

THE CHINESE UNIVERSITY OF HONG KONG

MEMO

<i>From</i>	Human Resources Manager	<i>To</i>	College Heads/Masters
<i>Ref.</i>	TM012/21		Deans of Faculties/Graduate School
<i>Tel. No.</i>	3943 8607		School Directors/Department Chairpersons/ Unit Heads/Institute/Centre Directors
<i>Date</i>	September 24, 2021	Your Ref.	

Staff Training and Development Programmes
(October to December 2021)

I am pleased to inform you that the following programmes will be organised during the period from October to December 2021 and are now open for enrolment:-

New Programmes

- (i) Workshop on Influencing and Communication Skills (for managerial, executive and research staff at Post-doctoral Fellow / Research Associate / Research Assistant ranks)
- (ii) Workshop on Enhancing Team Effectiveness 增進團隊效能工作坊
(for all staff 各職系同事)
- (iii) Mindfulness Practices in Everyday Life 日常生活的正念練習
(for all staff 各職系同事)
- (iv) D&I@CUHK series: Workshop on Cultural Competency and Arabic Calligraphy
(for all staff, will be conducted in English)
- (v) 手機攝影工作坊 (適合工作上涉及活動拍攝的同事參加)
- (vi) 捲捲毛線球體驗班 (各職系同事)
- (vii) 捲捲毛線球親子體驗班 (各職系同事與其伴侶以及一位 5 歲或以上的子女)
- (viii) 「家庭暗中樂悠遊」親子活動 (各職系同事與其一位 5 歲或以上的子女)

Re-run Programmes

- (ix) Positive Workplace and Work Safety (supervisory staff, especially for supervisors of frontline workers)
- (x) Workshop on Performance Appraisal Skills for New Reviewers (for reviewers who have been newly recruited/promoted)

(xi) Workshop on Mental Health First Aid (for all staff, will be conducted in English)

(xii) Workshop on Youth Mental Health First Aid (for all staff)

Please be informed that the programmes will be conducted in **face-to-face mode**. We will update successfully enrolled colleagues of changes in mode of delivery subject to the pandemic situation.

Please help disseminate the programme information to your staff members for their application. Individual participant may seek approval from supervisor and submit their enrolment(s) through the following CUPIS navigation path. The enrolment deadline is **October 8, 2021 (Friday)**.

Main Menu → Self-Service → Learning and Development → Request Training Enrolment

Please note that a seat will be allocated to an applicant only **after** it is **APPROVED by the supervisor**. Please check your enrolment status through the following CUPIS navigation path.

Main Menu → Self-Service → Learning and Development → Training Summary

The programme outlines are enclosed for your reference. For enquiries, please contact me at 3943 8607 or Ms. Jennifer Chung at 3943 7876.

Many thanks and with best regards,



Fion Law

Encl.
/CKY/jc



Workshop on Influencing and Communication Skills

Objectives



- : ➤ To learn how to exert influence without authority
- To learn how to understand and communicate effectively with stakeholders
- To understand work-style of oneself and others
- To appreciate the science and psychology behind influencing skills

Contents



- : ➤ The basic of influencing skills
- People's work style
- Understanding the stakeholders
- Effective communication
- Psychology of persuasion

Target Participants

- : For managerial, executive and research staff at Post-doctoral Fellow / Research Associate / Research Assistant ranks

Date

- : October 18, 2021 (Monday)

Time

- : 9:30 am – 5:30 pm

Venue

- : Room 203, 2/F, Cheng Yu Tung Building, CUHK campus

Training Approach

- : ➤ Lectures
- Storytelling
- Discussion
- Video
- Role-play
- Games

Language

- : Cantonese (English handouts)

Class Size

- : 30

Facilitator

- : Professor Dominic Chan is the Associate Professor of Practice in Entrepreneurship and the Associate Director, EMBA Programme of CUHK Business School. He has over 19 years of experience in management consulting and operation in Asia. He has worked for a number of prominent international companies and Asia companies in business consulting, technology and education areas.

Workshop on Enhancing Team Effectiveness

增進團隊效能工作坊

Objectives 目標



- : Upon completion of the workshop, participants will be able to 參加者可以透過本工作坊
 - Understand the practical concepts of team effectiveness 理解團隊效能的實用概念
 - Grasp the team effectiveness skills in communication respect, trust and coaching 掌握溝通、尊重、信任和啟導方面的團隊效能技巧
 - Apply these concepts and skills at work, at home and elsewhere 在工作、家庭和其他地方應用這些概念和技巧

Contents 內容



- : ➢ Explore the effect of team effectiveness on organization, employee health and happiness 探索團隊效能對組織、員工健康和快樂的影響
- How team works and communicates even during change 團隊如何在平常以及轉變的環境中工作和溝通
- Building relationships with empathy (level 2.0) and respect 以同理心（2.0 版）和尊重建立人際關係
- Handling conflicts due to diversity 處理因分歧而引起的衝突
- Developing trust with outreaching skills and confidence 通過外展技巧和信心建立信任
- Coaching for success under limited resources 在資源有限的情況下進行達致成功的啟導
- Putting learning into action through tips cards 通過提示卡將學習付諸行動

Target Participants 對象 : For all staff 各職系同事

Date 日期 : November 22, 2021 (Monday)
2021 年 11 月 22 日 (星期一)

Time 時間 : 9:15 am – 5:30 pm
上午九時十五分至下午五時半

Venue 地點 : Room 203, 2/F, Cheng Yu Tung Building, CUHK campus
中文大學鄭裕彤樓 2 樓 203 室

Training Approach
授課形式

: This workshop will be activity-based and conducted with a balanced combination of experiential activities, role-plays, discussion, practices and reflection.

本工作坊將以活動為本，運用體驗式活動、角色扮演、討論、實習和反思等方法促進學習。

Language 語言

: Cantonese 廣東話

Class Size 人數

: 30

Facilitator 導師

: Dr. Johnny Wan is a management consultant. He has worked for CUHK as Associate Professor in Management, teaching both undergraduate and MBA courses in strategic management and people development. Dr. Wan has also worked for Hong Kong Police as Superintendent (Training) and Hong Kong Disneyland Resort as Learning & Development Director. Dr. Wan is a Fellow Member in Hong Kong Institute of Human Resource Management. He is also an honorary fellow in the Asia Pacific Institute of Business at CUHK and a mountain craft coach in China Hong Kong Mountaineering and Climbing Union.

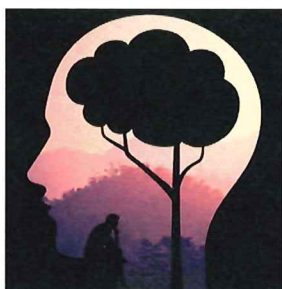
溫振昌博士現職企業管理顧問，曾任職香港中文大學管理學副教授，於本科及研究生課程教授企業策略和人才培訓等學科。後轉任香港特區政府警務處訓練部專業警司。及後出任香港迪士尼樂園渡假區學習及發展總監。溫博士現為香港人力資源管理學會資深會員、亦為香港中文大學亞太工商研究所名譽教研學人和香港攀山總會山藝教練。



新設

Mindfulness Practices in Everyday Life 日常生活的正念練習

課程目標及內容： 在日常生活中，你有多少時間會經歷心不在焉或心煩意亂的狀態？如果你的答案是“經常”的話，你的人生便可能在這種心不由己的狀態下，不知不覺地過去！



1. 帮助大家學習正念練習(mindfulness practices)的基本技巧；及
2. 從腦科學的角度，講解正念練習對身心的正面影响。

對象： 各職系同事

日期： 2021 年 11 月 19 日 (星期五)

時間： 下午二時半至五時半

地點： 中文大學鄭裕彤樓 2 樓 203 室

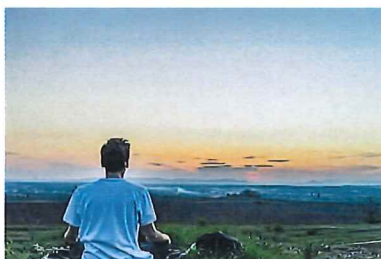
授課形式：

- 短講
- 練習

語言： 廣東話

人數： 40

講者： 梁耀堅教授（前心理學系教授，現任香港中文大學逸夫書院院長、學生事務處及人力資源處高級臨床心理學顧問）





D&I@CUHK series: Workshop on Cultural Competency and Arabic calligraphy

(Co-organised by the Diversity and Inclusion Office and Human Resources Office)

Objectives



- : ➤ Recognise and understand unconscious bias and the impact
- Enhance cultural competency and knowledge
- Experience and appreciate cultural diversity

Contents

- : ➤ Introduction of unconscious bias, and stereotype
- Introduction of enhancing cultural competency
- Cultural workshop: Arabic calligraphy

Target Participants

- : For all staff

Class / Date / Venue

- : Class A:
October 25, 2021 (Monday)
Room 203, 2/F, Cheng Yu Tung Building, CUHK campus

Class B:
November 9, 2021 (Tuesday)
Room 308, 3/F, Esther Lee Building, CUHK campus

Time

- : 2:15 – 5:15 pm

Training Approach

- : Lecture, sharing & cultural experience

Language

- : English

Class Size

- : 20



Facilitator

- : Representative from WEDO Global

WEDO Global is a social enterprise that advocates multicultural education. The company aims to enhance cultural understanding of local Chinese on ethnic minorities, so as to reduce the negative perceptions and racial discrimination against ethnic minorities.

Remark

- : This workshop is one of the events of the Diversity and Inclusion Week. For details, stay tuned to the announcement of the Diversity and Inclusion Office in late September 2021.

手機攝影工作坊

活動目標

: 這個初階手機攝影工作坊課程將會教授大家拍攝活動花絮相片的各種技巧，教學內容結合各種相片作示範，講解手機重要攝影功能之應用，亦會幫助學員理解各種手機鏡頭的特性及應用時機。

內容



: 主要教學內容:

- 拍攝活動花絮相片技巧
- 拍攝活動個人及團體合照技巧
- 活動花絮拍攝構圖概念
- 各種手機鏡頭應用特性講解
- 各種手機拍攝技巧
- 手機各種拍攝設定
- 各種光線狀況拍攝竅門
- 手機修圖執相 APP 推薦及應用
- 即場模擬講座花絮拍攝練習，所有參加者親身體驗拍攝

註: Android 或 ISO 裝置皆可

對象

: 適合工作上涉及活動拍攝的同事參加

日期

: 2021 年 12 月 3 日 (星期五)

時間

: 下午二時半至五時十五分

地點

: 中文大學李兆基樓 2 樓 210 室

授課形式

: 理論講解及拍攝練習

語言

: 廣東話

人數

: 30

導師

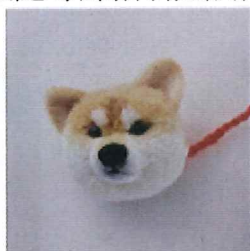
: 專業攝影導師 Mr. Benny Lau



捲捲毛線球體驗班

- 目標** :
- 從輕鬆愉快學習捲毛線球之技巧和羊毛氈戳針運用，以釋放個人潛能、培養專注力及減壓，製作毛線球的過程十分療癒~
 - 由毛線捲捲成毛線球，加上眼睛和鼻子令毛線球賦予生命，再以修剪像寵物美容師般，製作出可愛、真實而獨一無二的貓狗寵物!
- 內容** :
- 示範並指導捲毛線球技巧、顏色配搭基本知識、製球器及羊毛氈戳針的運用方法、配件應用製作鎖匙介紹進階製作立體毛線球公仔
 - 即場實習，問答環節

是次體驗為入門課程，每位參加者可以選擇以下其中一個編織體驗主題，並即堂跟隨導師指引完成作品。



選擇 A: 製作柴犬毛線球



選擇 B: 製作異國短毛貓毛線球

*編織品選擇如有變動，參加者將在課堂前獲通知。

- 對象** : 對捲捲毛線球有興趣，並希望藉以減壓的同事
- 日期** : 2021 年 12 月 10 日 (星期五)
- 時間** : 下午三時至五時半
- 地點** : 中文大學伍何曼原樓 5 樓 508 室
- 授課形式** :
- 導師示範及指導
 - 參加者實習
- 語言** : 廣東話
- 人數** : 30
- 導師** : 專業編織導師 Ms. Kimi Leung

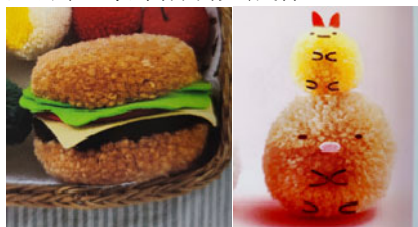


捲捲毛線球親子體驗班

- 目標** :
- 家長與子女輕鬆愉快學習捲毛線球之技巧，以釋放個人潛能、培養專注力及減壓，製作毛線球的過程十分療癒~
 - 增進親子之間感情，以創作不同款式毛線球的合作，從而拉近家人的關係，擁有美好的回憶及不同的製成品及滿足感!

- 內容** :
- 示範並指導捲毛線球技巧、顏色配搭基本知識、工具及不織布的運用方法、配件應用製作鎖匙釦和髮飾介紹進階製作立體毛線球公仔
 - 即場實習，問答環節

是次體驗為入門課程，每位參加者可以選擇以下其中一個編織體驗主題，並即堂跟隨導師指引完成作品。



選擇 A: 製作漢堡包及炸豬扒和炸蝦尾



選擇 B: 製作雪糕甜筒及白熊和裹布

*編織品選擇如有變動，參加者將在課堂前獲通知。

- 對象** : 對捲捲毛線球有興趣，並希望藉以減壓的各職系同事及其家人

- 日期及地點** :
- (甲班) 2021 年 11 月 27 日 (星期六)
中文大學伍何曼原樓 3 樓 303 室

- (乙班) 2021 年 12 月 11 日 (星期六)
中文大學李兆基建築大樓地下 G01 室

- 時間** : 上午十時至下午十二時半

- 授課形式** :
- 導師示範及指導
 - 參加者實習

- 語言** : 廣東話

- 人數** : 15 組 (每組可包括一位同事及其伴侶，以及一位 5 歲或以上的子女)

- 導師** : 專業編織導師 Ms. Kimi Leung

「家庭暗中樂悠遊」親子活動

- 目標** :
- 認識多元共融文化
 - 提升親子之間的溝通技巧及合作精神
 - 學習互相包容、欣賞及克服困難等美德
- 內容** :
- 由子女擔任帶領者，於全黑及光明兩種截然不同的環境下進行體驗式活動
 - 分享及解說
- 對象** : 各職系同事與其一位 5 歲或以上的子女
- 日期** : 第一場 - 2021 年 11 月 13 日 (星期六) 或
第二場 - 2021 年 12 月 4 日 (星期六)
- 時間** : 上午九時半至下午十二時半
- 地點** : 黑暗中對話體驗館
九龍長沙灣長義街 9 號 D2 Place 一期 7 樓 B 室
- 形式** :
- 體驗式活動及遊戲
 - 分享及解說
- 語言** : 廣東話
- 人數** : 16 組 (每組包括一位同事及一位 5 歲或以上的子女)



備註：是次工作坊將有部分活動是安排於「100%全黑」環境中進行，參加者請自行評估個人身心狀況是否適合參與此活動。

POSITIVE WORKPLACE AND WORK SAFETY

Objectives:



- ✚ To raise awareness of positive workplace attributes, in the area of work safety in particular, among the supervisors of frontline workers.
- ✚ To share observations on work accident cases reported by CUHK to the Labour Department.
- ✚ To share tips for maintaining a safe workplace environment and good practices through case study.

Contents:



- ✚ *Sharing on the Positive Leadership and Staff Well-being Survey 2021 and colleagues' concerns and expectations for leadership attributes and working environment at CUHK*
- ✚ *How safe are CUHK workplaces (Part I): Work accident cases reported to the Labour Department*
 - A brief recap on the statutory Employees' Compensation (EC) provisions
 - What is a 'Work Accident'? How and when should the accident be reported?
 - A sharing on the EC statistics of CUHK
 - How damaging work accidents can be at the workplace relationship?
- ✚ *How safe are CUHK workplaces (Part II): Current safety policy, operation system and infrastructure at CUHK*
 - A brief recap on the statutory occupational health & safety provisions (especially for EMO frontline workers, hostel workmen)
 - A brief recap on the University safety policy statements
 - Some practical workplace safety tips
 - Role of departmental safety coordinators

Target Participants:

Supervisory staff, **especially for supervisors of frontline workers**

Date and Time:

November 26, 2021 (Friday) 12:30 pm – 5:30 pm
(A semi-buffet lunch at The Gastronomy Club will be included)

Venue:

12:30 – 2:00 pm The Gastronomy Club, 5/F, Cheng Yu Tung Building
2:00 – 5:30 pm Room 203, 2/F, Cheng Yu Tung Building

Training Approach:

- Mini-lectures
- Case Studies & Group Discussion

Language:

Cantonese (English handouts)

Class Size:

40

Speakers:

Representatives from the Human Resources Office and University Safety Office

Remark: Colleagues who have joined at least **THREE** programmes in the training series on statutory regulations (e.g. corruption prevention, personal data privacy, labour legislation, anti-discriminatory provisions, work safety) within a two-year period will be awarded a continuous learning certificate by the Human Resources Office.

WORKSHOP ON PERFORMANCE APPRAISAL SKILLS FOR NEW REVIEWERS

Objectives



- : The workshop aims at familiarising the new reviewers in the University with knowledge and skills in conducting the performance reviews for non-teaching staff.

Contents



- :
 - ✓ Overview of the Performance Review and Development System in the University
 - ✓ Deciding job accountabilities
 - ✓ Dealing with weightings and ratings
 - ✓ Tips on PRD report writing
 - ✓ Preparing for the review interviews
 - ✓ Achieving effective review interviews
 - ✓ Handling difficult situations
 - ✓ Avoiding common pitfalls
 - ✓ Understanding the Positive Performance Management Culture of the University

Target Participants

- : It is designed for new reviewers who have been newly recruited/promoted. Reviewers who would like to refresh related skills and knowledge are also welcome to join the workshop.

Date

- : October 6, 2021 (Wednesday)

Time

- : 9:30 am – 12:30 pm

Venue

- : Lecture Theatre 3, G/F, Executive Foundation Suite, Cheng Yu Tung Building, CUHK campus

Training Approach

- :
 - Lecture
 - Case Study

Language

- : Cantonese (Handouts in English)

Class Size

- : 30

Facilitators

- : Representatives from the Human Resources Office

WORKSHOP ON MENTAL HEALTH FIRST AID

Programme Objectives : Upon completion of the workshop, participants are expected to be able to:

- Provide early identification and prevention of mental health problems for students
- Apply knowledge and skills of first aid to ease mental health crisis situations
- Use University and community resources appropriately to facilitate rehabilitation of those affected students

Contents :

- Mental Health First Aid
 - ✧ What is Mental Health First Aid?
 - ✧ 5-Step Action Plan: ALGEE
- Causes & First Aid of Depression
- Suicide assessment and intervention
- Causes & First Aid of Anxiety / Panic Attack
- Causes & First Aid of Psychotic Disorders: Early Psychosis, Schizophrenia Bipolar Disorder
- First Aid of Aggressive Behaviors
- Causes & First Aid of Substance Abuse / Overdose
- Community Resources for Social Rehabilitation



Target Participants : For all staff

Date and Venue : October 22, 2021 (Friday) (Day 1)
Room 203, 2/F, Cheng Yu Tung Building, CUHK campus
And
October 29, 2021 (Friday) (Day 2)
Room 303, 3/F, Wu Ho Man Yuen Building, CUHK campus

Total: 2 days (12 hours)

Time : 9:30 am – 5:00 pm

Training Approach :

- Mini-lectures
- Experiential Exercise
- Group Discussion

Language : English

Class Size : 30

Facilitator : Student Counsellors from the Office of Student Affairs

Remark : Participants who have successfully completed the 12-hour training will be awarded a Certificate.

WORKSHOP ON YOUTH MENTAL HEALTH FIRST AID

Objectives



- : Upon completion of the Workshop, participants are expected to be able to:
 - Provide early identification and prevention of mental health problems for students
 - Apply knowledge and skills of mental health first aid to ease mental health crisis situations
 - Use University and community resources appropriately to facilitate rehabilitation of those affected students

Contents



- : ➤ Mental Health First Aid (MHFA): Definition and the MHFA Action Plan “ALGEE”
- Youth bio-psycho-social development, and mental health problems’ impact on it
- MHFA for the following problems and crises:
 - ✚ Developing mental health problems: depression; anxiety problems; eating disorders; substance use problems; early psychosis
 - ✚ Mental health crises: suicidal thoughts and behaviours; non-suicidal self-injury; early psychosis
- Community resources

Target Participants

- : For all staff

Date and Venue

- : November 26, 2021 and December 3, 2021 (Fridays)
Room 201, 2/F, Cheng Yu Tung Building, CUHK campus

Total: 2 days (14 hours)

Time

- : 9:00 am – 5:30 pm

Training Approach

- : ➤ Mini-lectures
- Role-plays
- Video Illustrations
- Group Discussion

Language

- : Cantonese supplemented with English

Class Size

- : 30

Facilitator

- : Student Counsellors from the Office of Student Affairs

Remark

- : Participants who successfully completed the 14-hour training will be awarded a Certificate.