

In-house Training Plan for 2026
(by Course Category)

Category	Quarter	No.	Course Title	Targets	Duration (Hours)
National Affairs Education	Q1	1	Background and Scheme Formulation of the Holistic Approach to National Security 總體國家安全觀的產生背景與方案擬定	Administrative Staff (Job ranks of PAA or below)	3
		2	Principles of "People of Macao Governing Macao" and "Patriots Governing Macao" "澳人治澳"與"愛國者治澳"原則	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
	Q2	3	Concept and Practice of the Fundamental System of Socialism 社會主義根本制度的概念與實踐	Administrative Staff (Job ranks of PAA or below)	3
		4	Landscape Culture and the Spirit of Chinese Classics 山河文化與國學精神	Administrative Staff (Job ranks of AO or below)	3
		5	Development of New Industries in Macao Facilitated by the "1+4" Strategy of Moderate Economic Diversification "1+4"經濟適度多元對澳門新產業發展之推進	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
	Q3	6	Constitutional Order and National Security 憲制秩序與國家安全	Administrative Staff (Job ranks of PAA or below)	3
		7	Development of the Guangdong-Macao In-Depth Cooperation Zone in Hengqin, and the Current Status and Future Direction of Macao-Hengqin Integration 橫琴粵澳深度合作區的發展與澳琴融合當前狀況與發展方向		3
		8	Concept of National Security and the Development of National Security Framework in China 國家安全的概念與中國國家安全的發展	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
	Q4	9	Interpretation of the "3rd Five-Year Plan for Economic and Social Development of the Macao Special Administrative Region (2026-2030)" "澳門特別行政區經濟和社會發展第三個五年規劃 (2026-2030年)" 解說	Administrative Staff (Job ranks of PAA or below)	3
		10	Achievements of 26th Anniversary of the Establishment of the Macao SAR and the Missions, Opportunities and Tasks of the National "15th Five-Year Plan" Period 澳門回歸26年的成就與國家“十五五”時期的使命、機遇和任務	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
Essential Skills Enhancement (Basic)	Q1	11	ISO - Basic Understanding ISO - 基本理解	Mainly for New Administrative Staff	6
		12	Problem Analysis and Solution 問題分析及解決	Administrative Staff (Priority given to PAA or below)	12
		13	Current Status and Development of E-Government in the Special Administrative Region 特區電子政務的現況與發展	All Academic and Administrative Staff	3
	Q2	14	Artificial Intelligence - Application on General Administrative Work (Class 1) 人工智能 - 日常行政工作上之應用 (第一班)	Administrative Staff (Priority given to PAA or below)	3
		15	Strategic and Creative Thinking 策略及創意思維	Administrative Staff (Priority given to PAO, SAO, and AO)	12
		16	Sexual Harassment Complaints Handling and Investigation Process 處理性騷擾個案及進行調查	All Academic and Administrative Staff	1
	Q3	17	Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾	Mainly for New Administrative Staff	1
		18	Artificial Intelligence - Application on General Administrative Work (Class 2) 人工智能 - 日常行政工作上之應用 (第二班)	Administrative Staff (Priority given to PAO, SAO, and AO)	3
		19	Techniques for Event Organization and Planning 活動安排及籌劃技巧	Administrative Staff (Priority given to PAA or below)	12
	Q4	20	Briefing on Personal Data Protection Act 個人資料保護法講解會	Mainly for New Administrative Staff	1.5
		21	Filing Management and Maintenance for Public Departments 公共行政檔案管理及維護		4
Essential Skills Enhancement (Advanced)	Q1	22	Integrated Training on Project Management and Process Optimization 項目管理及流程優化綜合培訓課程 - Techniques and Processes of Project Management 項目管理的技術與過程 - Principles and Steps of Process Optimization 流程優化的原則與步驟 - Tools and Techniques for Business Process Modeling 業務流程建模工具與技術	Administrative Staff (Priority given to Functional Heads, AO and above)	15
	Q2	23	Practice on Public Administration - Government Procurement (Advanced) [TBC] 公共行政實務 - 政府採購進階課程 [待定]	Administrative Staff (all ranks) who have completed the course "Practice on Public Administration - Government Procurement (Basic)"	30
		24	Artificial Intelligence - Integration and Analysis of Data and Information (Class 1) 人工智能 - 數據及資料之整合與分析 (第一班)	Administrative Staff (Priority given to PAA or below)	6
	Q3	25	Training Development Program for Mid-level Administrative Management 2026 2026年中層行政管理人員培訓計劃	Mainly for Functional Heads recommended by the respective units	12
		26	Integrated Training on Conflict Resolution and Response to Emergency 衝突處理與突發事件應對綜合培訓課程 - Strategies and Mediation Steps for Resolving Conflicts 化解衝突之策略及調解步驟 - Techniques for Responding to Emergency Incidents 出現突發事件時的應對技巧 - Prevention and Management Plans for Crisis 危機的預防及處理方案	Administrative Staff (Priority given to Functional Heads, AO and above)	15
	Q4	27	Artificial Intelligence - Integration and Analysis of Data and Information (Class 2) 人工智能 - 數據及資料之整合與分析 (第二班)	Administrative Staff (Priority given to PAO, SAO, and AO)	6
		28	ISO - Internal Auditor Training ISO - 內部審核員培訓	Administrative Staff (all ranks) who have completed the course "ISO - Basic Understanding"	28
	Q2	29	Adult First Aid Refresh Course 成人急救員重溫課程	All Academic and Administrative Staff who have completed the "Adult First Aid Course"	12
Soft Skills Enhancement	Q2	30	Review Session on Mental Health First Aid (MHFA) Standard Course 課程重溫 - 精神健康急救標準課程	All Academic and Administrative Staff who have completed the "Mental Health First Aid (MHFA) Standard Course"	3

Note 1: Q1 = Jan-Mar, Q2 = Apr-Jun, Q3 = Jul-Sept, Q4 = Oct-Dec
Note 2: In addition to the above In-house Training Plan, ICTO and LIB may organize a number of training courses in coordination with HRS, based on the operational needs.

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Q1	National Affairs Education	1	Background and Scheme Formulation of the Holistic Approach to National Security 總體國家安全觀的產生背景與方案擬定	Administrative Staff (Job ranks of PAA or below)	3
		2	Principles of "People of Macao Governing Macao" and "Patriots Governing Macao" "澳人治澳"與"愛國者治澳"原則	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
	Essential Skills Enhancement (Basic)	3	ISO - Basic Understanding ISO - 基本理解	Mainly for New Administrative Staff	6
		4	Problem Analysis and Solution 問題分析及解決	Administrative Staff (Priority given to PAA or below)	12
		5	Current Status and Development of E-Government in the Special Administrative Region 特區電子政務的現況與發展	All Academic and Administrative Staff	3
	Essential Skills Enhancement (Advanced)	6	Integrated Training on Project Management and Process Optimization 項目管理及流程優化綜合培訓課程 - Techniques and Processes of Project Management 項目管理的技術與過程 - Principles and Steps of Process Optimization 流程優化的原則與步驟 - Tools and Techniques for Business Process Modeling 業務流程建模工具與技術	Administrative Staff (Priority given to Functional Heads, AO and above)	15
Q2	National Affairs Education	7	Concept and Practice of the Fundamental System of Socialism 社會主義根本制度的概念與實踐	Administrative Staff (Job ranks of PAA or below)	3
		8	Landscape Culture and the Spirit of Chinese Classics 山河文化與國學精神	Administrative Staff (Job ranks of AO or below)	3
		9	Development of New Industries in Macao Facilitated by the "1+4" Strategy of Moderate Economic Diversification "1+4"經濟適度多元對澳門新產業發展之推進	Administrative Staff (Job ranks of PAO, SAO, and AO)	3
	Essential Skills Enhancement (Basic)	10	Artificial Intelligence - Application on General Administrative Work (Class 1) 人工智能 - 日常行政工作上之應用 (第一班)	Administrative Staff (Priority given to PAA or below)	3
		11	Strategic and Creative Thinking 策略及創意思維	Administrative Staff (Priority given to PAO, SAO, and AO)	12
		12	Sexual Harassment Complaints Handling and Investigation Process 處理性騷擾個案及進行調查	All Academic and Administrative Staff	1
	Essential Skills Enhancement (Advanced)	13	Practice on Public Administration - Government Procurement (Advanced) [TBC] 公共行政實務 - 政府採購進階課程 [待定]	Administrative Staff (all ranks) who have completed the course "Practice on Public Administration - Government Procurement (Basic)"	30
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Q3	National Affairs Education	17	Constitutional Order and National Security 憲制秩序與國家安全	Administrative Staff (Job ranks of PAA or below)	3
		18	Development of the Guangdong-Macao In-Depth Cooperation Zone in Hengqin, and the Current Status and Future Direction of Macao-Hengqin Integration 橫琴粵澳深度合作區的發展與澳琴融合當前狀況與發展方向		3
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	Essential Skills Enhancement (Basic)	20	Protecting Yourself and Preventing Sexual Harassment 保護自己及防止性騷擾	Mainly for New Administrative Staff	1
		21	Artificial Intelligence - Application on General Administrative Work (Class 2) 人工智能 - 日常行政工作上之應用 (第二班)	Administrative Staff (Priority given to PAO, SAO, and AO)	3
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		30	ISO - Internal Auditor Training ISO - 內部審核員培訓	Administrative Staff (all ranks) who have completed the course "ISO - Basic Understanding"	28

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