

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*	<p>(a) The school-based management policy and its latest development; functions, responsibilities and operation of IMCs; the standing order of IMC meetings; and</p> <p>(b) The latest education initiatives in Hong Kong about school operation; enhance IMC managers awareness and knowledge to Constitution, Basic Law and National Security Education.</p>	<p>I. School-based Management</p> <p>IV. School Development and Policy</p>	serving/potential IMC managers with limited or no experience in education and school operation
Foundation Programme Part 2*	<p>(a) How to perform the role as IMC managers effectively; enhance the communication and cooperation among IMC managers; the code of ethics of IMC managers; and</p> <p>(b) Basic principles of sound financial and human resources management.</p>	<p>I. School-based Management</p> <p>II. Human Resource Management of Schools</p> <p>III. Financial Management of Schools</p>	
Advanced Programme Part 1*	<p>(a) Understanding the functions of Treasurer and Secretary in the IMC; Establishing an effective IMC; and</p> <p>(b) The good practice of personnel and financial management with case sharing.</p>	<p>I. School-based Management</p> <p>II. Human Resource Management of Schools</p> <p>III. Financial Management of Schools</p>	serving/potential IMC managers with experience in education and school operation

<p>Advanced Programme Part 2*</p>	<p>(a) Legal context of schools (I): employment issues and staffing matters, principles of negligence, equality and discrimination and protection from legal liabilities; and</p> <p>(b) Legal context of schools (II): formulation of school policies for implementation of Safeguarding National Security Ordinance and the Mandatory Reporting of Child Abuse Bill.</p>	<p>II. Human Resource Management IV. School Development and Policy</p>	
<p>Advanced Programme Part 3*</p>	<p>(a) Strategies for complaint and dispute handling and an introduction to the Apology Ordinance; and</p> <p>(b) Strategies for risk management for student affairs and daily operation of schools.</p>	<p>IV. School Development and Policy</p>	
<p>School Supervisor Programme Part 1</p>	<p>(a) Strategic leadership for school development and coordination among different views to reach agreement;</p> <p>(b) Code of ethics for school supervisors and principals with cases sharing; and</p> <p>(c) Implementation of Constitution, Basic Law and National Security Education in formulating school development plans.</p>	<p>I. School-based Management II. Human Resource Management of Schools III. Financial Management of Schools IV. School Development and Policy</p>	<p>serving/ potential school supervisors in IMC schools</p>

<p>School Supervisor Programme Part 2</p>	<p>(a) Working effectively between school principal and school supervisor;</p> <p>(b) Self-evaluation of school supervisors and appraisal for the school principal; and</p> <p>(c) Compliance with law, rules and regulations (including legal issues relating to school operation).</p>	<p>I. School-based Management II. Human Resource Management of Schools IV. School Development and Policy</p>	<p>serving/ potential school supervisors in IMC schools</p>
<p>School Supervisor Programme Part 3</p>	<p>(a) The leadership of school supervisors: lead the school to handle complaints, crisis and media;</p> <p>(b) The leadership of school supervisors: take preventive measures against crisis and diagnose crisis; and</p> <p>(c) The wisdom as school supervisors: optimise school governance, foster effective operation of IMC and enhance communication among stakeholders.</p>	<p>I. School-based Management II. Human Resource Management of Schools IV. School Development and Policy</p>	<p>serving/ potential school supervisors in IMC schools</p>

*Two identical courses will be provided.