



Information of professional development activities to be held by the Kindergarten Education Division (KGE) of Education Bureau (EDB) in 2023/24 school year is provided in the following list of training activities which will be regularly updated.

Please apply for the relevant activities through the “Training Calendar System” of EDB or other proposed means.

# List of Training Activities

## (Courses/Seminars/Talks) 2023/24

| Curriculum Area / Theme | Target Group(s)* |   |   | Title                                                                                                                                                              | No. of Events / Classes | Max. Enrolment per Event / Class | Duration per Event / Class (hours) | Mode                       | Available in         |                    | Contact Person |           |           | Remarks                                                                                                                                                                                                                                                                                                    |
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|                         | H                | M | T |                                                                                                                                                                    |                         |                                  |                                    |                            | Month                | Year / School Year | Name           | Tel. No.  | Section # |                                                                                                                                                                                                                                                                                                            |
| Professional Training   | ✓                | ✓ | ✓ | The Basic and Advanced Courses for Teacher Professional Development on Supporting the Learning of Chinese for Non-Chinese Speaking (NCS) Students in Kindergartens | 3 Basic Classes         | 40                               | 21 hours                           | Lectures & Sharing Session | Nov 2023 to Apr 2024 | 2023/24            | Ms Detta LEUNG | 3549 3203 | KGA2      | Brief introduction of Basic Course:<br>To strengthen participants' understanding and application of the theories, knowledge and skills in supporting NCS students to learn Chinese in kindergartens;<br>[Participation in this course will not be counted in the 60-hour CPD activities in every 3 years.] |
|                         |                  |   |   |                                                                                                                                                                    | 1 Advanced Class        | 40                               | 39 hours                           | Lectures & Sharing Session | Apr to Jul 2024      |                    |                |           |           | Brief introduction of Advanced Course:<br>To help participants further strengthen relevant knowledge and skills in teaching NCS students, and take up a leading and coordinating role in curriculum planning and developing support measures in school.                                                    |

| Curriculum<br>Area / Theme      | Target<br>Group(s)* |   |   | Title                                                          | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode          | Available in                    |                          | Contact Person     |              |              | Remarks                                                                                                                                                                                                                                                                             |
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|                                 | H                   | M | T |                                                                |                               |                                               |                                                 |               | Month                           | Year /<br>School<br>Year | Name               | Tel.<br>No.  | Section<br># |                                                                                                                                                                                                                                                                                     |
|                                 |                     |   |   |                                                                |                               |                                               |                                                 |               |                                 |                          |                    |              |              | [Participation in this course will not counted in the 60-hour CPD activities in every 3 years.]                                                                                                                                                                                     |
| General<br>Managerial<br>Skills | ✓                   | ✓ |   | Workshop on<br>“The 7 Habits of<br>Highly Effective<br>People” | 3<br>Classes                  | 20                                            | 16 hours<br>(in 2<br>separate<br>whole<br>days) | Work-<br>shop | Jan 2024                        | 2023/24                  | Ms<br>Grace<br>MOK | 2892<br>6366 | KGA2         | Brief introduction:<br>To develop leadership effectiveness of kindergarten heads/deputy heads/senior teachers at three levels: i) Individual ii) Team iii) Organisation                                                                                                             |
| General<br>Managerial<br>Skills | ✓                   | ✓ | ✓ | Crisis<br>Management<br>Course                                 | 3                             | 60                                            | 6.5<br>hours                                    | Seminar       | Nov to Dec<br>2023,<br>Jan 2024 | 2023/24                  | Ms<br>Grace<br>MOK | 2892<br>6366 | KGA2         | Brief introduction:<br>The course aims to enable kindergarten leaders and teachers to have a better understanding on crisis management strategies, as well as knowledge and skills in emotional management when handling crisis. Together with the speaker's management experience, |

| Curriculum<br>Area / Theme                   | Target<br>Group(s)* |   |   | Title                                                                    | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode                                  | Available in       |                          | Contact Person             |              |              | Remarks                                                                                                                                                                                                                                 |
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|                                              | H                   | M | T |                                                                          |                               |                                               |                                                 |                                       | Month              | Year /<br>School<br>Year | Name                       | Tel.<br>No.  | Section<br># |                                                                                                                                                                                                                                         |
|                                              |                     |   |   |                                                                          |                               |                                               |                                                 |                                       |                    |                          |                            |              |              | case studies and other references, the course enables participants to apply theory to practice.                                                                                                                                         |
| The Learning<br>and Teaching of<br>Putonghua | ✓                   | ✓ | ✓ | 2024年港澳教師普通話能力提升培訓班（幼稚園／幼稚園暨幼兒中心適用）                                      | 1 Class                       | 25                                            | 60 hours                                        | Seminars,<br>small group<br>tutorials | Jun to Jul<br>2024 | 2023/24                  | Mr<br>Ruffin<br>LEE        | 2892<br>6364 | KGA2         | Brief introduction:<br>To enhance kindergarten teachers' Putonghua proficiency and relevant teaching skills through seminars conducted by various Mainland scholars / experts and explanation and practice during small group tutorials |
| School<br>Performance                        | ✓                   | ✓ | ✓ | Annual Briefing<br>on Quality<br>Review in<br>Kindergartens<br>(2022/23) | 2<br>events                   | 350                                           | 3 hours                                         | Briefing<br>Session                   | Sep                | 2023                     | Ms<br>CHOW<br>Wing-<br>yee | 2892<br>6555 | KGI          | Brief Introduction:<br>To report on the overall performance of kindergartens which have undergone Quality Review in the 2022/23 school year, and the experience for achieving sustainable school development.                           |

| Curriculum<br>Area / Theme                                                                     | Target<br>Group(s)* |   |   | Title                                                                                                                                                   | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode                                  | Available in |                          | Contact Person        |              |              | Remarks                                                                                                                                                                                   |
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|                                                                                                | H                   | M | T |                                                                                                                                                         |                               |                                               |                                                 |                                       | Month        | Year /<br>School<br>Year | Name                  | Tel.<br>No.  | Section<br># |                                                                                                                                                                                           |
| School Self-<br>evaluation                                                                     | ✓                   | ✓ | ✓ | Promoting<br>School Self-<br>evaluation:<br>Briefing on<br>Performance<br>Indicators<br>(Kindergartens)<br>(Re-run) [Online<br>Self-learning<br>Course] | 2<br>classes                  | 250                                           | 2 hours                                         | Online<br>Self-<br>learning<br>Course | Mar to Apr   | 2024                     | Ms<br>Aggie<br>YUEN   | 2892<br>6553 | KGI          | Brief introduction:<br><br>To help KGs understand<br>and make use of the<br>Performance Indicators<br>(Kindergartens) to enhance<br>the effectiveness of school<br>self-evaluation        |
| School<br>Development                                                                          | ✓                   | ✓ | ✓ | Kindergarten<br>Experience<br>Sharing Session                                                                                                           | 1<br>event                    | 350                                           | 3 hours                                         | Sharing<br>Session                    | Jul          | 2024                     | Ms<br>Aggie<br>YUEN   | 2892<br>6553 | KGI          | Brief introduction:<br><br>KGs share about how they<br>promote the school's<br>sustainable development<br>through school self-<br>evaluation                                              |
| Learning,<br>Teaching and<br>Curriculum;<br>Strategic<br>Directions &<br>Policy<br>Environment | ✓                   | ✓ | ✓ | Training<br>Programme for<br>Kindergarten<br>Supervisors and<br>Managers –<br>Session 1                                                                 | 1 session                     | 200                                           | 3 hours                                         | Lecture                               | Oct          | 2023                     | Mr<br>Ronnie<br>YEUNG | 2186<br>8999 | KGA          | Brief Introduction:<br><br>To enable school<br>supervisors/managers to<br>have a better<br>understanding of:<br><br>(1) Rationale of<br><br>kindergarten education<br>and curriculum, and |

| Curriculum<br>Area / Theme                              | Target<br>Group(s)* |   |   | Title                                                                                                | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode                                         | Available in |                          | Contact Person          |              |              | Remarks                                                                                                                                                                                                                                                    |
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|                                                         | H                   | M | T |                                                                                                      |                               |                                               |                                                 |                                              | Month        | Year /<br>School<br>Year | Name                    | Tel.<br>No.  | Section<br># |                                                                                                                                                                                                                                                            |
|                                                         |                     |   |   |                                                                                                      |                               |                                               |                                                 |                                              |              |                          |                         |              |              | (2) Sustainable<br>development of<br>kindergartens.                                                                                                                                                                                                        |
| Professional<br>Training                                | ✓                   |   |   | Kindergarten<br>Visits to<br>Australia for<br>Kindergarten<br>Principals<br>(2023/24 School<br>Year) | 1 class                       | 36                                            | 30 hours                                        | Lecture,<br>visits and<br>sharing<br>session | Nov          | 2023                     | Mr Eric<br>TSANG        | 2186<br>6734 | KGA          | Brief introduction:<br>To strengthen the<br>professional and<br>leadership perspective of<br>kindergarten leaders and<br>expose them to the<br>practical experience and<br>the most recent<br>development of early<br>childhood education in<br>Australia. |
| School<br>Administration<br>and Financial<br>Management | ✓                   | ✓ | ✓ | Briefing on<br>Financial<br>Management in<br>Kindergartens                                           | 1 session                     | 1000                                          | 2.5<br>hours                                    | Online<br>Briefing<br>Session                | Dec          | 2023                     | Ms<br>LEUNG<br>Tsz-ying | 2117<br>7082 | KGA          |                                                                                                                                                                                                                                                            |

| Curriculum<br>Area / Theme                                                      | Target<br>Group(s)* |   |   | Title                                                                                                          | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode                                         | Available in       |                          | Contact Person        |              |              | Remarks                                                                                                                                                                                                                                                                                     |
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|                                                                                 | H                   | M | T |                                                                                                                |                               |                                               |                                                 |                                              | Month              | Year /<br>School<br>Year | Name                  | Tel.<br>No.  | Section<br># |                                                                                                                                                                                                                                                                                             |
| Strategic<br>Directions &<br>Policy<br>Environment;<br>School<br>Administration | ✓                   | ✓ | ✓ | Training<br>Programme for<br>Kindergarten<br>Supervisors and<br>Managers –<br>Session 2                        | 1 session                     | 200                                           | 3 hours                                         | Lecture                                      | Jan                | 2024                     | Mr<br>Ronnie<br>YEUNG | 2186<br>8999 | KGA          | Brief Introduction:<br>To enable school<br>supervisors/managers to<br>have a better<br>understanding of:<br>(1) Financial management<br>of kindergartens, and<br>(2) Major statutory<br>requirements in<br>relation to operation of<br>kindergartens:<br>Prevention of Bribery<br>Ordinance |
| Professional<br>Training                                                        | ✓                   | ✓ |   | Professional<br>Training<br>Programme for<br>Kindergarten<br>Leaders in<br>Beijing<br>(2023/24 School<br>Year) | 1 class                       | 36                                            | 24 hours                                        | Lecture,<br>visits and<br>sharing<br>session | Apr<br>(tentative) | 2024                     | Mr Eric<br>TSANG      | 2186<br>6734 | KGA          | Brief introduction:<br>To strengthen the<br>professional and<br>leadership perspective of<br>kindergarten leaders and<br>expose them to the<br>practical experience and<br>the most recent<br>development of early<br>childhood education in<br>Mainland.                                   |

| Curriculum<br>Area / Theme                                                      | Target<br>Group(s)* |   |   | Title                                                                                   | No. of<br>Events /<br>Classes | Max.<br>Enrolm<br>ent per<br>Event /<br>Class | Duratio<br>n per<br>Event /<br>Class<br>(hours) | Mode                          | Available in        |                          | Contact Person          |              |              | Remarks                                                                                                                                                                                                               |
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|                                                                                 | H                   | M | T |                                                                                         |                               |                                               |                                                 |                               | Month               | Year /<br>School<br>Year | Name                    | Tel.<br>No.  | Section<br># |                                                                                                                                                                                                                       |
| Strategic<br>Directions &<br>Policy<br>Environment;<br>School<br>Administration | ✓                   | ✓ | ✓ | Training<br>Programme for<br>Kindergarten<br>Supervisors and<br>Managers –<br>Session 3 | 1 session                     | 200<br>(tentative)                            | 3 hours                                         | Lecture                       | May<br>(tentative)  | 2024                     | Mr<br>Ronnie<br>YEUNG   | 2186<br>8999 | KGA          | Brief Introduction:<br>To enable school<br>supervisors/managers to<br>have a better<br>understanding of rules and<br>regulations in relation to<br>administration and<br>operation of kindergartens                   |
| School<br>Administration<br>and Financial<br>Management                         | ✓                   | ✓ | ✓ | Briefing on<br>Procurement<br>Procedures in<br>Kindergartens                            | 1 session                     | 1000                                          | 2 hours                                         | Online<br>Briefing<br>Session | June<br>(tentative) | 2024                     | Ms<br>LEUNG<br>Tsz-ying | 2117<br>7082 | KGA          | Brief Introduction:<br>1. To introduce the<br>Guidelines on<br>Procurement Procedures in<br>Kindergartens and some<br>points to note on<br>procurement.<br>2. Sharing of integrity<br>procurement in<br>kindergartens |

\* Target Group(s) :H = Heads of Kindergartens, M = Middle Managers / Coordinator Teachers, and T = Teachers

# Section :KGI = Kindergarten Inspection Section / KGA = Kindergarten Administration Section / KGA2 = Kindergarten Administration 2 Section / JOKC = Joint Office for Kindergartens & Child Care Centres

- Details of the training activities (Courses/Seminars/Talks) organised by the Kindergarten Education Division and other Divisions of EDB will be uploaded onto “Training Calendar System” of EDB (<https://tcs.edb.gov.hk>) time to time.