



香港教育大學

The Education University
of Hong Kong

Educational Administration and Management Course

for School Administrators

organised by
the Academy for Educational Development and Innovation of EdUHK

To enhance senior teachers' effectiveness in discharging their duties upon their promotion to PGM/SEO/SPSM, and to become effective school administrators equipped with school management and leadership skills, the Academy for Educational Development and Innovation of EdUHK is delighted to launch the 'Educational Administration and Management Course for School Administrators'. Through a series of classes and school visits, this course aims to enhance the management and leadership abilities of school administrators and contribute strategically to the school's effectiveness and improvement.

Target audience

Serving SGMs, PSMs and experienced teachers
who aspire to promote to higher ranks

Starting from the 2020/21 academic year, the EDB has implemented enhanced training requirements for promotion. The training consists of the Core and Elective Parts. To be eligible for promotion to a higher rank, all teachers in aided schools must fulfil the relevant training requirements as stated in the *Codes of Aid* and obtain endorsement from SMCs / IMCs for the training undertaken. This course satisfies the training requirements for the Elective Part.

Training hours and charge

HK\$6,800 / 70 hours

for 5 days of lectures, school visits and online learning. Students who have passed in assessments and had a attendance of over 80% will be awarded with completion certificate.

Course commencement date

February 2024

Lecture dates: 24 Feb 2024; 2 Mar 2024; 9 Mar 2024; 16 Mar 2024; 23 Mar 2024

School visit dates: 7 Mar 2024; 15 Mar 2024

Course director

Dr Ho Chun Sing Maxwell

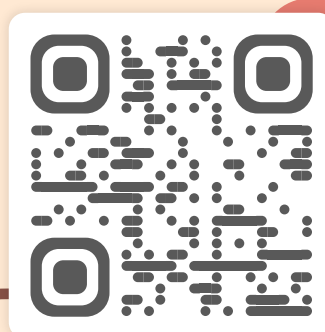
Associate Co-Director,
Academy for Educational Development and Innovation

Inquiries

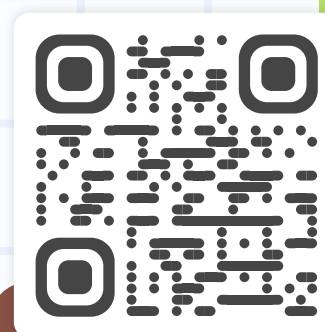
T 2948 8168

E tesip@eduhk.hk

More information



Intention form



Educational Administration and Management Course for School Administrators

Course Outline

Themes and Topics	Instructors
School Administration and School Development <ul style="list-style-type: none"> ▶ Human and financial resource management ▶ Information and knowledge management 	Dr Chu Kai Wing, Alex Mr Hui Chin Yim
Staff Development <ul style="list-style-type: none"> ▶ Leadership skills for middle leaders ▶ Leadership development ▶ Introduction of major education policies ▶ Preparation of important school documents ▶ Mentoring system & coaching system in school 	Dr Chu Kai Wing, Alex Mr Chow Tak Fai Dr Ho Chun Sing, Maxwell
Curriculum, Learning and Teaching <ul style="list-style-type: none"> ▶ Development of students' generic skills ▶ Effective lesson observation ▶ Assessment literacy ▶ Implementation of education policies in schools ▶ Catering for learner diversity ▶ Quality learning and teaching resources ▶ Develop students' capacities for self-directed learning ▶ Curriculum leadership 	Mr Dion Chen Ms Chong Yan Wai Dr Chu Kai Wing, Alex Mr Poon Kai Cheung, Franky
Student Support and Partnership <ul style="list-style-type: none"> ▶ Strengthening values education ▶ Guidance and discipline ▶ Home-school-community cooperation ▶ Holistic planning of work relating to discipline, counselling and moral education in support of student development 	Ms Chan Po Ling, Candy Mr Li Kin Man Ms Yau Chun Yin
Constitution, Basic Law and Professional Conduct <ul style="list-style-type: none"> ▶ Legal matters in the school context ▶ Constitution, Basic Law and National Security Law ▶ Home-school cooperation 	Ms Eva Charisa Hsu Mr Yip Kam Yuen, William
Constructing and Cultivating Personal Belief in Education <ul style="list-style-type: none"> ▶ Reflecting on their leadership experiences and practices ▶ AI and school leadership ▶ Teacher entrepreneurialism in schools ▶ Career and life planning 	Dr Ho Chun Sing, Maxwell Mr Li Siu Kei Ms Siu Wai Yan, Vian Mr Tsang Chi To
Contemporary Educational Developments in Education Organizations <ul style="list-style-type: none"> ▶ Explore the latest pedagogical approaches adopted by education organizations ▶ Examine how education organizations effectively integrate technology into teaching and learning ▶ Examine initiatives promoting cultural understanding, empathy, and respect for diversity 	Dr Ho Chun Sing, Maxwell