










賽馬會「知情達意育優才」計劃
Jockey Club "Gifted in Bloom-Harmony in Heart & Mind" Programme

Time Management Workshop – Primary Edition

(JC3W-S051)

<p>Introduction</p>	<p>There is a Chinese old saying about time: 'Time is money, yet money can't buy time.' We all have 86,400 seconds each day. Are you using each and every second effectively? 'Time' can be our friend, or our enemy. Do you feel that you don't have sufficient time to complete everything you want, even if you reduce your leisure time? As a result, you feel overwhelmed and anxious. In this workshop, participants will learn about the concept of time management, the importance of effective time management, and the proactive attitude in task completion through various interactive games, so that they can achieve better time management in their daily life.</p>											
<p>Programme Type/ Level</p>	<p>Workshop / Intermediate (Token-required Programme)</p>											
<p>Instructor</p>	<p>Ms Phyllis FU – Project Officer, HKAGE (Affective Education Division – Jockey Club 'Gifted in Bloom – Harmony in Heart & Mind Programme')</p>											
<p>Target Participants</p>		<ul style="list-style-type: none"> ➢ P4 – P6 HKAGE student members who have completed the common core programme 'Let Us Shine!' ➢ Class size : 20 										
<p>Medium of Instruction</p>		<p>Cantonese</p>										
<p>Certificate</p>		<p>An e-certificate will be issued to participants attending all the 3 sessions and completing the whole programme. *Eligible participants might login the HKAGE website (https://hkage.org.hk/b5/student/SLR/SLR.php) to download their e-certificate.</p>										
<p>Intended Learning Outcomes</p>		<p>Upon completion of the programme, participants should be able to:</p> <ul style="list-style-type: none"> ➢ understand the importance of time management; ➢ understand the factors influencing time management; ➢ demonstrate a more proactive attitude in task completion and more effective in time management. 										
<p>Selection</p>		<ul style="list-style-type: none"> ➢ No selection needed. First-come-first-served. 										
<p>Schedule</p>		<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>29, 30 & 31 January 2020</td> <td>10:00 am – 12:00 noon</td> <td>Room 203 Room 204, The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, New Territories</td> </tr> <tr> <td>7, 14 & 21 March 2020</td> <td></td> <td></td> </tr> </tbody> </table>	Date	Time	Venue	29, 30 & 31 January 2020	10:00 am – 12:00 noon	Room 203 Room 204 , The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, New Territories	7, 14 & 21 March 2020			
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<p>Deadline for Registration</p>	<p>25 November 2019 (Accepted applicants will be informed by the HKAGE via email. Please complete the confirmation slip and return it to the HKAGE by fax / email (ic@hkage.org.hk) / post on or before 28 November 2019. Late reply will be considered as withdrawal.)</p>											
<p>Remarks</p>	<p>Under inclement weather, the 'Inclement Weather Arrangement for Student Programmes/Activities' shall apply. Please refer to the HKAGE website for details: https://www.hkage.org.hk/en/students/important-information/bad-weather</p>											
<p>Enquiries</p>		<p>For enquiries, please contact us at 3940 0518 or via email: ic@hkage.org.hk.</p>										