

Education Convergence

Thematic Seminars and Workshops for School Managers (2025/26) (Commissioned by Education Bureau) For serving or potential school supervisors and school managers

Thematic Seminars and Workshops Objectives

The thematic seminars aim to introduce school supervisors and managers to significant issues affecting school operations and prepare them for effectively assuming their advisory and monitoring responsibilities in Incorporated Management Committees (IMCs). The workshops serve as a taster of mediation skills for participants to apply mediation skills in the IMCs' business. The thematic seminars and workshops are specifically for IMCs, but they are also suitable for School Management Committees (SMC) Chairpersons and Members of Government Schools. Participation in the thematic seminars and workshops qualifies members to meet the Education Bureau's Soft Training Target for school supervisors and school managers.

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).

Brief Descriptions of Thematic Seminars and Workshops

There are two thematic seminars and two identical mediation workshops in this school year. School supervisors and managers are welcome to register for any thematic seminar(s) and/or the workshops that suit(s) their needs and availability. The details are given below:

Thematic Seminar 1: Using Data for Continuous School Development

The speakers shall explain the importance of effectively utilising various data sources at the school level, such as Assessment Program for Affective and Social Outcomes (APASO) data and stakeholder questionnaire data. They will share practical experiences demonstrating how IMCs can leverage relevant data to guide school development and enhance school-based policies, ultimately promoting sustainable growth for the school.

Speakers: **Mr NG Yau Keung Benjamin** (Committee Member of the Education Commission, Committee Member of QEF Steering Committee, and Retired Principal of HKTA Ching Chung Secondary School)
Mr LUI Hang Sum Louis (Principal of PLK Centenary Li Shiu Chung Memorial College, Chairman of the Hong Kong Meta Education Management Association, Executive Committee Member of the Association of IT Leaders in Education, Microsoft Certified System Engineer (MCSE), and Microsoft Certified Database Administrator (MCDBA))

Thematic Seminar 2: Managing School Financial Resource Risks

This seminar will introduce school managers to the risks that may arise in financial management and various strategies for minimising these risks. It aims to (1) share critical and practical elements of effective financial management in schools, ensuring compliance with relevant rules and regulations from a school manager's perspective; (2) explain the legal principles underlying the verdicts of notable local court cases related to school financial management; and (3) discuss both reactive and proactive measures, using real case scenarios, that school IMCs can consider.

Speakers: **Mr AU Pak Ching** (Barrister-at-Law, and Retired Principal of the Society of Boys' Centres Chak Yan Centre School)
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)

Workshop on Mediation Skills - Settling Disputes with Parents and the Public (2 identical sessions)

The workshops aim to introduce mediation skills to school supervisors and managers. They are designed to inspire participants to use these skills to resolve conflicts and disputes early on, preventing escalation of issues. By applying mediation techniques, participants can enhance their communication, analytical, and problem-solving abilities. This, in turn, will strengthen the ability of IMCs to deliberate effectively and make informed decisions. The workshop

starts with an introduction to mediation fundamentals, followed by group role-playing scenarios with hypothetical cases, supervised by accredited mediators. Each workshop can accommodate up to 60 participants. If the number of applicants exceeds this capacity, spots will be allocated proportionally based on the number of applicants from each category of school managers.

Speaker and facilitators: **Mr IU Ting Kwok** (Solicitor, Accredited Mediator (General & Family), Accredited Family Mediation Supervisor, and Advisor to the HK Department of Justice on Mediation) and 10 accredited mediators

Timetable

	Date and Time	Speakers	Venue
Thematic Seminar 1: Using Data for Continuous School Development	11 Nov 2025 (Tuesday) 2:00 pm – 5:00 pm	Mr NG Yau Keung Benjamin Mr LUI Hang Sum Louis	Cheung Sha Wan Catholic Primary School [Exit A1, Cheung Sha Wan MTR Station]
Thematic Seminar 2: Managing School Financial Resource Risks	23 Jan 2026 (Friday) 2:00 pm – 5:00 pm	Mr AU Pak Ching Mr NG Yau Keung Benjamin	CCC Heep Woh Primary School (Cheung Sha Wan) [Exit A2, Cheung Sha Wan MTR Station]
Workshop 1: Settling Disputes with Parents and the Public	13 March 2026 (Friday) 2:00 pm – 5:30 pm	Mr IU Ting Kwok	CCC Heep Woh Primary School (Cheung Sha Wan) [Exit A2, Cheung Sha Wan MTR Station]
Workshop 2: Settling Disputes with Parents and the Public	22 May 2026 (Friday) 2:00 pm – 5:30 pm	Mr IU Ting Kwok	CCC Heep Woh Primary School (Cheung Sha Wan) [Exit A2, Cheung Sha Wan MTR Station]

Attendance Certificates

An E-Certificate of Attendance at a thematic seminar/workshop will be emailed to participants within two weeks after the session.

Registration Procedures

Interested school supervisors/managers can register through:

- (1) Click this [link](#) to apply online
- (2) Scan the QR code and fill in an online application
- (3) Fill in the attached registration form and email it to [Education Convergence](#).
- (4) Fill in the attached registration form and fax it to Education Convergence (number: 2111 9826).



Confirmation notices on the Thematic Seminars will be sent to the email addresses of the respective schools/school managers provided in the registration forms within one week of registration. Confirmation notices on the Workshops will be sent to the email addresses of the respective schools/school managers provided in the registration forms within one week of the registration deadline.

Enquiries

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

校董專題講座及工作坊（2025/26）（由教育局委託）
適合現任或擬任校監及校董

報名須知：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。專題講座的出席確認通知書，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。工作坊的出席確認通知書，將於截止報名日期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：校董所提交之資料除了用作參加者紀錄，亦會交予教育局作校董培訓統計之用。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。

本人欲參加下列之校董專題講座（可參加多個講座）：

校董專題講座	日期及時間	講者	地點	選擇
專題講座 1: 善用數據促進學校持續發展	2025 年 11 月 11 日 (星期二) 下午 2:00 - 下午 5:00	吳友強校長 呂恒森校長	長沙灣天主教小學 港鐵長沙灣站 A1 出口	<input type="checkbox"/> 截止報名日期 2025 年 10 月 31 日
專題講座 2: 學校財務資源風險管理	2026 年 1 月 23 日 (星期五) 下午 2:00 - 下午 5:00	歐栢青大律師 吳友強校長	中華基督教會協和小學 (長沙灣) 港鐵長沙灣站 A2 出口	<input type="checkbox"/> 截止報名日期 2026 年 1 月 9 日

本人欲參加下列之校董調解技巧工作坊（兩場主題相同，只可參加一個工作坊）：

調解技巧工作坊	日期及時間	講者	地點	選擇
工作坊 1: 處理與家長及公眾人士的糾紛	2026 年 3 月 13 日 (星期五) 下午 2:00 - 下午 5:30	姚定國律師	中華基督教會協和小學 (長沙灣) 港鐵長沙灣站 A2 出口	<input type="checkbox"/> 截止報名日期 2026 年 2 月 27 日
工作坊 2: 處理與家長及公眾人士的糾紛	2026 年 5 月 22 日 (星期五) 下午 2:00 - 下午 5:30			<input type="checkbox"/> 截止報名日期 2026 年 5 月 8 日

備註：主辦單位可視乎實際情況，取消專題講座或工作坊場次或更改專題講座或工作坊講師、日期、時間及地點。

中文姓名：_____ 稱謂：☐先生 ☐女生 ☐其他：_____

必須與身份證明文件相同，用以編印出席證明

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

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**）：

<input type="checkbox"/> 資助／按位津貼／直接資助計劃學校		<input type="checkbox"/> 官立學校	
校董類別 (如適用):	<input type="checkbox"/> 校監 <input type="checkbox"/> 辦學團體 <input type="checkbox"/> 校長 <input type="checkbox"/> 教員	校管會成員類別 (如適用):	<input type="checkbox"/> 主席 <input type="checkbox"/> 校長 <input type="checkbox"/> 家長成員
	<input type="checkbox"/> 家長 <input type="checkbox"/> 校友 <input type="checkbox"/> 獨立 <input type="checkbox"/> 擬任校董		<input type="checkbox"/> 教員成員 <input type="checkbox"/> 校友成員 <input type="checkbox"/> 獨立成員
	<input type="checkbox"/> 其他：請註明_____		<input type="checkbox"/> 擬任成員 <input type="checkbox"/> 其他：請註明_____
校董註冊編號 (如適用):			

申請人／學校行政主任簽署：_____ 日期：_____