

In-house Training Plan for 2024
(by Category)

Category	Quarter	No.	Course Title	Targets	Duration (Hours)
I. National Affairs Education	Q1	1	Defence of National Security from the Perspective of the Constitution and the Basic Law 從憲法基本法看維護國家安全	PAO, SAO and AO	3
		2	Development of Higher Education in the Guangdong-Hong Kong-Macao Greater Bay Area 粵港澳大灣區的高等教育發展	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	Q2	3	Development Opportunities of the Guangdong-Macao In-Depth Cooperation Zone in Hengqin 橫琴粵澳深度合作區的發展機遇	PAO, SAO and AO	3
		4	Introduction to China's Administrative System 中國行政體制簡介	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
		5	Spiritual and Intangible Civilisation of Traditional China 傳統中國的精神文明與非物質文明		3
	Q3	6	Smart Cities and Data Governance in the Chinese Mainland 內地智慧城市與數據治理	PAO, SAO and AO	3
		7	Significance of the "Outline Development Plan for the Guangdong-Hong Kong-Macao Greater Bay Area" to Moderate Economic Diversification in Macao 《粵港澳大灣區發展規劃綱要》對澳門經濟適度多元的意義	AO, PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
		8	Chinese Literature and Culture in Modern Transition 中國文學與文化的現代變遷	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
	Q4	9	China's International Relations and the Role of Macao in the Overall Development of the Country 中國國際關係及澳門在國家發展大局中的角色	PAO, SAO and AO	3
		10	"General Plan for Building the Guangdong-Macao In-Depth Cooperation Zone in Hengqin" and Macao-Hengqin Integration 《橫琴粵澳深度合作區建設總體方案》與澳琴融合	PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
II. Essential Skills Enhancement (Basic)	Q1	11	Public Finance (Basic) 公共財政管理制度 (初階班)	Administrative Staff	24
		12	ISO - Basic Understanding ISO - 基本理解	Mainly for New Administrative Staff	6
	Q2	13	Development and Prospect of E-governance 電子政務的發展與前瞻	Academic and Administrative Staff	3
		14	How to Handle Sexual Harassment Complaints and Conduct Investigation 如何處理性騷擾個案及進行調查		2
		15	Microsoft Excel (Intermediate) 微軟電子表格軟件 (中級)		6
		16	Administrative Procedure Law 行政程序法		12
	Q3	17	Basic Research Methods and Data Analysis 基礎調查研究方法與數據分析	Administrative Staff	12
		18	Practice of Public Administration - Government Procurement (Basic) 公共行政實務 - 政府採購 (初階班)		37
		19	Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾		Mainly for New Administrative Staff
	Q4	20	Mental Health First Aid (MHFA) Standard Course 精神健康急救標準課程	Academic and Administrative Staff	12
		21	Briefing on Intellectual Property 知識產權講解會		1.5
		22	Microsoft PowerPoint 微軟投影片簡報軟件		6
		23	Briefing on Personal Data Protection Act 個人資料保護法講解會		Mainly for New Administrative Staff
II. Essential Skills Enhancement (Advanced)	Q1	24	Advanced Professional Training on Communication Skills 溝通技巧進階專業培訓 - Mediation Skills on Campus and in the Workplace 校園及職場調解技巧 - Complaint Handling Processes 投訴處理過程 - Inquiry Response Techniques 諮詢應對技巧	Mainly for Frontline Administrative Staff	18
	Q2	25	Advanced Professional Training on Public Relations 公共關係進階專業培訓 - Techniques for Event Organization 活動統籌技巧 - Publicity and Promotion Skills 宣傳及推廣技巧 - Press Release Writing 新聞稿撰寫	Mainly for Administrative Staff responsible for Event Coordination and Public Relations	18
		26	Microsoft Excel (Advanced) 微軟電子表格軟件 (高級)	Academic and Administrative Staff who master basic and intermediate features of Microsoft Excel	6
	Q3	27	Advanced Professional Training on Leadership and Management Skills 領導及管理技巧進階專業培訓 - Human Resources and Team Management 人力資源及團隊管理 - Project Management 項目管理 - Creative Thinking 創意思維	Only for Functional Heads / PAO and SAO	18
	Q4	28	ISO - Internal Auditor Training ISO - 內部審核員培訓	Administrative Staff who have taken "ISO - Basic Understanding"	28
III. Soft Skills Enhancement	Q1	29	Adult First Aid Refresh Course 成人急救員重溫課程	Adult First Aid certificate holders	12
	Q3	30	Enhancing Adversity Quotient and Emotion Management Skills 提升逆境智商與情緒管理技巧	Academic and Administrative Staff	12
	Q4	31	Artificial Intelligence and Enhancement of Administrative Efficiency - How to Apply AI in Public Administration 人工智能與行政效能提升 - AI如何應用於公共行政	Academic and Administrative Staff	3

Remarks:

Q1: Jan-Mar
Q2: Apr-Jun
Q3: Jul-Sept
Q4: Oct-Dec

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	3	Essential Skills Enhancement (Basic)	Public Finance (Basic) 公共財政管理制度 (初階班)	Administrative Staff	24
	4		ISO – Basic Understanding ISO – 基本理解	Mainly for New Administrative Staff	6
	5	Essential Skills Enhancement (Advanced)	Advanced Professional Training on Communication Skills 溝通技巧進階專業培訓 - Mediation Skills on Campus and in the Workplace 校園及職場調解技巧 - Complaint Handling Processes 投訴處理過程 - Inquiry Response Techniques 諮詢應對技巧	Mainly for Frontline Administrative Staff	18
	6	Soft Skills Enhancement	Adult First Aid Refresh Course 成人急救員重溫課程	Adult First Aid certificate holders	12
Q2 Apr ~ Jun	7	National Affairs Education	Development Opportunities of the Guangdong-Macao In-Depth Cooperation Zone in Hengqin 橫琴粵澳深度合作區的發展機遇	PAO, SAO and AO	3
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	10	Essential Skills Enhancement (Basic)	Development and Prospect of E-governance 電子政務的發展與前瞻	Academic and Administrative Staff	3
	11		How to Handle Sexual Harassment Complaints and Conduct Investigation 如何處理性騷擾個案及進行調查		2
	12		Microsoft Excel (Intermediate) 微軟電子表格軟件 (中級)		6
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Q3 Jul ~ Sept	16	National Affairs Education	Smart Cities and Data Governance in the Chinese Mainland 內地智慧城市與數據治理	PAO, SAO and AO	3
	17		Significance of the "Outline Development Plan for the Guangdong-Hong Kong-Macao Greater Bay Area" to Moderate Economic Diversification in Macao 《粵港澳大灣區發展規劃綱要》對澳門經濟適度多元的意義	AO, PAA, SAA, AA, Principal Clerk, Senior Clerk, Clerk, Skilled Worker and Janitor	3
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Q4 Oct ~ Dec	24	National Affairs Education	China's International Relations and the Role of Macao in the Overall Development of the Country 中國國際關係及澳門在國家發展大局中的角色	PAO, SAO and AO	3
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