Home Affairs Department
Training Courses Offered to District Council Members and Their Assistants from 2003-04 to 2005-06

2003-04

Date	Area	Course Title and Course Content
August 2003	● District Council Business (three courses)	● One course in time management, one in negotiation skills and one in counselling skills.
March 2004	● Information Technology (four courses)	● Two courses in Microsoft Frontpage (Introduction) and two in Cang Jie Chinese input method.

Note: Because of the outbreak of atypical pneumonia and the 2003 DC Election, only seven training courses were organised for DC members and their assistants in 2003-04.

2004-05

Date	Area	Course Title and Course Content
June 2004	● Information Technology (two courses) ● District Council Business (five courses)	● Two courses in Microsoft network (Introduction). ● One course in mediation skills, two in time management and two in chairing meetings.
July 2004	● Information Technology (two courses) ● District Council Business (three courses)	● Two courses in Cang Jie Chinese input method. ● One course in conflict management and two in communication skills in meeting the media (Introduction).
August 2004	● Information Technology (two courses) ● District Council Business (four courses) ● Building Management (two courses)	● Two courses in Microsoft FrontPage (Introduction). ● Two courses in presentation skills and two in leadership skills. ● Two courses in building maintenance.

Date	Area	Course Title and Course Content
September 2004	• Information Technology (two courses) • Public Administration (four courses) • District Council Business (two courses) • Building Management (two courses)	• Two courses in Microsoft PowerPoint (Introduction). • Two courses in environmental protection and two in public transport. • Two courses in skills in mediating domestic discords. • Two courses in mediation skills in building management.
October 2004	• Information Technology (two courses) • District Council Business (six courses)	• Two courses in Adobe Photoshop. • Two courses in negotiation skills, two in counselling skills and two in arbitration skills (Introduction).
November 2004	• Information Technology (two courses) • Public Administration (four courses) • District Council Business (two courses) • Building Management (two courses)	• Two courses in Microsoft Excel (Introduction). • Two courses in public finance and two in medical and health care services in Hong Kong and relevant medical and health care ordinance. • Two courses in conflict management (Introduction). • Two courses in environmental hygiene of multi-story buildings.
December 2004	• Information Technology (two courses) • Public Administration (four courses) • Building Management (two courses)	• Two courses in Microsoft Access (Introduction). • Two courses in Employment Ordinance and two in Employees' Compensation Ordinance. • Two courses in demolition of unauthorised building works.

Date	Area	Course Title and Course Content
January 2005	● Information Technology (two courses) ● District Council Business (two courses) ● Building Management (four courses)	● Two courses in Macromedia Dreamweaver (Introduction). ● Two courses in project planning and management. ● Two courses in the role and functions between flat owners, owners' corporations and building management companies and two in Building Management Ordinance.
February 2005	● Information Technology (two courses) ● District Council Business (four courses)	● Two courses in Microsoft network (Advance). ● Two courses in chairing meetings and time management (Advance) and two in mediation skills (Advance).
March 2005	● Information Technology (five courses) ● District Council Business (two courses)	● Two courses in Microsoft FrontPage (Advance), two in Microsoft Excel (Advance) and one in Microsoft PowerPoint (Advance). ● Two courses in arbitration skills (Advance).
April 2005	● Information Technology (one course)	● One course in Microsoft PowerPoint (Advance).

Note: In the first year of the new DC term, a total of 78 training courses were organised for DC members and their assistants in 2004-05 to facilitate their discharge of duties.

2005-06

Date	Area	Course Title and Course Content
July 2005	● Information Technology (one course) ● District Council Business (one course)	● One course in Macromedia Dreamweaver (Introduction). ● One course in conflict management (Introduction).

Date	Area	Course Title and Course Content
August 2005	• Information Technology (two courses) • District Council Business (two courses)	• One course in Microsoft Access (Introduction) and one in Microsoft FrontPage (Introduction). • One course in presentation skills and one in communication skills in meeting the media (Introduction).
September 2005	• Information Technology (one course) • Public Administration (one course) • District Council Business (three courses)	• One course in enhancing PowerPoint using multimedia element. • One course in Hong Kong's anti-discrimination laws – equality between men and women. • One course in mediation skills (Introduction), one in effective communication skills and one in mediation skills in disputes between employers and employees.
October 2005	• Information Technology (one course) • Public Administration (three courses) • District Council Business (one course) • Building Management (one course)	• One course in Adobe Acrobat 6.0. • One course in solid waste management and recycling, one in the role of a prosecutor in domestic violence matters and one in legal aid service in Hong Kong. • One course in handling domestic violence. • One course in mediation skills in disputes between flat owners, owners' corporations/mutual aid committees and building management companies.
November 2005	• Information Technology (one course) • Public Administration (two courses)	• One course in Video Studio. • One course in public welfare services provided for youth and new arrivals and one in social security support in Hong Kong.

Date	Area	Course Title and Course Content
December 2005	• Information Technology (one course) • District Council Business (one course) • Building Management (one course)	• One course in Adobe Illustrator. • One course in crisis intervention skills. • One course in Building Management Ordinance.
January 2006	• District Council Business (one course) • Building Management (one course)	• One course in creative problem solving. • One course in third party insurance.
February 2006	• Information Technology (one course) • District Council Business (two courses)	• One course in Macromedia Dreamweaver (Advance). • One course in motivating people and one in communication skills in meeting the media (Advance).
March 2006	• Information Technology (one course) • District Council Business (one course)	• One course in Microsoft Access (Advance). • One course in conflict management (Advance).

Note: A total of 30 training courses are organised for 2005-06.