



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-S141)

<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 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>	<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>									
<p>Medium of Instruction</p>	<p> Cantonese</p>									
<p>Mode of Instruction</p>	<p>Face to face</p>									
<p>Certificate</p>	<p> An e-certificate will be issued to participants have attended all the 3 sessions and completed the whole programme.</p> <p>*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"> ➢ describe the importance of organising personal preferences and its impact; ➢ develop proper response inhibition and sustained attention through various group activities; ➢ demonstrate a more proactive attitude in task completion through effective time management. 									
<p>Selection</p>	<p> <ul style="list-style-type: none"> ➢ No selection needed. First-come-first-served. </p>									
<p>Schedule</p>	<p> (The dates may be postponed subject to development of the coronavirus epidemic and EDB guidance. Please pay close attention to email notifications and announcements in the HKAGE website.)</p> <table border="1" data-bbox="491 1751 1535 1886"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>13, 14 & 15 July 2020</td> <td>10:00 am – 12:00 noon</td> <td>HKAGE Room 303 Zoom</td> </tr> <tr> <td>25 July, 1 & 8 August 2020</td> <td>2:30 pm – 4:30 pm</td> <td></td> </tr> </tbody> </table>	Date	Time	Venue	13, 14 & 15 July 2020	10:00 am – 12:00 noon	HKAGE Room 303 Zoom	25 July, 1 & 8 August 2020	2:30 pm – 4:30 pm	
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<p>Deadline for Registration</p>	<p>25 May 2020 (Accepted applicants will be informed by the HKAGE via email. Please complete the confirmation slip and return it to the HKAGE by fax / email (jc@hkage.org.hk) / post on or before 1 June 2020. 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: jc@hkage.org.hk.</p>									

