



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-S211)

<p><b>Introduction</b></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><b>Programme Type/ Level</b></p>	<p>Workshop / Intermediate ( <a href="#">Token-required Programme</a> )</p>						
<p><b>Instructor</b></p>	<p>Ms Phyllis FU – Project Officer, HKAGE (Affective Education Division – Jockey Club 'Gifted in Bloom – Harmony in Heart &amp; Mind Programme')</p>						
<p><b>Target Participants</b></p>	<p> <ul style="list-style-type: none"> <li>➢ P4 – P6 HKAGE student members who have completed the common core programme 'Let Us Shine!'</li> <li>➢ Class size : 20</li> </ul> </p>						
<p><b>Medium of Instruction</b></p>	<p> Cantonese</p>						
<p><b>Mode of Instruction</b></p>	<p>Face to face</p>						
<p><b>Certificate</b></p>	<p> An e-certificate will be issued to participants have attended all the 3 sessions and completed the whole programme. *Eligible participants might login the HKAGE website ( <a href="https://hkage.org.hk/b5/student/SLR/SLR.php">https://hkage.org.hk/b5/student/SLR/SLR.php</a> ) to download their e-certificate.</p>						
<p><b>Intended Learning Outcomes</b></p>	<p> Upon completion of the programme, participants should be able to:</p> <ul style="list-style-type: none"> <li>➢ describe the importance of organising personal preferences and its impact;</li> <li>➢ develop proper response inhibition and sustained attention through various group activities;</li> <li>➢ demonstrate a more proactive attitude in task completion through effective time management.</li> </ul>						
<p><b>Selection</b></p>	<p> <ul style="list-style-type: none"> <li>➢ No selection needed. First-come-first-served.</li> </ul> </p>						
<p><b>Schedule</b></p>	<p> (*The dates may be postponed and/or converted to online format 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 1709 1536 1843"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>28, 29 &amp; 30 September 2020</td> <td>3:00 pm – 5:00 pm</td> <td>HKAGE Room 303</td> </tr> </tbody> </table>	Date	Time	Venue	28, 29 & 30 September 2020	3:00 pm – 5:00 pm	HKAGE Room 303
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28, 29 & 30 September 2020	3:00 pm – 5:00 pm	HKAGE Room 303					
<p><b>Deadline for Registration</b></p>	<p><b>17 August 2020</b> (Accepted applicants will be informed by the HKAGE via email. Please complete the confirmation slip and return it to the HKAGE by fax / email (<a href="mailto:jc@hkage.org.hk">jc@hkage.org.hk</a>) / post <b>on or before 21 August 2020</b>. Late reply will be considered as withdrawal.)</p>						
<p><b>Remarks</b></p>	<p>Under inclement weather, the 'Inclement Weather Arrangement for Student Programmes/Activities' shall apply. Please refer to the HKAGE website for details: <a href="https://www.hkage.org.hk/en/students/important-information/bad-weather">https://www.hkage.org.hk/en/students/important-information/bad-weather</a></p>						
<p><b>Enquiries</b></p>	<p> For enquiries, please contact us at 3940 0518 or via email: <a href="mailto:jc@hkage.org.hk">jc@hkage.org.hk</a>.</p>						