

員工發展及培訓 Staff Development and Training

社會工作服務部 Social Work Services Division

支援員工及舉辦培訓活動 Staff Support and Training Programmes

為了照顧同事心理健康上的需要，我們於本年度繼續推行員工情緒支援計劃。服務熱線於年內共接獲182通來電求助，其中為12位同事提供了個別面談的輔導服務，協助其排憂解難。

此外，我們亦舉辦了16場講座，藉以加強同事的自我認識、培養其正向思維及團隊精神，總參與人數為330名；第10期管理人員發展培訓計劃亦於本年度順利展開，以培育中層管理員工為目標，讓機構在繼任規劃上能夠做足充分準備。

To take care of the mental health of our colleagues, we continued to implement the Staff Emotional Support Programme this year. During the year, the service hotline received a total of 182 calls for help, among which 12 colleagues were given individual counselling to help them solve their problems.

We also organized 16 talks, attended by a total of 330 participants, to help our colleagues strengthen their self-understanding, cultivate their positive thinking and develop team spirit. This year, we launched the Executive Development Programme (10th Cohort) to nurture middle management staff and facilitate the succession planning of our Agency.

社會工作服務部 Social Work Services Division
- 安老服務 Services for the Elderly

員工減壓活動

由2022年9月至2023年3月期間，明愛臻藝坊和明愛賽馬會照顧者資源及支援中心合辦名為「慢半拍」的周六體驗館，為同事提供一個慢活空間。透過不同的藝術工作坊，包括創作乾花台燈、小夜燈、聖誕花環、絹印利是封、玻璃球微景觀、流體畫及小熊鎖匙扣等，以藝術和親友連結在一起，而活動半年期間得到61位同事及55位親友的踴躍參與。

此外，我們於2022年12月4日亦首次舉辦了秋冬大旅行—「坪路山旮旯」，對象為同事及其親友，鼓勵他們於工餘時間能夠到郊外放鬆心情，彼此聯絡感情之餘，亦能夠欣賞大自然景色。

Stress Relief Activities for Staff

From September 2022 to March 2023, Caritas Creative Art Centre and Caritas Jockey Club Resource and Support Centre for Carers jointly organized a Saturday event called "Slow Half Beat", providing a slow living environment for our colleagues to relax. Different art workshops like making dried flower table lamps, night lights, Christmas wreaths, serigraphy laisee envelopes, glass ball vase micro landscapes, fluid paintings and bear keychains were organized to connect our colleagues with their relatives and friends through art. A total of 61 colleagues and 55 relatives and friends participated in this half-year activity.

On 4 December 2022, we held the autumn picnic – "坪路山旮旯" for the first time for our colleagues and their relatives and friends, encouraging them to go to the countryside to relax, connect with others, and have a close encounter with nature.



同事及其親友的「打卡照」
A picnic snapshot of our colleagues with their relatives and friends

社會工作服務部 Social Work Services Division
- 扶幼服務 Child Care Service

「保護兒童，你我有責」工作坊

本年度，我們駐校社工為幼兒學校全體教職員舉辦名為「保護兒童，你我有責」的工作坊，目的在於分享處理懷疑虐待兒童個案的機制和流程、接觸兒童和家長須要注意的事項等。此外，工作坊亦透過小組討論的形式，與教職員分析家庭個案，加強他們識別危機的能力，以能作出最適當的支援。

“Child Protection - Everyone has the responsibility” Workshop

This year, our stationing school social workers organized a workshop named “Child Protection - Everyone has the responsibility” for all staff of our nursery schools, with the aim of sharing the mechanism and procedures of handling suspected child abuse cases, and special attention to be aware of when contacting children and their parents. Group discussions for the teaching staff to analyze family cases were also arranged in the workshop to strengthen their abilities to identify crises so that the most appropriate support could be provided.

周年教師退省會暨服務發展日

於2022年7月21日，我們有130名同事參加了以「挑戰與蛻變 - 同行 傳承 創新」為主題的周年退省會暨服務發展日。當天，我們邀請到社會工作服務部部長、教育服務部副部長以及服務總主任分別就『明愛人的故事』、『3L (Loving, Learning, Leading) 的傳承』和『攜手同行傳揚愛』與同事進行分享及交流。隨後，與會者亦分享了他們在過去一年於工作上遇到的挑戰和成功經驗，並進一步討論如何實踐和彰顯明愛的願景、使命及價值觀。

Annual Evaluation Seminar for Teachers cum Service Development Day

On 21 July 2022, 130 colleagues participated in the Seminar cum Service Development Day with the theme “Challenges and Transformation - Walk Together, Heritage and Innovation”. On that day, we invited our Director of Social Work Services, Associate Director of Education Services and Service Head to share with our colleagues on “The Story of Caritasian”, “Inheritance of 3L (Loving, Learning and Leading)” and “Spreading Love Together”. The participants also shared their challenges and successful experiences in their work during the year, and further discussed how to manifest the vision, mission and values of Caritas, and put into practice.



「保護兒童，你我有責」工作坊
“Child Protection - Everyone has the responsibility” Workshop



社會工作服務部部長、教育服務部副部長和服務總主任的寶貴分享
Director of Social Work Services, Associate Director of Education Services and Service Head shared their valuable experiences



「毋忘初心，彰顯明愛使命」活動
An activity “Don't forget our original intention to align with Caritas mission”



員工發展及培訓 Staff Development and Training

社會工作服務部 Social Work Services Division
- 康復服務 Rehabilitation Service

「防止侵犯」培訓系列

鑒於近年社會上侵犯個案屢見不鮮，我們明愛康復服務於本年度特意成立工作小組，專責舉辦一系列有關防止侵犯的工作坊，並定期檢視及更新工作指引，以加強員工對防止侵犯的意識和處理有關情況的技巧，工作小組成員包括各個界別的專業如臨床心理學家、職業治療師、言語治療師以及社工等。

第一階段的培訓對象為核心員工、支援員工及訓練員工，以講座、個案分享及小組討論等形式進行。由基本理論到實踐，讓同事們了解侵犯的定義，從而加強自我監察，達致各司其職和守望相助的效果，致力保障服務使用者的身心健康。

接下來，工作小組將會推出第二階段的培訓活動，集中加強不同職級同事在應對突發事件的知識和處理技巧。此外，工作小組亦會提供有關教材及短片予各個服務單位，作為日後供同事進行定期培訓之用。

Prevention of Abuse Training

As there were many abuse cases in our society in recent years, Caritas Rehabilitation Service specially set up a working group this year to hold a series of abuse prevention workshops. We regularly review and update our work guidelines to strengthen staff members' awareness of preventing abuse and their skills in handling such situations. The working group includes professionals from various fields such as clinical psychologists, occupational therapists, speech therapists and social workers.

The first phase of the training targeted core staff, support staff and training staff, and was conducted in the form of seminars, case sharing and group discussions. From basic theories to practices, the training allowed our colleagues understand the definition of abuse. This helped strengthen their self-monitoring to perform their duties and help each other, to protect the physical and mental health of our service users.

The working group will launch the second phase of training activities, focusing on strengthening the knowledge and skills of staff at different levels in handling emergencies. The working group will also provide relevant teaching materials and videos to various service units for their regular training in the future.



為支援同事而設的專題講座
A seminar for our support staff



同事就個案分析進行分組討論
Colleagues in a group discussion on case analysis



同事於分組討論後進行匯報及分享
Colleagues present and share their views after a group discussion



內地輸入護理員培訓課程

因應對院舍人手短缺的情況，明愛康復服務於本個財政年度透過勞工處「補充勞工計劃」，增聘10位來自內地的護理員。為了讓他們能夠順利融入本地院舍的工作環境，從而提供合乎水平而具質素的護理服務，我們特別安排了3天合共12小時的培訓課程，由職業治療師、物理治療師、言語治療師，以及安全主任直接教授。課程內容涵蓋護理員現時日常工作所需要掌握的知識和技巧，並設有現場指導。於課程結束後，內地同工亦需要接受定期評核，以確保他們有良好的工作表現。



言語治療師指導內地同工凝固粉的正确使用方法
A speech therapist instructs the Mainland care workers on the correct use of thickener

Training Courses for Care Workers Imported from the Mainland

In response to the shortage of manpower in residential care homes, Caritas Rehabilitation Service recruited ten care workers from the Mainland through the Supplementary Labour Scheme of the Labour Department in this financial year. We had specially arranged a three-day training course for a total of 12 hours to help them integrate smoothly into the working environment of local care homes so that they could provide high-quality nursing services. The training was conducted by occupational therapists, physiotherapists, speech therapists and safety officer. The course covered the knowledge and skills that care workers need to master in their daily work, supplemented by on-site guidance. After completing the course, these Mainland care workers were required to receive regular assessments to ensure their good performance.



內地同工親身感受不同程度軟餐的質感
The Mainland care workers try the texture of different types of soft meals

“Care for US” 網站

在應對變幻莫測的疫情時代，我們希望能給予同事更多的支持和肯定，“Care for US” 網站便是其中一個例子。這個網站為同事提供一站式的資訊，讓同事能夠在當中分享其生活點滴，同時亦可捕捉現今都市人的生活面貌，顧及每一位同事的身、心、社、靈，並帶出「以愛傳愛，以希望傳希望」的訊息。此外，透過文字、音樂以及影像等不同媒介，更讓我們平安心相連，扶持手相握。



“Care for US” Website

In coping with the unpredictable pandemic situation, we must give more support and recognition to our staff. The “Care for US” website is an excellent way. This website is a one-stop information platform for our staff to share their everyday urbanite experiences. By bringing out the message of spreading love and hope, we aim to take care of the physical, psychological, social and spiritual wellness of our staff. Through different media such as text, music and video, we can join our hands and hearts to support each other.



“Care for US”
網站 Website
<https://www.careus.rs.caritas.org.hk/>



員工發展及培訓 Staff Development and Training

教育服務部 Education Services Division
- 學前教育服務 Pre-school Education Service

聯校教師專業發展日

以「藝術教育－課程設計與實踐」為主題的三個教師發展日分別於2022年9月30日、2022年11月25日及2023年3月24日舉行。在這3天裡，一位經驗豐富的幼兒教育講者主持了一系列工作坊，讓老師在設計各種兒童藝術欣賞活動中啟迪良多。

Staff Development and Training

Teacher Development Days with the theme of "Art Education—Curriculum Design and Implementation" were held on 30 September 2022, 25 November 2022 and 24 March 2023 respectively. In these three days, a series of workshops was conducted by an experienced early childhood practitioner who inspired teachers to design various art appreciation activities for children.



參加者用身體語言表達自己
Participants using body language to express themselves



聯校教師發展日
Joint-school Teacher Development Day

新教師啟導日

於2022年10月8日，我們為新聘教師舉辦了啟導日活動，期間闡述明愛幼兒教育課程的目標和特色，並加強教師對幼稚園教學策略的認識，包括在道德和宗教教育、全語文學習、早期數學、大自然與生命、創意學習與遊戲等方面。

New Teacher Orientation Day

On 8 October 2022, we organized an Orientation Day for the newly recruited teachers to familiarize them with the goals and characteristics of our kindergarten curriculum. As such, they could have a better understanding of our teaching strategies concerning moral and religious education, whole language learning, early mathematics, nature and life, creative learning and play.



明愛課程特色分享
Sharing on Caritas curriculum uniqueness



匯報討論的結果
Presentation of discussion results

教育服務部 Education Services Division
- 特殊教育服務 Special Education Service

2022 / 2023學年聯校專業發展日

特殊教育服務於2022年12月5日為7所特殊學校的全體教師、專責及支援人員舉行了專業發展日。當天，明愛總裁及明愛助理總裁與同事分享了他們對「挑戰與蛻變」及「宗教、道德及品格教育」的構想。

Joint-school Professional Development Day 2022 / 2023

The Professional Development Day for all teaching, professional and supporting staffs of our seven special schools was held on 5 December 2022. During the Day, our Chief Executive and Assistant Chief Executive shared their ideas and thoughts on "Challenges and Changes" as well as on "Religious, Moral and Character Education" with our colleagues.



教育服務部 Education Services Division
- 社區教育服務 Community Education Service

員工是機構的重要資產，因此我們十分重視員工個人及其專業發展。於2022/2023學年，我們舉辦了3個內部培訓課程，以及資助部分學術及行政同事參加15個由外部專業機構舉辦的培訓課程。

Staff is an important asset of an organization, we therefore recognize the importance of personal and professional development of our colleagues. In 2022/2023, we organized 3 in-house training courses and sponsored our academic and administration colleagues to attend 15 training courses organized by external professional organizations.

員工發展及培訓 Staff Development and Training

教育服務部 Education Services Division - 職業訓練及教育服務 Vocational Training & Education Service

2022 / 2023 學年新教職員入職日

由於每年都有許多新任教職員加入明愛轄下中學及郊野學園，我們每年都會舉辦迎新活動，向他們介紹明愛的使命、願景及價值觀，並提醒他們注意我們的主要關注事項。本年度新任教職員入職日於2022年9月17日舉行，我們很高興邀請到管理層人員出席講座，讓新同事了解天主教教育的核心價值及明愛教育服務的目標，並分享了如何成為明愛中學稱職教師的心得。

2022 / 2023 Orientation Day for New Staff

Since we have many new teaching and non-teaching staff joining our secondary schools every year, we annually organize orientation activities to introduce our Agency's mission, vision and value to them and draw their attention to issues in our major concerns. This year, the orientation day for new colleagues was held on 17 September 2022. We were pleased to have invited our senior management staff to give talks to familiarize newcomers with the core values of Catholic education and the objectives of our Caritas education. Messages on how to become a competent teacher of our Caritas schools were also shared.



新教職員入職日
Orientation Day for new colleague

靈修聚會

我們於2022年9月24日在聖安德肋堂舉行了彌撒、教堂參觀及靈修聚會。此項活動專為明愛中學及郊野學園的天主教教職員舉辦，目的是讓他們獲得宗教知識並在靈性上得到成長。

Spiritual Gathering

A mass followed by a church visit and a spiritual gathering took place at St. Andrew's Parish on 24 September 2022. This activity was specially organized for the Catholic colleagues of our secondary schools for them to gain religious knowledge and to grow spiritually.



於聖安德肋堂舉行的靈修聚會
A spiritual gathering at St. Andrew's Parish



教育服務部 Education Services Division - 高等教育服務 Higher Education Service

我們於2022/2023學年舉辦了94個員工發展項目，包括90個內部項目及4個合作項目。

此外，本學年內還舉辦定期活動，例如員工論壇。

為鼓勵同事保持工作與生活平衡，我們舉辦了各種工作坊，內容包括伸展運動和八段錦、保鮮花製作、聖誕樹及花環裝飾製作以至下午茶禮儀。

我們亦關心同事的專業發展，因此特意設計各種活動以釋放他們的潛力，例如為管理層人員提供領袖發展計劃，又為各級同事開辦性格透視工作坊。

We have organized a total of 94 staff development programmes in 2022/2023, including 90 in-house programmes and 4 collaborated programmes.

In addition, staff engagement activities were also held on a regular basis during the year, such as Staff Forum.

To promote work-life balance among our colleagues, a variety of new programmes, including stretching exercises and baduanjin, workshops on preserved flowers, decoration of Christmas trees and wreaths, as well as learn-while-relaxing high tea etiquette, were also organized.



員工論壇
Staff Forum



學習下午茶禮儀
Learning High Tea Etiquette

Also, we cared about the professional development of our colleagues and therefore various programmes were designed for them to unleash their potentials. For instance, the leadership development programme for senior management and personality dimensions workshop for colleagues from all level.

社區及其他服務 Community & Other Services - 地區事務 Local Services

於2022年12月中，來自瑪利亞方濟各傳教女修會的梁慧鴻修女接受我們的邀請，擔任退省神師，以「靈修交談」的方式，帶領一眾地區事務經理進行了三日兩夜的退省。

此外，我們地區事務的文職同事亦於2023年3月進行了有關人力資源的內部培訓，除了向同事講解勞工法例的知識外，亦加強他們對工作流程的了解。

In mid-December 2022, Sr. Helen Leung from the Franciscan Missionaries of Mary accepted our invitation to serve as the spiritual director and lead a group of Local Services Managers to conduct a "spiritual conversation" in a three days and two nights retreat.

Our clerical colleagues also received internal training on human resources in March 2023. Apart from increasing their knowledge of labour legislation, it had strengthened their understanding of related workflow.

社區及其他服務 Community & Other Services - 營地服務 Camp Services

我們於2023年1月14日為同事舉辦了員工發展日。此外，當日亦分別前往兩個不同場地進行參觀，藉此提供機會擴闊他們的視野，並增廣他們對營地運作及廢物回收的知識。



口罩也掩蓋不了
同事們的笑臉和喜悅
The face masks could not
hide the smiling faces of
our colleagues and their joy

A Staff Development Day was held on 14 January 2023 with our colleagues. In addition, two visits were organized subsequently with an aim of providing opportunities for our colleagues to broaden their horizons and to enrich their knowledge in camp operation and waste recycling.



員工學習如何
善用營地戶外地方
Staff learning
how to optimize
the use of outdoor
venues at the camp site