

**Certificate Course on Management and Leadership for Heads of Guidance and Discipline Teams of Secondary Schools 2024/25
(October 2024 to March 2025)**

The Education Bureau (EDB) commissioned Hong Kong Institute of Educational Research, The Chinese University of Hong Kong to organise the captioned 48-hour course for the 2024/25 school year, aiming to strengthen managerial and leadership skills of Heads of Guidance and Discipline Teams, in order to facilitate collaboration among school personnel, to develop the guidance and discipline services at school. The captioned course is funded by EDB and free-of-charge. Course content and application details have been uploaded to the Education Bureau Training Calendar System for teachers' reference.

Summary of the course are as follows:

Organising institute	Hong Kong Institute of Educational Research, The Chinese University of Hong Kong
Course code	SE0020240279
Course Period	October 2024 to March 2025
Time	One session per week Mainly on Friday evenings and Saturday mornings (One session will be held on Wednesday evening.) Wednesday & Fridays: 6:30 p.m. - 9:30 p.m. Saturdays: 2:30 p.m. - 5:30 p.m.
Venue	The Chinese University of Hong Kong
Participant Group	Heads of Guidance / Discipline Teams in Secondary Schools
Course Content	The course comprises five modules as follows. (1) Overview of Theories related to Management and Leadership of Guidance and Discipline Teams; (2) Case Intervention and Management of Incidents Related to Schools with Skills Practice; (3) Intervention and Management of Incidents Related to Child Protection; (4) Introduction to Group Work, and; (5) Collaboration with Multi-disciplinary Professionals in and out of School to Provide Integrated Guidance and Discipline Services.
Application Deadline	13 September 2024 (Friday)