

# 培訓及顧問服務

## Training and Consultancy



2001年2月成立的培訓及顧問服務組，今年加強協助各界推行平等機會的良好措施，以建立一個公平的工作環境。在2003/04年度，委員會透過與不同公司、機構和政府部門，合作舉辦一連串定期培訓課程，和專為個別機構「度身訂造」的課程，以提高他們對內部的歧視和騷擾問題的警覺性，並指導他們在問題發生時，如何因應情況，運用有效的處理技巧和程序。

在2002/03年度，委員會的重點主要放在私營界別，而在2003/04年度，我們的培訓服務擴展至政府和教育界，為公務員組織、教師，以及社會大眾製作培訓和學習資料套。以公眾為對象的培訓包括為外籍工人舉辦性騷擾研討會，以及參與制定推廣種族和諧的公眾教育計劃。

During the year, our Training and Consultancy Unit, which was set up in February 2001, continued to gain momentum, as it seeks to ensure the provision of best practices and a fair working environment for all. In 2003/04, a series of calendar and tailor-made programmes was conducted in collaboration with organizations and government departments to raise awareness of discrimination and harassment within their organizations and to equip them with the skills and procedures to deal with the situation should such problems arise.

While the focus in 2002/03 was primarily on the private sector, in 2003/04 our activities extended into government and education, with special training and learning packages for civil service organizations and teachers as well as the general community. Activities for the latter included seminars on sexual harassment for Hong Kong's migrant workers as well as engagement in the development of a public education programme to promote racial harmony and acceptance of Hong Kong's ethnic minorities.

### Our Ongoing Training and Consultancy Activities

#### Equal Opportunity Workshops for the Private Sector

Building on the need identified among Hong Kong's business community for training and information on Hong Kong's anti-discrimination legislation and its requirements, particularly among Hong Kong's medium to small businesses, we completed two calendar programmes (28 sessions for 516 participants) during the financial year. These programmes build on the



## 持續培訓課程和顧問服務

### 為私營界別舉辦的平等機會工作坊

根據香港商界對本港反歧視法例的培訓及資訊需求，我們在本財政年度完成了兩項為中小型企業而設的定期計劃，共516人參與28次課程。委員會過往為人力資源從業員、從事平等機會工作的人士和管理人員，每年均舉辦培訓工作坊，從而編定有關課程。

今年委員會為擴闊這些計劃而推出兩項新課程。其中，「共享多元文化」工作坊讓僱主了解，除三條反歧視條例外，也應了解在工作場所接納多元文化的價值和重要性。「導師培訓課程」旨在培訓學員成為導師，掌握相關的知識、技巧和工具，然後在所屬機構內教授有關課程。

因應2002年一系列商界意見調查的結果，委員會制定了《中小型企業平等機會資料套》。這個資料套於2003年中推出，為中小企提供工具和資料，幫助他們把平等機會措施納入工作場所。

### 「度身訂造」的培訓課程

我們為機構「度身訂造」的培訓課程，可幫助個別公司制定其平等機會政策和程序。這些課程越來越受歡迎，在本年度，我們已為6,163人完成了114節培訓課。

highly successful training workshops we conducted previously on an annual basis for human resources professionals, equal opportunity practitioners and managers.

Broadening the scope of these programmes, two new courses were introduced this year. *Embracing Diversity* aims to take employers beyond the three ordinances, providing them with an understanding of the value and importance of embracing and incorporating diversity into their work areas. The second involves *Train the Trainer* programmes, seeking to develop professional trainers in the workplace, who have the knowledge, skills and tools to deliver EO training within their own organizations.

Following an analysis of the results of a series of extensive business surveys in 2002, it was agreed that an *Equal Opportunity Essentials Kit* should be developed for Small to Medium Enterprises (SMEs). Launched in mid-2003, this kit provides medium to small businesses with the tools and information to help them incorporate equal opportunities practices into their workplaces.

### Tailor Made Training

Our tailor made training programmes, which not only meet the equal opportunity needs of individual organizations but also help companies to develop their own EO policies and procedures, continue to increase in popularity. During the year, we completed 114 training sessions for 6,163 people.

### Training Hong Kong's Professionals

We also continued to provide training for specific professional groups across Hong Kong. During the year, the focus was primarily on insurance intermediaries, legal professionals and architects.

In 2003/04, we delivered Continuing Professional Development (CPD) courses to over 500 insurance intermediaries. Our CPD workshops for legal professionals, were accredited by the Law Society. Marking a milestone in Hong Kong, EO training as part of the Institute of Architects professional training programmes took place for the first time, linking equal opportunity to the work of the industry. This development is key as the awareness of architects is crucial with regard to access issues in new and renovated buildings.



#### 為本港的專業人士提供培訓

我們繼續為個別專業團體提供培訓，包括保險中介人、法律專業人士和建築師。

在2003/04年度，超過500位保險中介人參與了委員會為業界提供的持續發展課程，我們亦為法律專業人士提供獲律師會認可的工作坊。建築師學會亦首次加入平等機會課程作為培訓計劃的一部份，把平等機會的概念與建築設計連繫起來，在香港寫下新的里程。此發展至為重要，因為建築師的平等機會意識，對新建大廈和翻新大廈的通道問題，起著關鍵的作用。

#### 委員會/香港社會服務聯會(社聯)為非政府機構提供培訓

委員會與社聯攜手於2003年8月至9月期間，製作了一個雙語培訓資料套，分發給所有參與課程的非政府機構工作人員。鑒於反應熱烈，我們額外增加三個工作坊，合共有282間非政府機構報名參加。

#### 培訓及學習資料套

在2004年我們制定教材和學習資料，與教育統籌局完成了《平等機會——由學校開始》網上課程。這個課程為中小學教師提供了有關《殘疾歧視條例》的培訓。

委員會與公務員培訓處合作，於2003/04年度開始為政府製作一系列《公務員培訓資料套》。為反映香港社會的實際情況，資料套包含了平等機會的價值、性別觀點主流化和尊重多元文化等元素。這個與民政事務局和婦女事務委員會的合作計劃，將於2005年初完成推出。

#### EOC/HKCSS EO Training Project for NGOs

Hand-in-hand with the Hong Kong Council of Social Service, we delivered a series of training programmes for NGOs throughout August and September 2003. A bilingual training kit was also developed and issued to all participants. Due to popular demand, three additional workshops had to be introduced with a total of 282 NGO representatives registering for these workshops.

#### Training and Learning Packages

We also continued our development of teaching and learning materials with a focus on interactive and web-based information. In 2004, we completed our *E-learning Programme for Teachers on Equal Opportunities in Education* in partnership with the Education and Manpower Bureau. The package provides a web-based training programme for primary and secondary teachers in relation to the Disability Discrimination Ordinance.

Working with the Civil Service Training and Development Institute, we have begun to develop a series of *Civil Service Training Packages* for the government in 2003/04. Reflecting developments in Hong Kong's general community, these packages have been designed to include equal opportunity values, gender mainstreaming and respect for diversity. Produced in conjunction with the Home Affairs Bureau and the Women's Commission, the training programmes will be completed and launched in early 2005.





## 新項目及發展

### 性騷擾研討會

我們在2003年8月及9月透過明愛社區發展服務，為來自印尼、泰國和菲律賓的外籍勞工，舉辦一連串有關性騷擾的研討會。在印尼勞工的研討會上，印尼領事館的代表亦有出席，解釋領事館的服務和支援。該研討會約有200人參加，大家認為研討會所提供的資料，有助他們認識香港平等機會法例所賦予的保障。

### 「為智障年青人充權」培訓計劃

繼委員會為職業訓練局順利推行有關平等機會的課程後，我們編製了一本小冊子，介紹香港三條反歧視條例在防止歧視及騷擾方面所提供的保障。這本小冊子以簡單易明的圖片，令智障人士容易掌握內容。我們已應政府和非政府機構的要求，分發超過13,500本小冊子。

### 有關種族歧視的培訓

這年來，民政事務局成立了「促進種族和諧委員會」，推動種族和諧及促進社會人士接納本港少數族裔人士的公眾教育工作，並已成立了工作小組，負責設計課程及有關事宜。民政事務局邀請了委員會加入該工作小組，為香港立法禁止種族歧視奠下基礎。Ipit laore tat. Duisi blam ipisipi el ex exerci ent praessequi exeros diat ilit, sum vel dunt

## New Projects and Developments

### Sexual Harassment Seminars

A series of seminars on sexual harassment was held for Indonesian, Thai and Filipino migrant workers through the Caritas Community Development Service in August and September 2003. At the seminar for Indonesian workers, representatives from the Consulate General of the Republic of Indonesia were also present to explain the services and support available to their workers. Around 200 participants attended the seminars. Participants found the information provided very useful as many of them were not aware of their rights under the equal opportunity laws in Hong Kong.

### Empowering 'Young People with an Intellectual Disability' Training Project

Following the successful series of training courses provided for the staff of the Vocational Training Council, we developed a booklet informing young people with an intellectual disability of their rights to protection from discrimination and harassment under Hong Kong's three equal opportunity ordinances. The booklet, produced in a straightforward and simple picture book format, provides easy access to this vulnerable group. Over 13,500 copies have been distributed following requests from both government and non-government organizations.

### Race Discrimination Training

During the year Hong Kong broke new ground with the Home Affairs Bureau's establishment of The Committee on the Promotion of Racial Harmony to carry out public education programmes that will generate harmony and promote racial acceptance for Hong Kong's ethnic minorities. A working group was formed to design the curriculum and determine the logistics for the delivery of this programme. The EOC was invited by the Home Affairs Bureau to participate in this working group. This paved the ground work for the impending introduction of racial discrimination legislation in Hong Kong.