisors' awareness in risk management: (1) how to become an action learning supervisor through self-reflection; (2) effective performance management of the principal, including two key elements: accountability and feedback on performance.

Speaker: Dr CHEUNG Wing Ming Francis

Part 2, Session 3

School operation compliance

This session is designed to help the participants understand the relevant legal issues that affect their effective assumption of the role of school supervisor. The session will introduce the essential statutory requirements for the operation of IMCs, and issues relating to school liability, school insurance, human rights, equal opportunities, and privacy. The session will also discuss the most challenging and frequently neglected legal issues in schools, with a particular focus on the Law of Tort, as this is an area that can easily be neglected by supervisors.

Speakers: Dr CHEUNG Wing Ming Francis and Ms WOO Wai See Alice

Part 3, Session 1

How to lead the school effectively in handling complaints, crisis and the media

This session focuses on how school supervisors lead the school to handle complaints, crisis and the media. Apart from following the schools' established guidelines, the speaker will share other practical considerations in handling complaints. In addition to handling complaints from non-school members, the speaker will also share how to establish guidelines for handling complaints from school members. While the objective of crisis management is to control damage, the speaker will discuss practical steps and feasible ways to control damage. This session will also illustrate strategies for dealing media effectively with cases.

Speaker: Mr KUNG Kwong Pui Joseph

Part 3, Session 2

How to lead risk management

This session is designed to raise the awareness of school supervisors to take preventive measures to manage risks. The speaker will introduce the concept of risk management with examples, including three types of leadership for risk management: Responsive Leadership, Adaptive Leadership and Proactive Leadership. In the absence of an early risk detection mechanism, there are different types of potential risks in schools. Therefore, this session will discuss practical guidelines for establishing preventive measures and policies in schools, so that the schools can take into account the views of stakeholders and comply with legal requirements.

Speaker: Dr CHEUNG Wing Ming Francis

Part 3, Session 3

Effectively supervising for the governance of the IMC

This session is designed to share with school supervisors how to supervise schools by adopting the best practice of school governance. With experience since the late 1990s as a supervisor of different primary, secondary and special schools, the speaker will share the guiding principles of governance for publicly funded schools. To help supervisors master these principles, the session provides concrete examples and cases, including how to conduct the business of the IMC in a professional and effective manner, how to supervise the IMC in handling of confidential issues, and how to enhance communication among key stakeholders. Supervisors are expected to actively engage in discussion and exchange during the session.

Speaker: Dr CHEUNG Wing Ming Francis

Module (B) Preparatory Sessions (Readiness building for new and potential school supervisors)

Module (B) consists of three 2-hour sessions and is optional. It is designed to develop the readiness of new or potential supervisors for taking on leadership roles as the chairperson of IMC. The details are as follows:

- Session 1: Smooth assumption of the role in supervising IMC operation
19 Oct 2024 (Sat), 10:00 am – 12:00 noon, Cheung Sha Wan Catholic Primary School
- Session 2: Understanding and mastering the leadership role in human resource management in schools
23 Nov 2024 (Sat), 10:00 am – 12:00 noon, Cheung Sha Wan Catholic Primary School
- Session 3: Understanding and mastering the leadership role in finance and asset management in schools
14 Dec 2024 (Sat), 10:00 am – 12:00 noon, Cheung Sha Wan Catholic Primary School

We welcome new supervisors appointed in the recent three years and aspiring supervisors who will assume the supervisor role in the 2025/26 school year to register. Preference will be given to those supervisors from school sponsoring bodies which operate 5 or fewer schools. Supervisors are recommended to attend all sessions but they can register for any session(s) considering their availability.

Number of places: 20

Speaker: Dr. CHEUNG Wing Ming Francis

Module (C) School Supervisor Roundtable (for school supervisors who have attended Module (A))

Module (C) consists of three 2-hour sessions and is optional. It provides a platform for supervisors to not only consolidate their learning outcomes in Module (A), but also expand and extend their learning outcomes by clarifying concepts, exchanging views, and sharing good practices. One 2-hour session will be scheduled upon completing each part of Module (A). The details are as follows:

- Session 1: School Supervisor Roundtable for participants who have attended Part 1 of Module (A);
14 Jan 2025 (Tue), 7:00 pm - 9:00 pm, Cheung Sha Wan Catholic Primary School
- Session 2: School Supervisor Roundtable for participants who have attended Part 2 of Module (A);
5 Mar 2025 (Wed), 7:00 pm - 9:00 pm, Cheung Sha Wan Catholic Primary School
- Session 3: School Supervisor Roundtable for participants who have attended Part 3 of Module (A)
15 May 2025 (Thu), 7:00 pm - 9:00 pm, Cheung Sha Wan Catholic Primary School

If supervisors have attended all three sessions of the relevant Part under Module (A), they will be invited to attend the above School Supervisor Roundtables first. **Registration can only be made at the training sessions in Module (A) and no online registration will be accepted.**

Number of places: 20

Speakers: SVP Programme Directors and other experienced supervisors (as appropriate)

Timetable

Module (A) Training Sessions on Specified Topics

	Date and Time	Speaker(s)	Venue
Part 1			
Session 1: How to lead the IMC strategically for school development	19 Nov 2024 (Tue) 7:00 pm - 9:00 pm	Mr KUNG Kwong Pui Joseph	Cheung Sha Wan Catholic Primary School (Cheung Sha Wan MTR Station Exit A1)
Session 2: Case sharing on code of ethics for school supervisors	26 Nov 2024 (Tue) 7:00 pm - 9:00 pm	Ms WONG She Lai Shirley	
Session 3: Leading the Implementation of National Flag and National Emblem Ordinance, the National Anthem Ordinance and National Security Education in schools	7 Dec 2024 (Sat) 10:00 am - 12:00 pm	Dr CHEUNG Wing Ming Francis Ms WOO Wai See Alice	
Part 2			
Session 1: Effective collaboration between the school supervisor and the principal	17 Dec 2024 (Tue) 7:00 pm - 9:00 pm	Dr CHEUNG Wing Ming Francis	Cheung Sha Wan Catholic Primary School (Cheung Sha Wan MTR Station Exit A1)
Session 2: Cultivating school supervisors' awareness of risk management: self-reflection for action learning and supervision for principal's performance School supervisors' self-reflection for action learning and supervision of the principal's performance	7 Jan 2025 (Tue) 20 Jan 2025 (Mon) 7:00 pm - 9:00 pm	Dr CHEUNG Wing Ming Francis	
Session 3: School operation compliance	15 Feb 2025 (Sat) 10:00 am - 12:00 pm	Dr CHEUNG Wing Ming Francis Ms WOO Wai See Alice	
Part 3			

Session 1: How to lead the school effectively in handling complaints, crisis and the media	11 Mar 2025 (Tue) 7:00 pm – 9:00 pm	Mr KUNG Kwong Pui Joseph	Cheung Sha Wan Catholic Primary School (Cheung Sha Wan MTR Station Exit A1)
Session 2: How to lead risk management	2 Apr 2025 (Wed) 7:00 pm – 9:00 pm	Dr CHEUNG Wing Ming Francis	
Session 3: Effectively supervising for the governance of the IMC	3 May 2025 (Sat) 10:00 am – 12:00 pm	Dr CHEUNG Wing Ming Francis	

Module (B) Preparatory Sessions (Readiness Building for New and Potential Supervisors)

	Date and Time	Speaker	Venue
Session 1: Smooth assumption of the role in supervising IMC operation	19 Oct 2024 (Sat) 10:00 am – 12:00 pm	Dr CHEUNG Wing Ming Francis	Cheung Sha Wan Catholic Primary School (Cheung Sha Wan MTR Station Exit A1)
Session 2: Understanding and mastering the leadership role in human resource management in schools	23 Nov 2024 (Sat) 10:00 am – 12:00 pm	Dr CHEUNG Wing Ming Francis	
Session 3: Understanding and mastering the leadership role in finance and asset management in schools	14 Dec 2024 (Sat) 10:00 am – 12:00 pm	Dr CHEUNG Wing Ming Francis	

Attendance / Completion Certificates

An E-Certificate of Attendance at a training session will be sent to participants within two weeks after the session. Supervisors who have attained 100% attendance in any one of the parts will be issued a Certificate of Completion of the relevant part by Education Convergence.

Registration Procedures

Supervisors could apply via the following ways:

- (1) Click this [link](#) to apply online
- (2) Scan the QR code and fill in an online application



To protect personal data, participants only need to provide limited information in the online registration form above. After receiving the online application, Education Convergence will send a full registration form by email. The school should complete and send it to our email (edconvergence02@gmail.com). Participants should

contact the relevant school's Executive Officer (EO) to complete the registration process.

- (3) Email edconvergence02@gmail.com to request a full registration form. Complete and email it back.
- (4) Fill in the attached full registration form and email (edconvergence02@gmail.com) to Education Convergence.
- (5) Fill in the attached full registration form and fax (number: 2111 9826) to Education Convergence.

Confirmation notices will be sent to the email addresses of the respective schools provided in the registration forms within one week of application.

Programme details are also available at:

- Education Bureau School-based Management Information Online
[Home Page > Training Courses for School Managers]:
<https://sbm.edb.gov.hk/tc/training-courses-for-school-managers.html>

Enquiries

Education Convergence

Telephone 9775 3200
Fax 2111 9826
Email edconvergence02@gmail.com

有系統校董培訓課程 (2024/25) (由教育局委託)

校監課程：適合現任或擬任校監

申請須知：請將填妥之表格電郵至 (edconvergence02@gmail.com) 或傳真至 (傳真號碼：2111 9826) 教育評議會。確認通知書將於報名後一星期內發送至填寫於申請表格內之電郵地址。如有任何查詢，請致電教育評議會 (電話號碼：9775 3200)。

收集個人資料聲明：校監所提交之資料除了用作參加者紀錄，亦會交予教育局作校監培訓統計之用。根據個人資料(私隱)條例，參加者有權查閱及更改其個人資料，如有需要，可與本會職員聯絡。

請在方格內加✓報讀心儀的課節：(可選多個課節)。

所有課節均在長沙灣天主教小學 (港鐵長沙灣站 A1 出口) 舉行。

單元(甲) 特定議題培訓課節

第一部分	上課日期及時間	講者	選擇
課節一：如何策略性地領導法團校董會以促進學校發展	2024年11月19日(星期二) 下午 7:00 - 9:00	龔廣培先生	<input type="checkbox"/> 課節一 截止申請日期 2024年11月8日
課節二：校監道德操守案例分享	2024年11月26日(星期二) 下午 7:00 - 9:00	黃詩麗校監	<input type="checkbox"/> 課節二 截止申請日期 2024年11月15日
課節三：帶領學校推行《國旗及國徽條例》、《國歌條例》和國家安全教育	2024年12月7日(星期六) 上午 10:00 - 下午 12:00	張永明博士 吳慧思律師	<input type="checkbox"/> 課節三 截止申請日期 2024年11月27日
第二部分	上課日期及時間	講者	選擇
課節一：校監和校長之間的有效合作	2024年12月17日(星期二) 下午 7:00 - 9:00	張永明博士	<input type="checkbox"/> 課節一 截止申請日期 2024年12月6日
課節二：培養校監的風險管理意識：自我反思以從實踐中學習及督導校長表現 校監的自我反思以從實踐中學習及督導校長表現	2025年1月7日(星期三) 2025年1月20日(星期一) 下午 7:00 - 9:00	張永明博士	<input type="checkbox"/> 課節二 截止申請日期 2024年12月27日
課節三：符合法規的學校運作	2025年2月15日(星期六) 上午 10:00 - 下午 12:00	張永明博士 吳慧思律師	<input type="checkbox"/> 課節三 截止申請日期 2025年2月5日
第三部分	上課日期及時間	講者	選擇

課節一：如何有效地領導學校處理投訴、危機和媒體	2025年3月11日(星期二) 下午7:00 - 9:00	龔廣培先生	<input type="checkbox"/> 課節一 截止申請日期 2025年2月28日
課節二：如何領導風險管理	2025年4月2日(星期三) 下午7:00 - 9:00	張永明博士	<input type="checkbox"/> 課節二 截止申請日期 2025年3月21日
課節三：有效監督法團校董會的管治	2025年5月3日(星期六) 上午10:00 - 下午12:00	張永明博士	<input type="checkbox"/> 課節三 截止申請日期 2025年4月23日

單元(乙) 履新準備課節(為新任或擬任校監作好準備)

	上課日期及時間	講者	選擇
第一節：順利擔任監督法團校董會運作的角色	2024年10月19日(星期六) 上午10:00 - 下午12:00	張永明博士	<input type="checkbox"/> 課節一 截止申請日期 2024年10月8日
第二節：瞭解及掌握學校人力資源管理的領導角色	2024年11月23日(星期六) 上午10:00 - 下午12:00	張永明博士	<input type="checkbox"/> 課節二 截止申請日期 2024年11月13日
第三節：瞭解及掌握學校財務和資產管理的領導角色	2024年12月14日(星期六) 上午10:00 - 下午12:00	張永明博士	<input type="checkbox"/> 課節三 截止申請日期 2024年12月4日

備註：主辦單位可視乎實際情況，取消課節或更改課節講者、日期、時間及地點。

中文姓名：_____ 稱謂*：先生 女士

必須與身份證明文件相同，用以編印出席證明(如適用)

英文姓氏：_____ 英文名字：_____

必須與身份證明文件相同，用以編印出席證明(如適用)

學校聯絡電話號碼(必須填寫)：_____

電郵地址(必須填寫)：_____

學校名稱(必須填寫)：_____

辦學團體名稱：_____

學校性質：小學 中學 特殊學校

學校類別(必須填寫)：

資助／按位津貼／直接資助計劃學校

校董類別：辦學團體 校長 教員 家長 校友 獨立 擬任校董

其他：請註明_____

校董註冊編號：_____

是否現任校監：是；少於三年校監經驗：是 否
否；是否擬任校監：是 否

官立學校

校管會成員類別：主席 校長 家長成員 教員成員 校友成員 獨立成員
擬任成員

申請人／學校行政主任簽署：_____ 日期：_____