

# 培訓及顧問 Training and Consultancy



委員會的「宣傳及教育組」與「培訓及顧問組」於2005年4月合併，成為「機構傳訊及培訓組」，有助推行機構傳訊及公眾教育的整體政策，產生更好的協同效應。合併後，委員會的公眾教育策略成效顯著，正好回應社會需求，提供更深入的資訊，和促進平等機會主流化的優質教材。

自2001年開始提供培訓及顧問服務以來，我們已為超過40,000位來自私營企業、公營機構及非政府組織的人力資源從業員、法律界及其他界別的专业人士舉辦了超過700場講座、簡介會及工作坊。

這方面的公眾教育經驗顯示，企業和機構十分需要委員會提供指引，加強他們對本港三條反歧視條例的認識，和協助他們實施良好管理常規，以符合法例要求。

有見及此，我們推出了網上的「平等機會之友會」，並鼓勵企業和機構設立「平等機會主任」。我們相信，設立「平等機會主任」一職，有助機構為員工建立更好的工作環境。

The Promotion & Education Unit and the Training and Consultancy Unit were merged to become the Corporate Communications and Training Unit beginning April 2005. The move was proposed to create better synergy for the implementation of an integrated strategy on communications and public education. The public education strategy has proved fruitful so far, following views expressed by the community for more in-depth information and quality materials to mainstream equal opportunities.

Since the Commission's training and consultancy services began in 2001, we have completed over 700 talks, presentations and workshops for more than 40,000 people comprising human resources practitioners, legal and other professionals from private business, public bodies and non-government organizations.

Our experience in this particular aspect of our public education function reveals a strong need for guidance to be provided for businesses and organizations to improve understanding of the Hong Kong's three anti-discrimination ordinances, and furthermore to assist employers in implementing good management practices to comply with the law.

With this in mind, we designed the on-line "EO Club" to introduce the concept of 'EO Officers' in corporations and other organizations. We believe that an "EO Officer" in every organization will help to create a better work environment for everyone.

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## 持續課程

### 為私營機構而設的平等機會工作坊

委員會的培訓服務獲得重視與好評，不單可從培訓學員的回應得到肯定，也從舊學員繼續報讀更多課程反映出來。在2005/06年度，約有五成培訓班學員以往曾報讀其他課程，反映大家對委員會培訓服務的滿意程度。

委員會在本年舉辦了兩季定期課程共40課，參加人數達755人。

我們在本年度推出了關於「轉承責任」的新課程。根據現時的反歧視條例，僱主需為僱員在受聘期間的行為負上轉承責任。這課程探討了僱主在條例下的責任，和僱主若想免除轉承責任，應要採取的合理措施。由於課程反應熱烈，現已成為一項固定課程。

### 「度身訂造」的培訓課程

在2005/06年度，我們共為8,034人提供了126節課程。「反歧視法例」這課題仍然最受歡迎，其次是「防止及處理性騷擾」。

## Ongoing Activities

### Equal Opportunity Workshops for the Private Sector

The value and benefits of our training services are acknowledged not merely through the positive feedback we received from the training participants, but also from the clients who return for more training. In 2005/06, about 50% of our trainees are repeat clients, indicating a high level of satisfaction with our training services.

Two calendar programmes consisting of 40 sessions for 755 participants were completed during the financial year.

A new course on Vicarious Liability was introduced during the year. Under the current anti-discrimination ordinances, an employer is vicariously liable for the acts of its employees in the course of employment. The programme explores the responsibilities of employers under the provision, and the steps that can be reasonably taken by employers to discharge their vicarious liability. The popularity of the course has made it a regular course in the programme.

### Tailor Made Training Programmes

In 2005/06, we completed 126 training sessions for 8,034 people. The anti-discrimination ordinances remains the most sought after programme, while prevention and management of sexual harassment comes second.

## 為專業人士提供培訓

### 保險中介人

在2005/06年度，委員會為469位保險中介人提供了持續專業發展課程，重點是反歧視條例下與保險業有關的條文，包括違法歧視行為的範疇，而最重要的，是保險公司可採取的良好常規，以防止出現違法行為。

### 校長

由於反歧視條例涵蓋主要公眾活動，包括僱傭、教育、貨品及服務的提供，因此在法例之下，校長扮演著雙重角色。他們既要作僱傭方面的決策，亦要照顧殘疾學生的特別教育需要。今年是委員會與教育統籌局第三年合作為新任校長提供培訓課程，約有150位校長在本年度接受了我們的平等機會培訓。

### 人力資源從業員

在香港人力資源管理學會邀請下，委員會為人力資源從業員提供了有關「三條反歧視條例」及「招聘程序」的課程，亦成為學會為其會員提供的試驗性質認可課程《僱傭法例及僱員關係證書》的組成部分。

## Training Hong Kong's Professionals

### Insurance Intermediaries

In 2005/06, we delivered Continuing Professional Development (CPD) courses to 469 insurance intermediaries. The programme focuses on provisions relating to the insurance industry under the anti-discrimination ordinances. Issues include areas where unlawful discrimination may arise and, most important of all, good practices that may be undertaken by insurers to avoid unlawful acts.

### School Principals

As the anti-discrimination ordinances cover major public activities including, inter alia, employment, education, provision of goods and services, school principals play a dual role under the laws in that they are responsible for making employment decisions as well as ensuring that the special needs of students with a disability are met. For the third year running, in collaboration with the Education and Manpower Bureau, we have been providing equal opportunity training for newly appointed school principals. About 150 principals took part in the training during the year.

### Human Resources Practitioners

At the invitation of the Hong Kong Institute of Human Resource Management (IHRM), the Commission provided 2 training courses on the 3 anti-discrimination ordinances and recruitment processes to human resources practitioners. These courses were components of a pilot accreditation programme "Certificate in Employment Law and Employee Relations" offered by IHRM to its members.

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## 網上培訓課程

今年委員會完成了數項網上培訓課程，包括我們為香港公務員編寫的培訓教材套，以及兩個關於三條反歧視條例與防止性騷擾的網上課程。

### 為公務員而設的平等機會培訓課程

委員會與公務員培訓處會合力編寫的《共享多元文化》公務員網上自學教材套於2006年3月推出。教材套內容包括性別認知、殘疾認知、種族認知及本港三條反歧視條例。

### 為大學生而設的性騷擾認知培訓課程

委員會於2004年8月舉行「防止性騷擾——大學論壇」，鼓勵各大學與委員會聯手舉辦更多防止性騷擾的宣傳教育活動，其後，委員會在上年度為學生領袖提供了7場培訓工作坊及研討會，而本年度則提供了8場。

由於學生每年的變動，委員會與學界曾商議及探討有否需要制定持續性更高的培訓方法及其可行性。最後決定為大學生提供網上「防止性騷擾」課程，而大學亦允諾向學生推介該教材套，並定於2007年推出。

## On-line Training

It has been a productive year with the completion of a training module for Hong Kong's civil servants and 2 web-based modules on the 3 anti-discrimination ordinances and prevention of sexual harassment.

### EO Training and Learning for Civil Servants

Working with the Civil Service Training and Development Institute, an e-learning package for Hong Kong's civil servants on Valuing Diversity was developed and launched in March 2006. The topics covered by the package consist of gender awareness, disability awareness, racial awareness and the anti-discrimination ordinances in Hong Kong.

### Sexual Harassment Awareness Training for University Students

Following the Forum on Preventing Sexual Harassment in Universities held in August 2004 which recommended collaboration among the universities with the EOC to carry out more publicity and education initiatives against sexual harassment, 7 seminars and workshops on the topic for student leaders were held in 2005 and a further 8 conducted during this financial year.

As the student population changes every year, the need and feasibility to have a more sustainable training method was deliberated and explored. A decision to provide on-line training on preventing sexual harassment for university students was reached with commitment from the universities to introduce the learning kit to their students. The web-based training module is now scheduled to be launched in 2007.

### 在委員會網頁推出私營機構網上平等機會自學課程

委員會已全面革新網頁版面，並於2006年5月特別為「平等機會之友會」會員推出有關反歧視條例的網上自學課程。另一項有關防止性騷擾的新課程亦已完成，不久將會推出。

## 為婦女團體而設的培訓課程

委員會本年度為有290,000名會員的香港工會聯合會的前線女工作人員，舉辦了一個工作坊，重點是婦女勞工面對的平等機會問題，尤其是懷孕歧視及性騷擾，並向參加者解釋委員會處理投訴的機制。

委員會亦與香港各界婦女聯合會合辦有關《性別歧視條例》及《家庭崗位歧視條例》的工作坊。該活動亦是婦女事務委員會、香港公開大學及商業電台合作的「自在人生自學計劃」項目之一。

### Web-based EO Learning Program on the EOC Website for Private Enterprise

An e-learning package on the anti-discrimination ordinances was developed and launched on the revamped EOC website exclusively for EO Club members in May 2006. Another programme on preventing sexual harassment has been completed and will follow soon after.

## Training for Women's Groups

A workshop for frontline female workers of the 290,000 member of Hong Kong Federation of Trade Unions serving women members was held in the year. The workshop focused on EO issues faced by women in the labour force today, in particular, pregnancy discrimination and sexual harassment, and explains the complaint handling mechanism of the Commission.

Another workshop for women on the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance was held in conjunction with the Hong Kong Federation of Women as part of the "Capacity Building Mileage Programme" developed by the Women's Commission in partnership with the Open University of Hong Kong and Commercial Radio.