

Structured Manager Training Programme Outline (2024/25 School Year)

Course Name	Topics for Training Sessions	Suggested Learning Areas for School Supervisors and School Managers	Target Participants
Foundation Programme Part 1*	(a) Understanding the latest education initiatives and the implications of the Constitution, Basic Law and National Security Education to school operations; and (b) Understanding the functions, operations and meeting protocols of incorporated management committees (IMCs).	I. School-based Management IV. School Development and Policy	serving/potential IMC managers with limited or no experience in education and school operation
Foundation Programme Part 2*	(a) Exploring approaches to strengthen the roles and responsibilities of school managers (parent, alumni and teacher) to IMCs; and (b) Understanding the monitoring roles of school managers in school financial and human resources management.	I. School-based Management II. Human Resource Management of Schools III. Financial Management of Schools	
Advanced Programme Part 1*	(a) Establishing an effective IMC; and (b) Facilitating the good practice of human resources and financial management in schools - case sharing.	I. School-based Management II. Human Resource Management of Schools III. Financial Management of Schools	serving/potential IMC managers with experience in education and school operation
Advanced Programme Part 2*	(a) Strengthening the IMCs' understanding of the constitutional and legal implications of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the Safeguarding National	II. Human Resource Management of Schools III. Financial Management of Schools IV. School Development and Policy	

	Security Ordinance, the National Flag and National Emblem Ordinance and the National Anthem Ordinance from a constitutional and legal perspective; and (b) Understanding school human resources management from a legal perspective.		
Advanced Programme Part 3*	(a) Understanding IMCs' complaint and dispute handling strategies from a legal perspective; and (b) Understanding the school risks in daily operations and student affairs from a legal perspective.	IV. School Development and Policy	
School Supervisor Programme Part 1	(a) How to lead the IMC strategically for school development; (b) Case sharing on code of ethics for school supervisors; and (c) Leading the implementation of National Flag and National Emblem Ordinance, the National Anthem Ordinance and National Security Education in schools.	I. School-based Management II. Human Resource Management of Schools III. Financial Management of Schools IV. School Development and Policy	serving/ potential school supervisors in IMC schools
School Supervisor Programme Part 2	(a) Effective collaboration between the school supervisor and the principal; (b) School supervisors' self-reflection for action learning and supervision of the principal's performance; and (c) School operation compliance.	I. School-based Management II. Human Resource Management of Schools IV. School Development and Policy	

School Supervisor Programme Part 3	(a) How to lead the school effectively in handling complaints, crisis and the media; (b) How to lead risk management; and (c) Effectively supervising for the governance of the IMC.	I. School-based Management IV. School Development and Policy	
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*Two identical courses will be provided.