

Sharing Session, HKU Education Mentorship Programme

Important Skills required in the Workplace

Speaker: Cheuk-kuen KWAN Anderson
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Faculty of **Education**
The University of Hong Kong

Sharing Session

IMPORTANT SKILLS REQUIRED IN THE WORKPLACE

 What are the important job skills required in today's workplace?

 What are the important skills to include in a teacher resume?

 What are the essential skills and qualities for a good teacher?

 A good opportunity to exchange ideas & make new friends!
All undergraduate students of our Faculty are welcome!

Date: October 8, 2021 (Friday)

Time: 5:45 pm - 6:45 pm

Mode: ZOOM



The event includes:

- Short talks
- Q&A session
- Mingling

Speakers:

Mr Anderson Kwan
Experienced Mathematics Teacher
Head of After School Learning and Support
& Homework Policy Enforcement Team
St. Peter's Secondary School

Mr Vincent Tam
Head of Talent Management
Human Resources & Facility Management Division
Hong Kong Productivity Council

Enquiries: eduert@hku.hk

Registration:
<https://bit.ly/3tllwme>



Biography of Speaker:

Anderson Cheuk-kuen KWAN (Cert.Ed., B.Sc., M.Sc., M.Ed., MACE)

He has got a conditional offer of PhD study before from the UCL Institute of Education which ranks World No.1 for Education since 2014 up to now– QS World University Rankings by Subject (<https://www.ucl.ac.uk/ioe/>). The topic of his approved proposal is about the research study of mathematically gifted student education.

Since 2018, he was invited to be a coordinator of the Hong Kong Branch of the World Giftedness Centre which commences operations in close collaboration with the United Nations Educational, Scientific, and Cultural Organization (UNESCO).

In addition, he was also a founding member of the special interest group for Gifted Education, Creativity and Talent Development (CAISE), Faculty of Education, University of Hong Kong. Besides, he has been acting as a course designer and part-time lecturer of gifted programmes of CAISE since 2016 as well as had a sharing to HKU M.Ed. students regarding a course design for mathematically gifted students.

He was invited by the Review and Planning Section, Education Bureau (EDB) as well as the Faculty of Education, HKU respectively to be a guest speaker to conduct a sharing to secondary teachers and HKU M.Ed. students how to conduct math lessons in English Medium Instruction.

He has been an HKU mentor since 2017 and his sharing of being a mentor will be published in autumn in Education Matters of Faculty of Education at HKU.

He who was seconded to Mathematics Education Section, EDB for 2 years, is now a committee member and an adjudicator of EDB Math Book Report Competition since 2009 and a member of Task Quality Assurance Committee for Math at Secondary Level, EDB as well.

At last, he also published a journal in 2013 jointly written with an HKU associate professor regarding the design of the programmes about gifted education in Math in Gifted and Talented International Journal as well as another paper about the design rationale and implementation of mathematically gifted programs in 2019 School Mathematics Newsletter Vol. 22 published by Mathematics, Math Ed. Section, CDI, EDB. He was also invited to be a commentor on gifted programmes offered by a local university and an international journal respectively.

Our Today's Focuses:

- What are the important job skills required in today's workplace?
- What are the important skills to include in a teacher resume?
- What are the essential skills and qualities for a good teacher?



Essential skills for a Good teacher

- Fluent writing and speaking in English and Chinese/Mandarin
- Different types of pedagogies such as questioning techniques
- Good classroom management Skills
- Good use of online learning and teaching platforms
- Motivation for students' learning
- Good use of data from students' assignments and assessments
- Be aware of the school's culture



Essential skills for a Good teacher(Cont.)

- Budget, Annual Plan, Report and Proposal writing
- Good communication among colleagues, students and parents
- Good filing
- Stress management
- Self management



Good Time Management Skills

Use Google Calendar !

The screenshot shows a Google Calendar interface for May 2022. The calendar is displayed in a grid format with days of the week and dates. Key events and holidays are highlighted with colored bars:

- Labour Day** (Green bar) on Sunday, May 1st.
- Labour Day observed** (Green bar) on Monday, May 2nd.
- Set 3.3 Final Exam Paper 2** (Blue bar) on Thursday, May 5th.
- Buddha's Birthday** (Green bar) on Sunday, May 8th.
- Day following Buddha's Birthday** (Green bar) on Monday, May 9th.
- Mother's Day** (Green bar) on Sunday, May 8th.
- Dragon Boat Festival** (Green bar) on Friday, June 3rd.


SUN	MON	TUE	WED	THU	FRI	SAT
1 May (四月) Labour Day	2 (初二) Labour Day observed	3 (初三)	4 (初四)	5 (立夏) Set 3.3 Final Exam Paper 2	6 (初六)	7 (初七)
8 (初八) Buddha's Birthday Mother's Day	9 (初九) Day following Buddha's Birthday	10 (初十)	11 (十一)	12 (十二)	13 (十三)	14 (十四)
15 (十五)	16 (十六)	17 (十七)	18 (十八)	19 (十九)	20 (二十)	21 (小满)
22 (廿二)	23 (廿三)	24 (廿四)	25 (廿五)	26 (廿六)	27 (廿七)	28 (廿八)
29 (廿九)	30 (五月)	31 (初二)	1 Jun(初三)	2 (初四)	3 (初五) Dragon Boat Festival	4 (初六)

Essential skills for a Good teacher(Cont.)

- Completion of your works in a systematically way
- Completion of your works in **a multi-tasking mode**
- To keep your colleagues to know your working progress if needed
- To give a prompt response if receiving some problems from your colleagues or panel head

Teach2030 Coach Training Course ★★★★★


Discover the roles and responsibilities of Teach 2030 coaches in this free online coach training course.

 Publisher: Commonwealth Education Trust

This free online coach training course will make sure that you fully understand how the Teach2030 model and programme work. You will learn how to support the headteacher with timetabling CPD and ensuring lessons take place as planned. It will discuss how you can guide teachers through the courses, keep them informed, and motivated. You will also study the key responsibilities that are required for the Teach2030 coach role.

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 Students
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 Accreditation
CPD



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【Teach2030】

作為教師，我們都需要持續學習，吸收最新的教學資訊，以不斷提升教學效能。原來 Commonwealth Education Trust 創建了一項名為「Teach2030」的計劃，並為教師提供培訓課程，以推動平等及優質教育。有興趣的教師可以參加以下免費的電子學習課程，認識更多教學及管理的策略。

網上報名及詳情：<https://bit.ly/3n40Gqb>

Qualities for a Good teacher

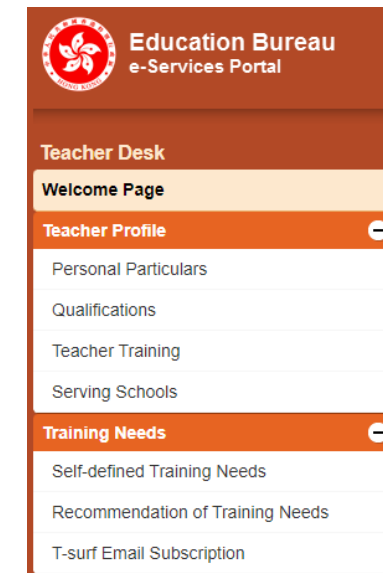
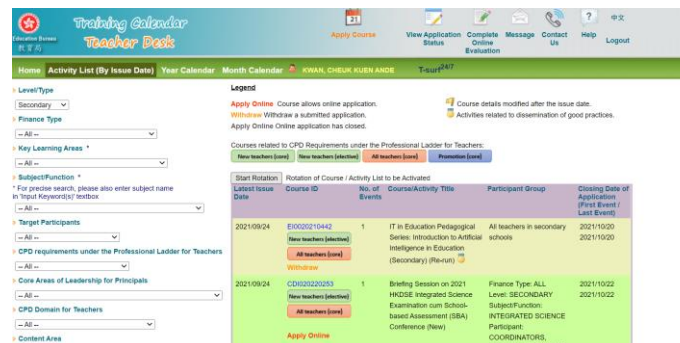
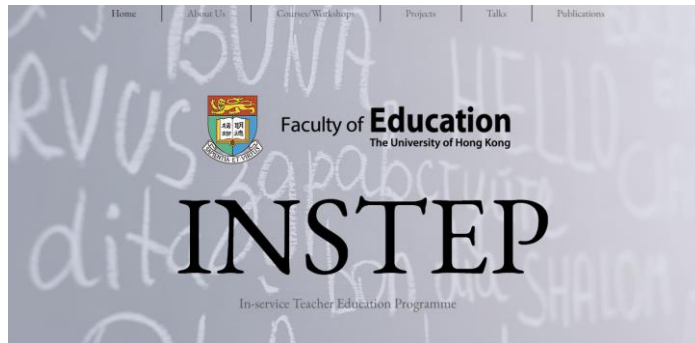
- Be knowledgeable especially the subjects you teach
- Be humble
- Have empathies to students and more encouragements to students as well
- Good dress code
- Be always aware of the current developments of local and international education
- Be respected to colleagues and each school staff
- To always reflect what you have done every day and how to better do the same things on the next day
- To learn good things from colleagues



Qualities for a Good teacher (Cont'd)



- Be aware of your words used in a school's environment as a profession
- To maintain a proper relation between you and your students, not proper for too close
- Life long learning



Qualities for a Good teacher (Cont'd)

- Be familiar with the most updated words used by teenagers such as “姜粉”





Important skills to include in a teacher resume

1. Proof of your Chinese and English writing skills such as competitions, professional courses attended, IELTSs and so on
2. Different language skills especially for top banding schools
3. Proof of your experiences of conducting education researches, if any
4. Proof of your experiences in writing some proposals for application for some activities' fundings
5. Proof of other generic skills such as participating in international sports competitions, music performances, local drama production and so on
6. Proof of your awards for international academic competitions such as Math Olympic, Physics Olympic and so on