**Summary on Development Training in 2006**
**二零零六年發展訓練課程總計**

| Title<br>課程 | Frequency<br>次數 | Duration<br>修業日數 | No. of Participants<br>參加人數 | No. of Working Man Days<br>工作日數 |
|---|---|---|---|---|
| Development Training Total<br>發展訓練總計 | 291 | ** | 4 585 | 11 358 |
| Recruit Training Total<br>入職訓練總計 | 14 | ** | 173 | 21 519.5 |
| Overall Total<br>總計 | 305 | ** | 4 758 | 32 877.5 |

*Career Development Training*
*事業發展訓練*

| | | | | |
|---|---|---|---|---|
| Media Training - Half-day Video Seminar Course (MDTP)<br>半天錄像研討會 - 面對傳媒的技巧訓練 (MDTP) | 4 | 0.5 | 109 | 54.5 |
| Communication and Negotiation Skills Training Workshop (MDTP)<br>溝通與談判技巧工作坊 (MDTP) | 5 | 1 | 140 | 140 |
| Financial Management Course (MDTP)<br>財政管理課程 (MDTP) | 4 | 1 | 98 | 98 |
| Human Resources Management Course for Line Managers<br>人力資源管理課程 (前線管理人專設課程) | 2 | 2 | 42 | 84 |
| Leadership Skills<br>領導才能訓練 | 2 | 1 | 55 | 55 |
| Leadership & Change Management Workshop (MDTP)<br>領袖及轉變管理培訓 (MDTP) | 3 | 1 | 57 | 57 |
| Management Development Course<br>管理發展課程 | 1 | 3 | 25 | 75 |

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|---|---|---|---|---|
| Performance Appraisal Workshop (MDTP)<br>評核報告撰寫研習班 (MDTP) | 3 | 1 | 71 | 71 |
| Project Management Workshop (MDTP)<br>項目管理工作坊 (MDTP) | 4 | 1 | 86 | 86 |
| Potential Day Orderly Officer Course (MDTP)<br>潛質值日主管訓練課程 | 4 | 5 | 78 | 390 |
| Public Administration Workshop (MDTP)<br>公共行政工作坊 | 3 | 0.5 | 71 | 35.5 |
| Public Management Workshop (MDTP)<br>公共管理工作坊 | 2 | 1 | 39 | 39 |
| Supervisory Management Course - Module 1<br>督導管理課程 - 單元一 | 2 | 3 | 50 | 150 |
| Seminar on The Civil Service System of PRC (MDTP) | 2 | 0.5 | 41 | 20.5 |
| Training Course on Incident, Investigation and Report Writing (MDTP) - Part I<br>事故及調查報告寫作訓練課程 (MDTP)  - Part I | 4 | 2.5 | 75 | 187.5 |
| Training Course on Incident, Investigation and Report Writing (MDTP) - Part II<br>事故及調查報告寫作訓練課程 (MDTP)  - Part II | 4 | 2 | 94 | 188 |
| Team Building Program for AO | 6 | 3 | 71 | 213 |
| Working in Disciplinary Practices and Procedures (MDTP)<br>紀律聆訊及程序 (MDTP) | 3 | 1 | 69 | 69 |
| Senior Command Course高級指揮課程 | 1 | 13 | 18 | 234 |
| Intermediate Command Course (Higher) (MDTP)<br>高階中級指揮課程 (MDTP) | 2 | 3 | 47 | 141 |
| Intermediate Command Course (MDTP)<br>中級指揮課程 (MDTP) | 3 | 3 | 70 | 210 |
| Assistant officer I Development Course (with e-Learning)<br> 一級懲教助理發展課程 (包括 e-Learning) | 2 | 5 | 40 | 200 |
| Assistant Officer Refresher and Development Course (with e-Learning)<br>懲教助理複修發展課程 (包括 e-Learning) | 2 | 10 | 34 | 340 |

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|---|---|---|---|---|
| Assistant Officer I Refresher Course<br>一級懲教助理複修課程 | 18 | 2 | 302 | 604 |
| Assistant Officer II Refresher Course<br>二級懲教助理複修課程 | 18 | 2 | 375 | 750 |
| **Sub-total:** | **104** | **\*\*** | **2 157** | **4 492** |

*Institutional Knowledge Training*
*院所知識訓練*

| | | | | |
|---|---|---|---|---|
| Detention Centre Course (with e-Learning)<br>勞教中心課程 (包括 e-learning) | 2 | 11 | 35 | 70 |
| Drug Addiction Treatment Centre Course (with e-Learning)<br>戒毒所課程 (包括 e-learning) | 2 | 5 | 32 | 160 |
| Training Centre and Rehabilitation Centre Course (with e-Learning)<br>教導所及更生中心課程 (包括 e-learning) | 2 | 5 | 52 | 260 |
| 3-day Condensed Training Centre Course<br>三天教導所摘要課程 | 3 | 3 | 28 | 84 |
| 3-day Condensed Drug Addiction Treatment Centre Course<br>三天戒毒所摘要課程 | 4 | 3 | 34 | 102 |
| **Sub-total:** | **13** | **\*\*** | **181** | **676** |

*Operational Skills Training*
*運作知識訓練*

| | | | | |
|---|---|---|---|---|
| Control Room Duties Course<br>控制室職務訓練課程 | 10 | 3 | 126 | 378 |
| Continuation Training for CERT - Firearms Practice | 9 | 1 | 90 | 90 |
| Hospital In-service Training Course (General and Psychiatric)<br>懲教助理醫院(普通科及精神科)在職訓練課程 | 1 | 55 | 28 | 1 540 |

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|---|---|---|---|---|
| Reception Office Assistant Course (with e-Learning)<br>收押室助理課程 (包括 e-learning) | 1 | 4 | 26 | 104 |
| Training Course for Reception Officer-in-Charge (with e-Learning)<br>收押室主管課程 (包括 e-learning) | 1 | 5 | 12 | 60 |
| Tower Duty Course<br>瞭望塔職務課程 | 7 | 2 | 56 | 112 |
| Tower Duty Refresher Course<br>瞭望塔職務覆修課程 | 7 | 1 | 44 | 44 |
| Video Taking Technique Course<br>攝錄技巧課程 | 6 | 1 | 67 | 67 |
| 2-day Interim Negotiator Training Course<br>兩天臨時談判人員培訓課程 | 1 | 2 | 26 | 52 |
| Visit Room Duties Training Course (with e-Learning)<br>探訪室職務訓練課程 (包括 e-learning) | 1 | 3 | 9 | 27 |
| First Aid Refresher Training Course<br>急救複修課程 | 9 | 4 | 163 | 652 |
| First Aid Refresher Training for Hospital Staff<br>急救複修課程 (醫院) | 5 | 3 | 89 | 267 |
| **Sub-total:** | 58 | ** | 736 | 3 393 |

*Tactical and Escort Duties Knowledge Training*
**戰術及押解訓練**

| | | | | |
|---|---|---|---|---|
| Remington Shotgun Handling Course<br>雷明登散彈槍操作技巧課程 | 5 | 1 | 34 | 34 |
| Weapon Training on the Use of Ruger Mini-14 Rifle Course<br>迷你14型來福槍訓練課程 | 3 | 3 | 30 | 90 |
| Control and Handcuffing Techniques Training Course for Staff on Aftercare Duties<br>善後輔導職員使用手扣技巧課程 | 2 | 3 | 26 | 78 |

| Course | No. | Days | Attendance | Man-days |
|---|---|---|---|---|
| Control and Handcuffing Techniques Refresher Course for Staff on Aftercare Duties<br>善後輔導職員使用手扣技巧複修課程 | 5 | 1 | 107 | 107 |
| Correctional Emergency Response Team Training Course<br>懲教緊急應變隊訓練課程 | 1 | 38.5 | 17 | 654.5 |
| Life Saving Course for Marine Escort<br>水路押解職員拯溺訓練課程 | 1 | 12 | 10 | 120 |
| Physical Education Instructor Refresher Course<br>體育導師複修課程 | 11 | 0.5 | 301 | 150.5 |
| 3-day Refresher Training for PPCT Instructor Trainers<br>三天壓點控制法導師培訓主任複修訓練 | 7 | 3 | 19 | 57 |
| Escort Duty Training Course (with e-Learning)<br>押解職務課程 (包括 e-learning) | 2 | 8 | 35 | 280 |
| **Sub-total:** | 37 | ** | 579 | 1 571 |

*Information Technology Application Training*
*資訊科技應用訓練*

| Course | No. | Days | Attendance | Man-days |
|---|---|---|---|---|
| Q9 Chinese Input Method Training Course<br>九方中文輸入法訓練課程 | 1 | 0.5 | 18 | 9 |
| Seminar on Introductory of PRIS II for PRIS Users PRIS II<br>基礎研討會 | 2 | 0.5 | 36 | 18 |
| Penal Record Information System Training Course(for Security Office)<br>服刑記錄資料系統訓練課程(保安) | 2 | 1 | 3 | 3 |
| Penal Record Information System Training Course(for Visit Room)<br>服刑記錄資料系統訓練課程(探訪室) | 2 | 1 | 12 | 12 |
| Penal Record Information System Training Course (for Reception Office)<br>服刑記錄資料系統訓練課程(收押室) | 2 | 2.5 | 27 | 67.5 |
| Penal Record Information System Training Course(for Day Orderly Office)<br>服刑記錄資料系統訓練課程(值日官) | 2 | 1 | 12 | 12 |

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|---|---|---|---|---|
| Penal Record Information System Training Course(for Rehabilitation Officer)<br>服刑記錄資料系統訓練課程(更生) | 1 | 1 | 1 | 1 |
| PRIS II for Security Office (with e-learning)<br>服刑記錄資料系統 II 訓練課程(保安) | 9 | 1 | 107 | 107 |
| PRIS II for General Office (with e-learning)<br>服刑記錄資料系統 II 訓練課程(總務) | 6 | 1 | 52 | 52 |
| PRIS II for Visit Room (with e-learning)<br>服刑記錄資料系統 II 訓練課程(探訪室) | 11 | 1 | 108 | 108 |
| PRIS II for DOO (with e-learning)<br>服刑記錄資料系統 II 訓練課程(值日官) | 14 | 1 | 284 | 284 |
| PRIS II for REH (with e-learning)<br>服刑記錄資料系統 II 訓練課程(更生) | 8 | 1 | 53 | 53 |
| PRIS II Introductory Course for Reception Office Duties<br>服刑記錄資料系統 II 訓練課程(收押室) | 17 | 2.5 | 187 | 467.5 |
| e-Mentoring Workshop (1 day) | 2 | 1 | 32 | 32 |
| **Sub-total:** | 79 | ** | 932 | 1 226 |

*Recruit Training*
*入職訓練*

| | | | | |
|---|---|---|---|---|
| Recruit Officer Training Course<br>懲教主任入職訓練課程 | 4 | 143 | 68 | 9 724 |
| Recruit Assistant Officer Training Course<br>懲教助理入職訓練課程 | 3 | 126.5 | 87 | 11 005.5 |
| Induction Training Course for Technical Instructor / Instructor<br>工藝導師及工藝教導員入職訓練課程 | 5 | 55 | 14 | 770 |
| Basic Training Course for Newly Recruited NCSC Staff of LSCI | 2 | 5 | 4 | 20 |
| **Sub-total:** | 14 | ** | 173 | 21 519.5 |