

**Certificate Course on Management and Leadership
for Heads of Guidance and Discipline Teams of Secondary Schools
2025/26 school year
(March to July 2026)**

The Education Bureau (EDB) commissioned **The School of Continuing Education of Hong Kong Baptist University** to organise a 48-hour Certificate Course on Management and Leadership for Heads of Guidance and Discipline Teams of Secondary Schools for the 2025/26 school year. The course aims at strengthening the managerial and leadership skills of Heads of Guidance and Discipline Teams, thereby facilitating collaboration among school personnel to develop the guidance and discipline services at schools. Course content and application details have been uploaded to EDB Training Calendar System for teachers' reference.

Summary of the course is as follows:

Organising institute	The School of Continuing Education of Hong Kong Baptist University
Course code	SE0020250353
Course Period	March to July 2026
Time	6:30 p.m. - 9:30 p.m. One session per week (Mainly on <u>Fridays</u>)
Venue	Wan Chi Education Centre, Hong Kong Baptist University
Target Participant	Heads of Guidance / Discipline Teams of Secondary Schools
Course Content	The course comprises four modules as follows: (1) Overview of theories related to management and leadership of guidance and discipline teams; (2) Case intervention and management of critical incidents in schools with skills practice; (3) Intervention and management of cases related to child protection and; (4) Collaboration with multi-disciplinary professionals inside and outside school to provide integrated guidance and discipline services.
Application Deadline	30 January 2026 (Friday)
Cost:	Free of charge