

## Continuous Professional Development Plan of Mr. Kwok Kai Ming, Principal for 2008-09

1.	Structured Learning	Periods	Hours
1.1	<b>Strategic Direction and Policy Environment</b>		
	1.1.1 Seminars & Workshops: Attending seminars/workshops/conferences organized by EDB & universities	2008-2009	20 hrs
	1.1.2 NSS Seminars for Principals: Attending seminars organized by EDB	2008-2009	2 hrs
	1.1.3 Leaders' Forum, Blue Line: CUHK	9/9/2008	4 hrs
	1.1.4 Inspirational Meeting 1:	23/10/2008	5 hrs
	1.1.5 Inspirational Meeting 2:	09/03/2009	5 hrs
	1.1.6 Inspirational Meeting 3:	12/05/2009	5 hrs
1.2	<b>Professional Growth &amp; Development</b>		
	1.2.1 Staff Retreat: organized by CWGC	25/8/2008	6 hrs
	1.2.2 Middle Managers Training:	5/12/2008	4 hrs
	1.2.3 Joint-School Staff Retreat: Education Department, KTC	5/12/2008	4 hrs
	1.2.4 Teacher Development Day: Improving Teaching in EMI School	11/12/2008	5 hrs
	1.2.5 Teacher Professional Sharing: CWGC	9/2007-8/2008	10 hrs
1.3	<b>Quality Assurance &amp; Accountability: School Self-evaluation</b>		
	1.3.1 Classroom Visiting & Marked Book Checking: By Subject panels and Principal	9/2008-8/2009	5 hrs
	1.3.2 School Mid-Year Evaluation and Follow-up Planning: CWGC	1/2009-2/2009	3 hrs
	1.3.3 Appraisal and Evaluation Interview: CWGC	5/2009-6/2009	30 hrs
	1.3.4 Special Staff Meeting: Evaluation and preparation of Yearly Plan	11/6/2009	5 hrs
1.4	<b>External Communication &amp; Connection</b>		
	1.4.1 Visiting Primary schools in Shatin, Wong Tai Sin & Kowloon City	9/2008-6/2009	10 hrs
	1.4.2 Speaker, New Mechanism of Secondary School Places Allocation: C.A. H.C. Chan Primary School	24/11/2008	2 hrs

	1.4.3 Speaker, New Mechanism of Secondary School Places Allocation: C.A. Toi Shan H.C. Chan Primary School	18/11/2008	2 hrs
	1.4.4 Speaker, Seminar on Information Day 2008-09: CWGC	13/12/2008	2 hrs
	1.4.5 Innovative Teaching and Life-wide Learning Day: Ma On Shan Ling Liang Primary School School Promotion committee and PTA	24/1/2009	1.5 hrs
	1.4.6 Speaker, New Senior Secondary Curriculum of CWGC: Parents of CWGC, C.A. H.C. Chan Primary Schools	27/3/2009	1.5 hrs
	1.4.7 Speaker, Secondary School Places Allocation: C.A. H.C. Chan Primary School	25/4/2009	2 hrs
	1.4.8 Speaker, Secondary School Places Allocation: C.A. Toi Shan H.C. Chan Primary School	25/4/2009	2 hrs
1.5	<b>Communication with Parents</b>		
	1.5.1 Parents' Night- F.1 Form One Class teachers & parents	10/10/2008	1 hr
	1.5.2 PTA Election All teacher & parents	17/10/2008	2 hrs
	1.5.3 Parents' Night- F.2 Form Two Class teachers & parents	31/10/2008	1 hr
	1.5.4 Parents' Night – F.4 Form Four Class teachers & parents	7/11/2008	1 hr
	1.5.5 Parents' Night- F.3 Form Three Class teachers & parents	28/11/2008	1 hr
	1.5.6 Parents' picnic Day – all parents will be invited	14/3/2008	6 hrs
	1.5.7 PTA meeting: 4-5 meetings throughout the year	9/2008- 6/2009	10 hrs
		<b>Total CPD Hrs:</b>	<b>158 hrs</b>
<b>2</b>	<b>Service to Educational Bodies and Community</b>		
	2.1 Service to Educational Bodies		
	2.1.1 School Manager, Assembly of God Hebron Secondary School	9/2008- 6/2009	4 hrs

	2.1.2 School Manager, Assembly of God Morrison College	9/2008- 6/2009	4 hrs
	2.1.3 Advisor, Chinese Youth History & Culture Education Fund	9/2008-8/2009	1 hr
	2.1.4 Member, Sha Tin District Secondary Schools Heads Association	9/2008- 6/2009	3 hrs
	2.1.5 Member, Hong Kong Subsidized Secondary Schools Council	9/2008- 6/2009	2 hrs
	2.1.6 Member, The Association of English Medium Secondary Schools	9/2008- 6/2009	2 hrs
	2.1.7 Member, Hong Kong Secondary Schools Heads Association	9/2008- 6/2009	2 hrs
	2.2 Service to Churches		
	2.2.1 EC Member, CC&CA-KTC- Tai Wai Church	9/2008- 8/2009	24 hrs
	2.2.2 EC Member, City One Baptist Church- CWAM	9/2008- 8/2009	10 hrs
		<b>Total CPD Hrs:</b>	<b>52 hrs</b>
<b>3.</b>	<b>Research Work</b>		
	3.1 Doctoral Degree: Dissertation	9/2008- 8/2009	30 hrs
	3.2 EDB Project: Generic Skills Learning Through Humanities Subjects (2007-08)	9/2008- 8/2009	10 hrs
		<b>Total CPD Hrs:</b>	<b>40 hrs</b>

**Grand Total CPD Hrs: 250 hrs**