



Information of professional development activities to be held by the Kindergarten Education Division (KGE) of Education Bureau (EDB) in 2024/25 school year is provided in the following list of training activities which will be regularly updated.

Please apply for the relevant activities through the “Training Calendar System” of EDB or other proposed means.

List of Training Activities

(Courses/Seminars/Talks) 2024/25

Curriculum Area / Theme	Target Group(s)*			Title	No. of Events / Classes	Max. Enrolment per Event / Class	Duration per Event / Class (hours)	Mode	Available in		Contact Person			Remarks
	H	M	T						Month	Year / School Year	Name	Tel. No.	Section #	
Professional Training	✓	✓	✓	The Basic Course, Workshops and Advanced Course for Teacher Professional Development on Supporting the Learning of Chinese for Non-Chinese Speaking (NCS) Students in Kindergartens	2 Basic Classes	40	21 hours	Lectures & Sharing Session	Dec 2024 to Mar 2025	2024/25	Ms Detta LEUNG	2892 5038	KGA2	Brief introduction: The Basic Course helps participants strengthen their understanding and application of the theories, knowledge and skills in supporting NCS students to learn Chinese in kindergartens
				2 Workshops	40	6 hours	Lectures & Group Work	Mar & May 2025	The Workshops focus on learning and teaching strategies for helping NCS students develop their listening, speaking, reading and writing skills in Chinese The Advanced Course helps participants further strengthen relevant					

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					1 Advanced Class	40	39 hours	Lectures & Sharing Session	May to Jul 2025					knowledge and skills in teaching NCS students, and take up a leading and coordinating role in appropriate curriculum planning and development of support measures in school [Participation in the above workshops and courses will not be counted in the 60-hour CPD activities in every 3 years.]
School Administration and Management	✓	✓	✓	Course on Enhancing Communication Skills of Kindergarten Principals and Teachers	2 Classes	30	6 hours	Seminar	Oct and Dec 2024	2024/25	Ms Grace MOK	2892 6366	KGA2	Brief introduction: This course aims to strengthen KG teachers' skills in working collaboratively with parents in education contexts with emphasis on effective communication with parents of different backgrounds; and identify strategies of complaint management in schools and develop mediation skills based on practical experiences in

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														resolving school complaints. Together with the speaker's experience, case studies and other references, the course enables participants to apply theory to practice.
General Managerial Skills	✓	✓		Workshop on “The 7 Habits of Highly Effective People”	3 Workshops	20	16 hours (in 2 separate whole days)	Work-shop	Nov to Dec 2024, Jan 2025	2024/25	Ms Grace MOK	2892 6366	KGA2	Brief introduction: To develop leadership effectiveness of kindergarten heads/deputy heads/senior teachers at three levels: i) Individual ii) Team iii) Organisation
General Managerial Skills	✓	✓	✓	Crisis Management Course	3 Classes	60	6.5 hours	Seminar	Nov to Dec 2024, Feb 2025 (Tentative)	2024/25	Ms Grace MOK	2892 6366	KGA2	Brief introduction: The course aims to enable kindergarten leaders and teachers to have a better understanding on crisis management strategies, as well as knowledge and skills in emotional management when handling crisis. Together

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														with the speaker's management experience, case studies and other references, the course enables participants to apply theory to practice.
The Learning and Teaching of Putonghua	✓	✓	✓	2025年港澳教師普通話能力提升培訓班（幼稚園／幼稚園暨幼兒中心適用）	1 Class	30	84 hours	Seminars, small group tutorials	Jun to Jul 2025	2024/25	Ms Jessica LAU	2892 6546	KGA2	Brief introduction: To enhance kindergarten teachers' Putonghua proficiency and relevant teaching skills through seminars conducted by various Mainland scholars / experts and explanation and practice during small group tutorials
School Performance	✓	✓	✓	Annual Briefing on Quality Review in Kindergartens	2 events	350	3 hours	Briefing Session	Sep	2024	Ms Aggie YUEN	2892 6553	KGI	Brief Introduction: To report on the overall performance of kindergartens which have undergone Quality Review from 2018/19 to 2023/24 school years, and introduce the enhanced

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														Quality Assurance Framework for kindergartens
School Self-evaluation	✓	✓	✓	Promoting School Self-evaluation: Briefing on Performance Indicators (Kindergartens) [Online Self-learning Course]	2 classes	250	2 hours	Online Self-learning Course	Mar to Apr	2025	Ms Isabella WONG	2892 5706	KGI	Brief introduction: To help kindergartens understand and make use of the Performance Indicators (Kindergartens) to enhance the effectiveness of school self-evaluation
School Development	✓	✓	✓	Kindergarten Experience Sharing Session	1 event	350	3 hours	Sharing Session	Jul	2025	Ms Isabella WONG	2892 5706	KGI	Brief introduction: Kindergartens share about how they promote the school's sustainable development through school self-evaluation

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School Administration	✓	✓	✓	Training Programme for Kindergarten Supervisors and Managers – Session 1	1 session	200	3 hours	Lecture	Oct	2024	Mr Ronnie YEUNG	2892 5000	KGA	Brief Introduction: To enable school supervisors/managers to have a better understanding of complaint handling mechanism and conflict management
Professional Training	✓	✓		Professional Training Programme for Kindergarten Leaders in Shanghai and Zhejiang (2024/25 School Year)	1 class	36	24 hours	Lecture, visits and sharing session	Nov (Tentative)	2024	Ms Mabel CHAN	2892 5007	KGA	Brief introduction: To enhance the professional and leadership perspective of kindergarten leaders and expose them to the practical experience and the most recent development of early childhood education in the Mainland.
School Administration and Financial Management	✓	✓	✓	Briefing on Financial Management in Kindergartens	1 session	350	2.5 hours	Seminar	Nov to Dec	2024	Ms Camila LEUNG	2892 5019	KGA	Brief Introduction: 1. Experience sharing on audit findings 2. Submission of annual audited accounts

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Strategic Directions & Policy Environment	✓	✓	✓	Training Programme for Kindergarten Supervisors and Managers – Session 2	1 session	200 (tentative)	3 hours	Lecture	Jan (tentative)	2025	Mr Ronnie YEUNG	2892 5000	KGA	Brief Introduction: To enable school supervisors/managers to have a better understanding of major statutory requirements in relation to operation of kindergartens
Professional Training	✓	✓		Professional Training Programme for Kindergarten Leaders in Beijing (2024/25 School Year)	1 class	36	24 hours	Lecture, visits and sharing session	May (tentative)	2025	Ms Mabel CHAN	2892 5007	KGA	Brief introduction: To enhance the professional and leadership perspective of kindergarten leaders and expose them to the practical experience and the most recent development of early childhood education in the Mainland.

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Strategic Directions & Policy Environment	✓	✓	✓	Training Programme for Kindergarten Supervisors and Managers – Session 3	1 session	200 (tentative)	3 hours	Lecture	May (tentative)	2025	Mr Ronnie YEUNG	2892 5000	KGA	Brief Introduction: To enable school supervisors/managers to have a better understanding of major statutory requirements in relation to operation of kindergartens
School Administration and Financial Management	✓	✓	✓	Briefing on Procurement Procedures in Kindergartens	1 session	350	2 hours	Seminar	May to June	2025	Ms Camila LEUNG	2892 5019	KGA	Brief Introduction: 1. To introduce the Guidelines on Procurement Procedures in Kindergartens and some points to note on procurement. 2. Sharing of integrity procurement in kindergartens

* Target Group(s) :H = Heads of Kindergartens, M = Middle Managers / Coordinator Teachers, and T = Teachers

Section :KGI = Kindergarten Inspection Section / KGA = Kindergarten Administration Section / KGA2 = Kindergarten Administration 2 Section / JOKC = Joint Office for Kindergartens & Child Care Centres

- Details of the training activities (Courses/Seminars/Talks) organised by the Kindergarten Education Division and other Divisions of EDB will be uploaded onto “Training Calendar System” of EDB (<https://tcs.edb.gov.hk>) time to time.