

**Certificate Course on Management and Leadership for Heads of
Guidance and Discipline Teams of Secondary Schools 2023/24
March to July 2024**

Education Bureau (EDB) has commissioned Hong Kong Institute of Educational Research of The Chinese University of Hong Kong to organise the captioned 48-hour course, aiming to strengthen the management and leadership skills of Heads of Guidance and Discipline Teams to promote collaboration among team members, and the development of guidance and discipline services at schools. The course is funded by the EDB and free-of-charge. Details are as follows:

Organising Institute	Hong Kong Institute of Educational Research of The Chinese University of Hong Kong
Course Code	SE0020240192
Course Period	March to July 2024
Time	One session per week Sessions are mainly scheduled on Fridays and Saturdays, with one session on Wednesday Wednesday and Friday: 6:30 p.m. to 9:30 p.m. Saturday: 2:30 p.m. to 5:30 p.m.
Venue	The Chinese University of Hong Kong
Target Participant	Heads of Guidance / Discipline Teams in Secondary Schools
Course Content	The course comprises the following five modules: (1) Overview of Theories related to Management and Leadership of Guidance and Discipline Teams (2) Case Intervention an 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	23 February 2024 (Friday)

Course content and application details have been uploaded to the Education Bureau Training Calendar System for teachers' reference.