

THE UNIVERSITY OF HONG KONG

PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

ANNUAL REPORT

1997-98

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Introduction

Being a proactive unit and sensitive to changes within the University as a whole, the Personal Development and Counselling Centre responded by carefully reviewing the resources which have been allocated to it and balancing these resources against the needs of the Centre's end users in order to continue to offer cost-effective and appropriate services. The core services, inevitably, remain the same while the preventive and personal development programmes are reinforced or modified to make the services more available to and accessible by students. When compared to last year's statistics of the Centre's professional workload, individual services indicate a slight decline but group services have increased dramatically. This has been brought about by an intentional bias towards group programmes as the Centre attempts to help more students to be more aware of themselves both as a person and with their own competence. At the same time, the Centre is trying to co-operate with academic departments to produce tailor-made programmes for their students. This new mode of operation has produced the result that more students can benefit from the services offered by the PDCC.

Highlights

- Individual Counselling down by 5%.
- Group Counselling up by 69%.
- Funding cuts reversed in 1998/99 to restore manning levels to those of 1995/96.
- Survey of Mainland Student adaptation problems underway.
- E-counselling launched.

Mission

The mission of the Personal Development and Counselling Centre is to provide services supportive of the University's mission to produce graduates of the highest standards by assisting the students in their personal development and helping them to overcome psychological and learning difficulties.

To achieve the mission stated, the PDCC is committed to offer services in the following areas:

1. **Therapy:** to offer individual and group counselling and therapeutic services that are responsive to the diversity of students experiencing situational and ongoing psychological or behavioural difficulties.
2. **Crisis Intervention:** to offer crisis intervention and emergency coverage either directly or in co-operation with other departments or units within the University.

3. **Effective Learning Skills:** to assist students to develop the appropriate attitudes and effective skills which are conducive to their achieving success in the tertiary learning environment.
4. **Personal Growth and Development:** to focus on helping students to develop their potential in order to maximize the benefit from their academic experience.
5. **Leadership Training:** To provide opportunities for those students who are motivated to expand their personal influence in their environment.
6. **Orientation:** To provide general guidance to newcomers to the University.
7. **Education on Mental Health:** to provide consultative services and talks to members of the University community so as to make the environment as beneficial as possible to the intellectual, emotional and physical development of students.
8. **Administrative support:** To give general administrative support to the undergraduates and graduates when required.
9. **Research:** to undertake continued research into the needs of the students and staff with regard to the supportive services offered and to develop new services.

Performance Pledge

The PDCC has produced a Performance Pledge which is included in the following as a reference for readers to assess the work of the Personal Development and Counselling Centre during the year 1997-98.

In the final analysis, the critical assessment of a unit's performance is the compliance or non-compliance with its published performance pledge which has been previously approved by the University Administration as being suitable, a valid expression of the University's requirements and a cost effective use of funding. To this end I have included not only the Performance Pledge but also a paragraph by paragraph explanation of how the PDCC has performed in each aspect of this pledge.

1. Provide a psychological service that is professional, ethical and student-centred.
2. Provide a 24-hour, 7-day response to emergency.
3. Provide initial contact individual consultation in no more than one week.
4. Provide recurrent individual consultation in less than three weeks.
5. Develop and promote an enriching university learning environment through orientation programmes.
6. Provide opportunities for students to unfold their potential to excel through individual consultation and group programmes.
7. Seek to support and train our students to be independent learners.

8. Seek to be responsive to the needs of our students through psychological testing of their mental health status.
 9. Assist students to better understand their psychological and personal needs through assessment and consultation.
 10. Reach out to students to provide educational and mental health information via electronic information technology.
 11. Enhance student personal effectiveness and productivity through life skills education and training.
 12. Act as a bridge between students and academic departments in the resolution of student problems.
 13. Liaise with other institutions for the improvement of the quality of student services.
 14. Receive visitors for the mutual exchange and development of student counselling concepts and practice.
 15. Provide and supervise clinical and sensitivity training for students in the field of helping profession.
 16. Reflect student needs to the University through the appropriate channels.
- 1. Provide a psychological service that is professional, ethical and student-centred:**

The professional staff are all qualified psychologists either in clinical, educational or counselling. The Centre functioned during the year of report with five and a half full time professional staff (including the Director) and some short term staff to take on some courses throughout the year to serve the student population of fourteen thousand.

PDCC plans according to the flow of the academic year and the needs perceived by both staff and students. The academic year has been demarcated by the breaks during the year. All the PDCC's function and programmes are distributed into five periods:

(A) August to September: Orientation for all new comers. (include new staff)

(B) September to December: Adjustment period for first year.
 Learning programmes for first year and repeaters.
 Personal growth and development courses for all years.
 Psychological testing for self knowledge for all years.
 Training programmes from special request during term break

- (C) January to March: Effective Learning skills and examination anxiety
 for all years
 Personal growth and development courses for all
 Stress management courses for all
 Placement for clinical psychology trainees
 Courses requested by academic departments
- (D) April to May: Growth programmes for postgraduate students
 Crisis intervention
 Planning on the details of summer programmes
- (E) June to July: Leadership and Life Skills Training Course
 Regular summer courses
 Help students to cope with examination failure and
 provide Administrative support
 Prepare students for supplementary examinations

Throughout the year, students can make individual appointments with professional staff during office hours and if necessary outside office hours. Professional staff maintain, continuously, a network of professionals and organisations, both within and without the University in order to maximise the resources available for the process of helping students. Support staff are, at all times, involved in the preparation of the ground work in order to facilitate the effectiveness of the professional work.

In the year of this report, the students coming to the Centre for individual counselling sessions or for group activities as shown in the following table:

The Academic Year 1997-98 (in 1996-97)	Students in individual counselling	Students in groups
Number of students registering	507 (575)	2,061 (1,552)
Number of registrations	507 (575)	2,987 (1,935)

Note: " Student registering " refers to an individual student, being counted only once during the year, no matter how many times s/he used the services within that category. Thus some students who were in individual contact also participated in group activities.

"Registrations" refers to students who register for services, either by joining programmes or requesting individual counselling. Thus a student may register more than once during the year.

The figures reflect the trend within the PDCC to adopt more group formats in order to cope with the shortage of manpower. There is an increase in the number of students joining group programmes and this could well become the future direction for the Centre as we cope with diminishing resource allocation in real terms. It is of critical importance, however, that this trend should not compromise

the provision and the effectiveness of individual counselling for individualized problems which is just as important to the end users.

The PDCC, during the year of this report, conducted a total of 86 courses ranging from 1.5 hours to 250 hours and a total of individual counselling hours 2,284. A summary of the yearly group programme and attendance is attached as Appendix I. The description of each programme is in the brochures attached as Appendix II.

There were 2,522 students or 27.3% of the undergraduate population or 17.87% of total student population using the services offered in the year 1997-98. The distribution of students in terms of faculty is shown in a table attached as Appendix III.

The staff-student interaction are shown in the following table:

The Academic Year 1997-98 (1996-97)	Students in individual counselling	Students in groups	Total
No. of student hours	2,284 (2,394)	22,755 (17,088)	25,039 (19,482)
Average No. of hours Per student	4.5 (4.16)	11.0 (11.0)	

The input from the professional staff is summarized in a table as Appendix IV.

Evaluation is an on-going process within the PDCC. Each programme is, after completion, reviewed and evaluated for its usefulness and participant satisfaction. Course improvement conferences are held regularly. The enrolment and attendance in each course is a good indicator of its effectiveness; another indicator of success being the rate at which participating students introduce the course to other students. Both the standard of service and the conduct of professional staff are governed by the code of ethics and requirements of the Hong Kong Psychological Society Limited.

2. Provide a 24-hour, 7-day response to emergency:

During office hours from 8:30 a.m. to 5:15 p.m. emergency cases will be seen right away; after office hours a pager service is available for user to call. Professional staff take turns to carry the pager after office hours. During the year of report, 27 calls were received and handled.

3. Provide initial contact individual consultation in no more than one week:

In response to student's needs, the PDCC has adopted a system where a time slot is set aside for students who demand immediate attention. The year of report

recorded 259 students taking advantage of this scheme where students are given 15 minutes to present their concerns and follow-up sessions are arranged according to the presenting needs.

4. Provide recurrent individual consultation in less than three weeks:

As the demand from users has increased, our professional staff has, for some years, found difficulty in offering regular appointments to students who need weekly attention for treatment. As a compromise solution, the Centre assesses the urgency of the matter and reorganizes appointments in order to offer the best possible care for our users with the period between appointments being no more than three weeks. Cases which need immediate or regular attention continue to be seen immediately or as soon as possible.

Students' presenting problems can be summarised as in the following table:

Nature of Problems	Hours	Percentage
Personal Problems (Study)	403.14	17.7 %
Personal Problems (General)	1,404.96	61.5 %
Information (Psychological/Educational etc)	228.43	10 %
Clinical Problems	247	10.8 %
Total	2,283.53	100 %

5. Develop and promote an enriching university learning environment through orientation programmes

Two sets of orientation programmes will be included here as the term for the new students of 98-99 commenced much earlier than the previous year and the orientation took place a week before the academic term started.

For year 1997-98, a total of 731 new students attended the one-and-a-half hour session on how to adjust into the University life. Those who attended found the session interesting and useful as they learned details of how to benefit from the three years spent in the University campus. The distribution of the attendance within various faculties is included in the Appendix V.

For year 98-99, a total of 386 new students attended while some of sessions are not included in this report as the academic year begins in September and ends by August 30. The full data will be included in the next annual report.

6. Provide opportunities for students to unfold their potential to excel through individual consultation and group programmes:

During the year of report, 24 courses were conducted with 317 students attending giving a total of 3297.5 student-hours. The nature of the programmes is attached in Appendix II.

Some students preferred to discuss their concerns privately. In a record of 277 hours students discussed, with their counsellors, how to overcome barriers in their growth.

7. Seek to support and train our students to be independent learners:

Students may choose to come to discuss problems relating to study with any counsellor individually. 358 sessions totaling 403 student hours were recorded for this specific purpose.

Courses related to learning effectiveness, such as "Reading Efficiency", "Time Management" and "Speak-Up in Tutorial" are organized in the first and second terms. A total of 21 courses were conducted, 185 students attended giving a total of 714 student-hours.

Feedback from the participants was very positive. Approximately 6% of the general student population actively responded to services of this kind. The Centre plans to deliver this service through a self-help mode so that those who need the information or self assessment will not be bound by the set schedules and can manage on their own with a minimum supervision from professional staff.

8. Seek to be responsive to the needs of our students through psychological testing of their mental health status:

When the pledge was written, this section was planned for the year 98-99. The extensive testing of all incoming students is planned on a voluntary basis. The aim of this programme is twofold, firstly to assist students to gain a better understanding of their mental health state and secondly to provide the Centre with a better overall understanding of our students' mental, social and physical condition in order to facilitate the provision of appropriate services to them.

So far 384 new students responded and completed the tests in August. The analysis and interpretation will take place in September and October respectively. The overall result will be included in next year's annual report and a report on the summary of the students' mental health will be compiled and sent to all those concerned.

9. Assist students to better understand their psychological and personal needs through assessment and consultation:

Some students felt that they have not been able to express their potential when compared to their counterparts and would like to have a “break through” of their perceived limit. They responded to our advertisements or through individual recommendations to attend the sessions on self-understanding through psychological testing.

This year 84 students undertook the tests; these requiring 312 student-hours in total. The assessment helps students to identify their psychological conditions, areas of competence, emotional stability and interest areas for career planning. This entire group of students has become more aware of themselves in relation to others and they have become more insightful and show more initiative in their approach to life. Most of this group, after the assessment, were able to plan more positively during their university life.

10. Reach out to students to provide educational and mental health information via electronic information technology:

In August 1997 the Centre was able to recruit a clinical psychologist who is competent in digital communication. He has helped with the setting up of an email and electronic chatroom network to reach out to and communicate with wider range of students. The PDCC Homepage has also been upgraded. Planning to synchronize with the digital campus is underway and a body of students is eager to be trained to become digital leaders who are competent in this area and who are also willing to help others who need supervision. This move is in preliminary stages and will be reported upon, at length, in our next annual report.

11. Enhance student personal effectiveness and productivity through life skill education and training:

The PDCC has been running courses in communication and leadership for the last twelve years. The results have been rewarding and this educational stream is fully supported by the University. In each academic year the Centre conducts, concurrently, two courses in Leadership and Life Skills. Each course begins in Summer and is completed in March the following year. The in-take for each course is a maximum of 50 students to ensure a high quality of tuition and interaction. For the year of report, 95 students participated in the programmes and recorded with 7766 student-hours. A separate report on this LLS course is available on request.

The PDCC is responsible for another extensive programme which is co-jointly conducted by General Education and Career Education and Placement Centre. The Intensified Learning Opportunity Programme (ILOP) offers students, with academic merits and incentives, opportunities to develop, widely, in all aspects of

their life. The first course was offered to 30 students from the Faculty of Social Sciences and School of Business and Administration. The second was offered to all faculty students who showed an interest and a readiness to commit to this kind of self-development. Between these two years, 80 students participated. The contribution from the PDCC was 6667.5 student-hour in the year of this report.

Five shorter courses on communication skills were conducted during the year and 97 students attended totaling 744 student-hours.

Courses for students to understand social culture, other than their own, were conducted and practical sessions, to help them familiarize themselves with basic western social etiquette, were also organized. Participants found these courses useful as a preparation for their daily life in work force. This year, 129 students enrolled in these courses making a total of 531 student-hours.

12. Act as a bridge between students and academic departments in the resolution of student problems:

Students' problems seldom occur in isolation. With the assistance from academic departments and residential halls the PDCC is able to gain a more thorough understanding of the presenting problems, especially those problems arising from the students' learning and living environment. With the consent of the student in question, the Centre is able to liaise with the academic staff or wardens to co-operate in working towards relieving some of the presenting problems. The issues concerned generally fall in the categories of accommodation needs, examination failure, transfer of faculty, planning of university courses, financial problems and legal problems.

During the year of this report, the Centre has worked, closely, with the Faculties of Engineering, Law, Medicine, Dentistry, Social Work, Science, Arts, Architecture, English Centre, Halls and Health Services when students exhibited behavior which caused disruption to the environment or endangered themselves. There were 19 cases which were either referred to the Centre for treatment or where a co-joint approach assisted in the recovery of the student in question.

Some students have experienced difficulties with, or have had preconceived perceptions of the academic staff. When needs arise, and with the student's consent, counsellors take the initiative to contact staff members in order to help the student to solve the problems. At the same time assistance is given to the students so that they may become more assertive in their approach to interpersonal relationships and to find out the real situation rather than living in their world of assumptions.

PDCC in the year of this report initiated a programme to introduce the concept of counselling to academic staff who intend to offer more effective assistance to students who approach them. Thirty three staff members responded and came to

the lunch time sessions for 15 weeks. The sessions consisted of short lectures and some experiential sharing and those who attended, conscientiously, benefited from and enjoyed the sessions. We have plans for the Centre to co-operate more with academic staff in dealing with student problems.

13. Liaise with other institutions for the improvement of the quality of student services:

The PDCC is a member of the Hong Kong Student Affairs Association and receives, regularly, the most current information available on student services. The Centre is closely aware of developments in all other institutes and conducts sufficient exchanges to obtain the “feel” of their approach.

By the use of such exchanges and of the Internet, the Centre is able to obtain updated information about our counterparts’ development which the Centre examines for trends which may have an impact on our yearly strategic plans.

Since the change of sovereignty, there has been more interaction with institutes from Mainland China and there are ongoing and active discussions on the effectiveness of the mode of service delivery which has resulted in a great deal of learning on both sides. In the year of report, the Centre has had exchanges with Fudan University, Tsing-hua University, Nanjing University, Guangdong College of Education through formal arrangement. There were other interactions through attending conferences held in China.

This year Ada Wong visited Beijing University, Tsinghua University, Renmin University and the Academy of the People’s Liberation Army and also attended a Psychology Conference held in Wuhan. Peggy Miu attended a Conference on Student Services held in Nanjing and Enid Fung participated in a national competition of students inventions or innovative work or concepts which was held in Nanjing. These interchanges bring new ideas and insight into the work which PDCC is delivering.

14. Receive visitors for the mutual exchange and development of student counselling concepts and practice:

In the year of report, the Centre received visitors from Universities of Beijing, viz. Tsinghua, Beijing Normal, Renmin; Shaighai Fudan University; North East China Huadong Normal University, Nanjing University and Guangdong College of Education of Guangzhou. Representatives from Universities in the USA came to introduce courses to our graduates and we had visitors from Many University in New Zealand.

The most intensive of these visits are those from Tsinghua University where staff have held lengthy discussion with the staff of the PDCC in order to obtain a full understanding of exactly how this Counselling Centre functions. Their

motivation being that Tsinghua University has just started to develop and organize a similar setup, albeit on a smaller scale and they would like to learn from our experience. In August, a group of fifty professionals came from various parts of China for a whole morning session in which the Centre provided a detailed description of how the services were operated and the ethical issues which were to be observed. This session generated a great deal of interest and discussions as the services offered in China are mainly in a format of lecturing while the PDCC employs experiential learning which the participants found to be of interest and expressed the hope to learn more from us.

Of equal value has been a visit from the Guangdong College of Education. The Centre invited two of the College's party members to introduce, in some depth, their teaching of ideology and moral education to their students. It has brought to us an understanding of how people in Mainland China function. Some of their methods may look old fashioned but the depth of their knowledge is to be respected and it has served as a stimulant for the Centre to look at their approach with new perspective. Two of their other staff had spent one week with our Centre in June to observe how we conducted our courses. They commented that it was eye opening for them and that they would attempt to try the new format when they returned home.

Similarly, in July, two Psychologists from Nanjing University visited the Centre to exchange ideas and psychological establishment for a full day. It was a mutually beneficial event for both parties.

Other universities have merely come for a short visit to see the PDCC's set-up and collect ready-made information. Our staff have been invited to return the visit but the current workload in the University of Hong Kong would seem to preclude, for the time being, more extensive interaction with universities in the mainland.

The University of Maney is interested in developing counselling courses in New Zealand and were in the process of collecting information around the world in order to develop a programme that is acceptable and of world standard. These discussions have alerted us to the need for professionals in the field to take on the responsibility of training and producing new counsellors so that learning can pass on continuously.

PDCC may have to consider, seriously, accepting the role and responsibility of passing on the knowledge which the Centre has accumulated in the last 27 years to those who can only afford to plan to start.

15. Provide and supervise clinical and sensitivity training for students in the field of helping profession:

Historically, the PDCC has organized and conducted sensitivity training for the master degree courses for clinical psychology trainees and for social work students in both postgraduate and undergraduate courses. This Centre has the requisite experience and expertise and such a set-up encourages participation in this kind of self exploratory programme to help the students become more aware of their impact on others and to increase their sensitivity to other's needs and feelings. These programmes are on voluntary basis but it is explained to participants that it is important to their professional life if they plan to become good clinicians or social workers. Confidentiality is at all times emphasized to all, including the participants. This kind of requirement cannot be met by the faculty members as the role may conflict with academic assessment. The Centre, however, in viewing the importance of the training of this group of professionals, is ready and willing to include them into our regular services.

This year, the Centre conducted two three-day Sensitivity Training courses for two groups of social work students and one "live in" three-day camp for the graduating group of clinical psychology trainees. Altogether 25 students participated in these activities; the feedback being very positive as they discovered some of their blind spots and learned from each other's ways of dealing with life crisis through sharing past event. Support and friendship were built up in these groups in an atmosphere where they felt free and trusting and were able to open up and learn from one another.

The Centre will continue to assist in this direction and the departments are also willing to pay the Centre for such services. Recently, School of Business and Administration, School of Nursing and Faculty of Engineering have requested that the Centre organize programmes for their students in order to help them to become a better person.

The development of clinical psychology in Hong Kong is lagging when compared to the rest of the world which enjoys the similar levels of economic affluence and there have been recent calls from within the society to speed up the process of training professionals in this field. The Centre feels a responsibility to support the move and the Centre will continue to serve as a training ground for psychology trainees both in specific skills training and as placement.

16. Reflect student needs to the University through the appropriate channels:

The needs of the student body are constantly communicated to the current Acting Dean of Students for review. The 5% "Top-Slicing" exercise of the last year had affected the full functioning of the Centre and this was exacerbated by the occurrence of crisis situations which had made the shortage of manpower very noticeable. The University has, however, responded to the Centre's needs and has

made adjustments in the level of resources allocated to the Centre for the coming year.

The PDCC has launched a Mental Health Assessment of the incoming students this academic year. The purpose is to serve as a preventive measure for students, to enable a better understanding of the mental condition of our new students and to assist the University to make plans to help those students with potential to be successful in their lives. A series of testing sessions were advertised in mid August and 394 students came to the sessions. The results of these tests are now being processed and the overall results will be relayed to the authority for any further action to be taken.

Last year, it had brought to PDCC's notice that students from the Mainland were having difficulty in coping with life in Hong Kong and that some had experienced extreme hardship and deep depression. As a result the Centre initiated a preliminary survey on life in the Hong Kong University as experienced by the Mainland students. A survey was designed and sent to the postgraduates from the mainland. 425 copies were sent out and 101 copies were returned constituting a 24% return rate. The information collected was useful for the Centre to look into this group's concerns and to plan action for this particular group. This report is not attached here but is ready for viewing upon request.

As the Centre came into contact with members of this significant body of students who were willing to speak up, it became possible for the Centre, in conjunction with the External Affairs Office, to arrange stress management courses for them consisting of recreational and social events such as tea gatherings and singing and dancing sessions during the week-ends. The Centre will attempt to organize adjustment programmes for the new comers by the end of October in order to help them to adjust to the life in Hong Kong as a whole thus ensuring that their study would not suffer.

This being a duty of the Centre, it will continue to do so in order to follow the trend and policy change within the University and the society at large.

Future Plan

- (A) All core function of the PDCC will continue as in previous years.
- (B) A Learning Clinic will be set up for students to walk in and develop their skills
- (C) PDCC will develop e-counselling in the coming year such that student can communicate with the Centre whenever they wish.
- (D) PDCC will continue to work closely with academic departments to ensure that their students obtain the best possible education.
- (E) To consider expanding training programmes in Leadership.

Appendix Ia

Term	<i>First Term</i>				<i>Second Term</i>				<i>Summer</i>			
	No. of groups	No. of applicants	No. of students attended	No. of student-hour	No. of groups	No. of applicants	No. of students attended	No. of student-hour	No. of groups	No. of applicants	No. of students attended	No. of student-hour
Study At University	11	NA	721	1129.59	-	-	-	-	10	NA	383	579
Conversation And Current Affairs	2	NA	41	124	2	NA	22	59	-	-	-	-
Reading And Learning Effectiveness	5	71	51	312	2	13	12	36	-	-	-	-
Knowing Your Reading And Learning Strategies: Identification and Assessment	7	98	88	176	-	-	-	-	-	-	-	-
Speak Up In Tutorials	1	44	16	146	-	-	-	-	-	-	-	-
Nurture Yourself Through Dance And Movement	1	18	11	125	1	11	8	63	-	-	-	-
Counselling Skills	1	NA	33	151.50	1	NA	9	18	-	-	-	-
Staff Joint Venture Talk	-	-	-	-	1	NA	23	78	-	-	-	-
Effective Stress Management	1	14	10	30	-	-	-	-	-	-	-	-
Stress & Relax	-	-	-	-	1	5	5	12.5	-	-	-	-
Stress Course	-	-	-	-	1	NA	7	17.5	-	-	-	-
Effective Time Management	1	7	7	14	-	-	-	-	-	-	-	-
Follow-up session for Dental students	1	NA	45	56.25	-	-	-	-	-	-	-	-
Humour And Effective Living	1	23	15	210	1	11	10	119	1	17	14	200
Understanding Self Through Psychological Testing	2	80	68	254	2	19	16	58	-	-	-	-
Psychological Testing for Freshmen	-	-	-	-	-	-	-	-	9	NA	384	768
Talk on Birth Order	1	13	11	16.5	-	-	-	-	-	-	-	-
Workshop on Birth Order	1	8	8	22	-	-	-	-	-	-	-	-
Gathering of Returning Students	1	NA	5	7.5	1	NA	8	12.5	-	-	-	-
Workshop on ABCDE Theory	-	-	-	-	3	13	8	26	-	-	-	-
Communication Skills	-	-	-	-	1	17	15	81	-	-	-	-
Advance Oral Communication	-	-	-	-	-	-	-	-	1	17	15	135
Workshop On Interpersonal Communication	-	-	-	-	-	-	-	-	1	16	11	77
Current Awareness	-	-	-	-	1	9	9	64	1	16	13	117
Business & Dining Etiquette	-	-	-	-	1	76	78	345	1	18	15	60

Appendix Ib

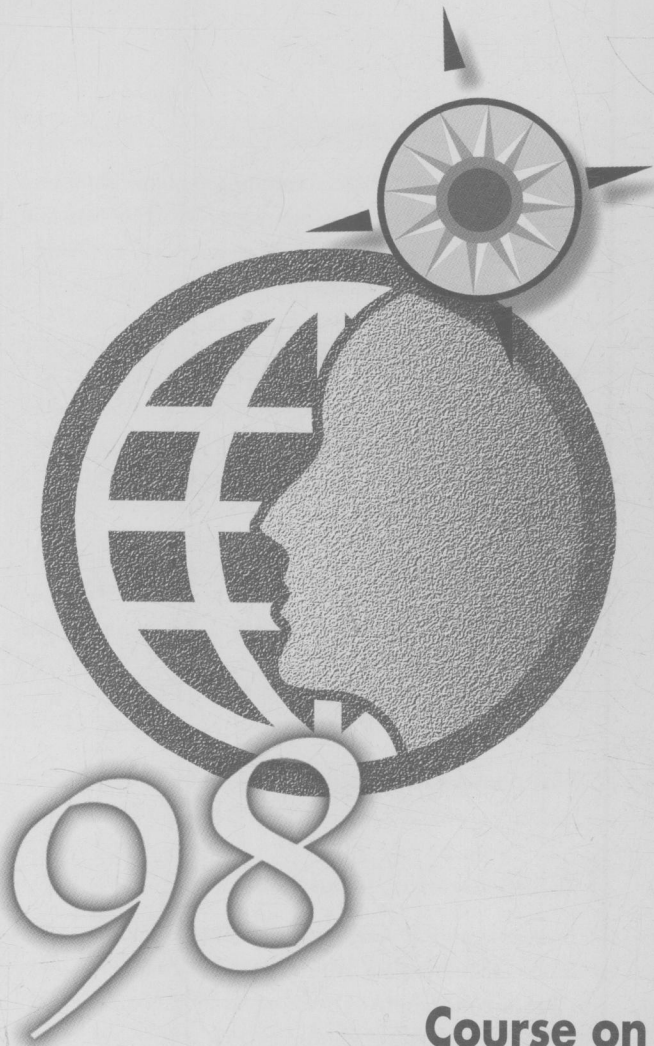
Course	No. of groups	No. of applicants	No. of students attended	No. of student-hour	No. of groups	No. of applicants	No. of students attended	No. of student-hour	No. of groups	No. of applicants	No. of students attended	No. of student-hour
Professional Image Building	-	-	-	-	1	23	18	54	1	21	18	72
Leadership And Life Skills 1997	1	NA	49	209.43	1	NA	40	126	-	-	-	-
Leadership And Life Skills 1998	-	-	-	-	6	NA	80	132	-	-	-	-
Recruitment Talk	-	-	-	-	1	58	45	135	1	NA	46	7164
Leadership And Life Skills 1998 (LLS)	-	-	-	-	1	58	45	135	1	NA	46	7164
Intensified Learning Opportunity Programme (ILOP 96-98)	1	NA	28	157	1	NA	30	1252	1	NA	30	60
Intensified Learning Opportunity Programme (ILOP 97-99))	1	80	50	1740	-	-	-	-	1	NA	50	3351.50
Life Style Analysis	-	-	-	-	1	11	8	201	-	-	-	-
The OK CORRAL	-	-	-	-	2	45	29	186	1	18	16	176
Sensitivity Training Group	-	-	-	-	1	NA	12	258.87	2	NA	13	350.5
Surmounting Barriers	-	-	-	-	1	12	9	213	-	-	-	-
Wednesday Tea Meeting	-	-	-	-	3	NA	63	181	1	NA	9	27
Assertive Workshop	-	-	-	-	-	-	-	-	1	21	17	119
Workshop On Creativity	-	-	-	-	-	-	-	-	1	22	16	106
Orientation Camp Leaders Training	-	-	-	-	-	-	-	-	2	NA	45	186
How To Make A TV Programme	-	-	-	-	-	-	-	-	1	17	15	135
Oral Effectiveness Course	-	-	-	-	2	38	37	280	-	-	-	-
Toastmaster	-	-	-	-	-	-	-	-	1	23	19	171
Weekend Night	-	-	-	-	-	-	-	-	2	NA	5	12

Summary of enrolment in group programme 1997/98

Appendix III

Year of Study / Faculty	I	II	III	IV	V	Post-grad.	Other	Total
Architecture	24 (25)	5 (7)	3 (6)	0 (0)	0 (0)	13 (6)	5 (1)	50 (45)
Arts	134 (189)	54 (68)	55 (67)	0 (0)	0 (0)	10 (5)	73 (2)	326 (331)
Dentistry	55 (50)	2 (2)	5 (1)	3 (0)	3 (0)	0 (4)	4 (0)	72 (57)
Education	125 (130)	10 (6)	7 (10)	8 (0)	0 (0)	7 (19)	48 (4)	205 (169)
Engineering	164 (208)	27 (24)	17 (26)	0 (0)	0 (0)	38 (10)	156 (2)	402 (270)
Law	57 (35)	14 (19)	13 (6)	0 (0)	0 (0)	15 (13)	75 (3)	174 (76)
Medicine	89 (193)	13 (17)	7 (8)	8 (0)	7 (0)	9 (18)	58 (0)	191 (236)
Science	111 (142)	57 (63)	44 (44)	0 (0)	0 (0)	19 (13)	97 (2)	328 (264)
Soc. Sciences	182 (168)	81 (110)	57 (76)	0 (0)	0 (0)	39 (19)	94 (13)	453 (386)
School of Business	23 (17)	19 (5)	12 (7)	1 (0)	0 (0)	4 (0)	39 (0)	98 (29)
Others	0 (2)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	123 (88)	123 (90)
Total	964 (1,159)	282 (321)	220 (251)	20 (0)	10 (0)	154 (107)	772 (115)	2422 (1,953)

Distribution of students (individual and group programme)



**Course on
Leadership and Life Skills**

領袖展能訓練



**Personal Development and
Counselling Centre**

June 1998

Name (English): _____

(Chinese): _____

Sex: _____ Age: _____

Faculty : _____ Year: _____

University No.: _____

Subjects: _____

Address (Term): _____

_____ Tel: _____

Address (Vacation): _____

_____ Tel: _____

Reason(s) for wishing to join the course:

Have you joined similar course(s) before? YES/NO

If YES, please state the names and duration of the course(s):

Aims of the Course

This course is specially designed for those students who wish to develop attributes and to acquire skills which will enable them to contribute to the well-being of society and to provide leadership in the community.

Course Content

The course occupies about 190 hours of class work and 40 hours of project. The class work includes lectures and seminars, experiential learning, physical education and group activities. Some parts are conducted in English, some in Cantonese.

Students are encouraged to develop wider interests, knowledge and cultural understanding through reading related material. The course is divided into seven sections, each section is an integral part of the whole course.

Section I

Personal Development

The sessions offered in this section are :

A. Experience Marathon

A workshop to develop the capacity for better interpersonal relationships and to give opportunities for students to get to know themselves better.

B. Social Skills Training

It aims at developing positive social behaviour, increasing social confidence. Practical sessions on social etiquette and image building will be included. Participants will also have the opportunity to put theory into practice in a formal social function dinner which will be conducted as one of the group projects in October.

C. Sensitivity Training

Group learning through open disclosure of personal experiences prompting feedback from course members, so

as to achieve some self-understanding and sensitivity to the feelings and reactions of others.

D. Personal Supervision

Participants are encouraged to have individual sessions with a counsellor to understand their own strengths and weaknesses, and to outline an action plan for further personal growth and development.

Section II

Adventure Camp

The aims of this outdoor programme are:

- a. to encourage the development of skills and knowledge that may contribute to wholesome recreation during later years.
- b. to contribute to the development of the participants through group activities and to help them develop a sense of social understanding, responsibility and leadership.

Section III

Leadership & Society in Hong Kong

A series of short lectures and pertinent visits together with a 'crisis game' will provide the basis for discussing the nature of leadership within the Hong Kong context. Community leaders may be invited to contribute.

Section IV

Presentation and Communication Skills

In English sessions, students will be introduced to communication dynamics and skills in making oral presentations. Participants will practise making presentations which will be linked to the final presentations of their project

work. Feedback will be given by fellow students, tutors and video playback.

Sessions in Cantonese will introduce skills in debating, persuasion, etc. Students will participate in TV style panel discussions in front of an audience which will be recorded on video and be reviewed by the participants with the tutor.

Section V

Group Behaviour and Social Structures

This section examines group behaviour by involving participants in a Simulated Societies exercise (SIMSOC) which allows participants to gain insights into social structure, social change, conflict, control and protest, and communication in a group, so that they will be able to apply this knowledge to real situations.

Section VI

Effective Leadership

An exploration of the effectiveness of individual leadership qualities and styles through a series of activities and discussions.

Sections VII

Projects

Individually or in groups, students will identify an organization and work within it for a limited period. This provides an opportunity for the students to observe, appreciate and assess the operation of an organization, and to relate practical experience to theory. At the end, students will write reports on their experiences and findings for presentation to a meeting of all participants.

Dates of the Course

The course will start on Friday, 29 May 1998, and end in January 1999. The Programme will be scheduled daily from 9:00 a.m. to 5:00 p.m., Monday to Friday within the period 1 June - 8 July. Students will need to spend further 50 hours during July/August for planning and executing a project which available 40 hours.

Social Etiquette(Dinner Function):

10 October 1998(Saturday), 6:00- 10:00 p.m.

Project Presentation:

24 October 1998(Saturday), 1:00 - 5:00 p.m.

Testing:

11 December 1998(Friday), 5:30 - 7:30 p.m.

Test Interpretation and Course Evaluation:

8 January 1999(Friday), 5:30 - 7:30 p.m.

Closing Ceremony and Certificate Presentation:

15 January 1999(Friday), 5:00 - 7:00 p.m.

Participants

All current students who will be registered as full-time students at HKU in 1998-99 may apply for the course. Fifty students will be selected to attend the course. Selection will mainly take account of the students' **motivation**, willingness to **commit themselves fully** to the course, and **interest** in developing their leadership potential.

Commitment

Full attendance at all parts of the course is required and any request for leave, should the need arise, must be made formally and in writing to the course co-ordinators. The seven sections of the course should be viewed as a whole. If you feel you cannot devote sufficient time to attend all parts of the course, you should not apply.

Certificates

Upon completion of the course participants will be awarded a certificate.

Cost of Course

This programme is financially supported by the University. Participants are asked to pay only a nominal fee of \$800. However, there will inevitably be incidental expenses arising out of some components - for example, a formal dinner function(see Section IB).

Application

Applicants should fill in the attached form and, together with a brief autobiography, return it to the Personal Development and Counselling Centre by **Saturday, 7 March 1998**. All prospective applicants should attend a recruitment talk which will be held at 5:30 p.m. on **Wednesday, 18 February 1998 in Room 411, Wong Chuang Lai Wah Building, Meng Wah Complex**. The applicants are also required to attend a group interview and may be asked to provide some additional information. The names of those selected for the programme will be posted on all notice boards of the Student Affairs Office and the Personal Development and Counselling Centre on **Wednesday, 1 April 1998**.

Personal Development and Counselling Centre

4/F, Wong Chuang Lai Wah Building,
Meng Wah Complex,
The University of Hong Kong
Telephone No.: 2857 8388-93



**Personal Development and
Counselling Centre**

The University of Hong Kong

1998 LLS Application Form



**THE UNIVERSITY
OF HONG KONG**

PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

**FIRST TERM PROGRAMME
1998-99**

- STUDY AT UNIVERSITY
- “LETS TALK ABOUT LEARNING”: A SERIES OF TALKS ON LEARNING SKILLS
 - *LEARNING WITH YOUR LAPTOP*
 - *HOW CAN YOU REMEMBER?*
 - *PLANNING YOUR TIME EFFECTIVELY*
 - *CONCENTRATION AND MOTIVATION - WHY DOES THE MIND WANDER?*
 - *LEARNING IN TUTORIALS*
 - *PREPARING FOR EXAMINATIONS*
- KNOWING YOUR READING AND LEARNING STRATEGIES: IDENTIFICATION AND ASSESSMENT
- READING EFFECTIVENESS
- ORGANISING YOUR READING AND STUDIES
- MANAGING DEADLINES
- MANAGING STRESS AT EXAMINATION TIME
- SPEAK UP IN TUTORIALS
- DIGITAL LEADERSHIP: AN INTRODUCTION
- PLAY & LEARN: OVERCOMING COMPUTING FEAR
- NURTURE YOURSELF THROUGH DANCE AND MOVEMENT
- HOW TO MASTER OUR OWN EMOTIONS
- HUMOUR AND EFFECTIVE LIVING
- BUSINESS & DINING ETIQUETTE

Enquiries: 2857 8388

STUDY AT UNIVERSITY

Orientation talks entitled “Study at University” will be given by the PDCC counsellors in August. The content will include:

- (1) Your goals for university life
- (2) How to study at the university level
- (3) How to adjust to university life

The aims of these orientation talks are:

- (a) To provide an overall picture on university life and education.
- (b) To assist new comers to establish goals for future.
- (c) To gain a better understanding of your opportunity and limitation within your commitment to university life.
- (d) To learn how to prepare and enjoy yourself in the coming years and be a happy and resourceful person.

These lectures are recommended particularly for First Year students, but any student may attend. There is no need to enrol, just attend the lectures at the specified time.

<u>Date</u>	<u>Time</u>	<u>Faculty</u>
24 August 1998 (Monday)	9:30 a.m. – 11:00 a.m.	Engineering
	2:00 p.m. – 3:30 p.m.	Law
25 August 1998 (Tuesday)	9:30 a.m. – 11:00 a.m.	Science
	2:00 p.m. – 3:30 p.m.	Social Sciences
26 August 1998 (Wednesday)	9:30 a.m. – 11:00 a.m.	Medicine
	2:00 p.m. – 3:30 p.m.	Education
27 August 1998 (Thursday)	9:30 a.m. – 11:00 a.m.	Architecture
	2:00 p.m. – 3:30 p.m.	Arts
28 August 1998 (Friday)	9:30 a.m. – 11:00 a.m.	School of Business
	2:00 p.m. – 3:30 p.m.	Dentistry

Venue: T7, Meng Wah Complex

Following the talk by the PDCC counsellors, there will be a 20-minute talk on Physical Education and Sport Foundation Programme by the Centre for Physical Education and Sport. The aim is to provide students with an opportunity to maintain health and vitality.

**“LETS TALK ABOUT LEARNING”:
A SERIES OF TALKS ON LEARNING SKILLS**

Our experience indicates that many students find adjusting to a different academic setting stressful. They often lack the basic skills and attitudes to be independent learners.

This academic year we will be part of many changes in teaching and learning brought about by the curriculum reform in the University. Some students may need to develop or learn new skills to face up to the challenges that may have been previously unknown to them.

A series of informal talks on various learning and study skills topics will be given during lunchtime hours at the start of the semester. Information and useful tips will be presented on the following topics:

LEARNING WITH YOUR LAPTOP

Dates: 18 September 98 (Friday), or
23 September 98 (Wednesday)
Time: 12:45 p.m. – 1:45 p.m.

HOW CAN YOU REMEMBER?

Dates: 15 September 1998 (Tuesday), or
24 September 1998 (Thursday)
Time: 12:45 p.m. – 1:45 p.m.

PLANNING YOUR TIME EFFECTIVELY

Dates: 9 September 1998 (Wednesday), or
21 September 1998 (Monday)
Time: 12:45 p.m. – 1:45 p.m.

CONCENTRATION AND MOTIVATION - WHY DOES THE MIND WANDER?

Dates: 17 September 1998 (Thursday), or
22 September 1998 (Tuesday)
Time: 12:45 p.m. – 1:45 p.m.

LEARNING IN TUTORIALS

Dates: 7 September 1998 (Monday), or
25 September 1998 (Friday)
Time: 12:45 p.m. – 1:45 p.m.

One of the talks presented later in the year:

PREPARING FOR EXAMINATIONS

Dates: 17 November 1998 (Tuesday), or
19 November 1998 (Thursday)
Time: 12:45 p.m. – 1:45 p.m.

Venue: Rm. 411, Meng Wah Complex
Counsellors: Ms. Sylvia Acevedo, Ms. Winnie Tang and Mr. Kang
Group size: no minimum, maximum 50

Practical support sessions will be offered following the talks to assist students with individual concerns.

Talks may be presented in either English or Cantonese.

<p style="text-align: center;">KNOWING YOUR READING AND LEARNING STRATEGIES: IDENTIFICATION AND ASSESSMENT</p>

Learning skills and the ability to manage oneself are the most important qualities that differentiate an effective from an ineffective learner.

In this session, participants are to find out their level of reading effectiveness and identify their learning strategies and study habits.

Information obtained will be used for planning an individualised program to help the student develop more effective reading strategies and enhance their ability to better manage the demands of learning at the university level.

This session serves as a prerequisite for participation in the subsequent reading and learning courses.

You may attend any one of the following sessions:

8 September	Tuesday	10:00 a.m. – 12:30 p.m.
8 September	Tuesday	2:00 p.m. – 4:30 p.m.
8 September	Tuesday	5:30 p.m.– 8:00 p.m.
10 September	Thursday	10:00 a.m.– 12:30 p.m.
10 September	Thursday	2:00 p.m. – 4:30 p.m.
11 September	Friday	10:00 a.m. – 12:30 p.m.
11 September	Friday	2:00 p.m. – 4:30 p.m.
15 September	Tuesday	5:30 p.m. – 8:00 p.m.
17 September	Thursday	2:00 p.m. – 4:30 p.m.
18 September	Friday	10:00 a.m. – 12:30 p.m.

Venue: Rm. 411, Meng Wah Complex
Counsellors: Ms. Sylvia Acevedo and Ms. Winnie Tang
Group size: minimum 20, maximum 40

Sessions will be conducted in English.

READING EFFECTIVENESS

This course aims at increasing the participants' reading efficiency and motivation to read. Emphasis is placed on dealing with basic reading mechanisms, such as reading speed and methods of extracting the main idea of a passage. The importance of mental preparation in reading and methods of assessing material for comprehension will also be included.

The course will consist of counsellor presentations, group discussions, class exercises and special practical techniques for increasing reading effectiveness. It will run over 3 weekly sessions.

Three groups will be run on the following dates and times:

Group 1:	29 September - 20 October	Tuesdays	10:00 a.m. – 12:30 p.m.
Group 2:	8 October - 22 October	Thursdays	2:00 p.m. - 4:30 p.m.
Group 3:	8 October - 22 October	Thursdays	5:30 p.m. – 8:00 p.m.

Venue: Rm. 411, Meng Wah Complex
Counsellor: Ms. Sylvia Acevedo
Group size: minimum 10, maximum 20

This course will be conducted in English.

ORGANISING YOUR READING AND STUDIES

The course aims at increasing students' organisation and comprehension of what they read. The content of this course will focus on three basic aspects that are important in getting the most out of reading:

1. **Organising** information from reading material.
2. Organising ideas in ways to make them easier to **remember**.
3. **Organising** and structuring information for **revision** and writing.

The course will consist of group discussions and class exercises.

Three groups will be run on the following dates and times:

Group 1:	27 October - 10 November	Tuesdays	5:30 p.m. – 8:00 p.m.
Group 2:	29 October - 12 November	Thursdays	2:00 p.m. - 4:30 p.m.
Group 3:	30 October - 13 November	Fridays	10:00 a.m.- 12:30 p.m.

Venue: Rm. 411, Meng Wah Complex
Counsellor: Ms. Winnie Tang
Group size: minimum 10, maximum 20

This course may be conducted in either English or Cantonese.

MANAGING DEADLINES

This workshop will focus on two areas:

1. an experiential inquiry on the causes of time pressure, and
2. an exploration of the different ways of working under deadline pressure

In this way, the workshop aims to encourage students to go beyond conventional time management, which focuses on **what** we're doing, but to consider **how** we can do things in a different way.

The workshop will consist of group discussions and class exercises.

Three workshops will be run on the following dates and times:

Workshop 1:	17 November	Tuesday	5:30 p.m. – 8:00 p.m.
Workshop 2	19 November	Thursday	2:00 p.m. – 4:30 p.m.
Workshop 3:	20 November	Friday	10:00 a.m. - 12:30 p.m.

Venue: Rm. 424, Meng Wah Complex
Counsellor: Ms. Sylvia Acevedo / Ms. Winnie Tang
Group size: minimum 10, maximum 20

This session may be presented in either English or Cantonese.

MANAGING STRESS AT EXAMINATION TIME

Many students find themselves overwhelmed by the pressures of exams. Some may even have a “fear of exams”. Sometimes this is well founded if the necessary preparation for exams has not been done.

If you are well prepared and still experience such overwhelming feelings or fear, you may find relaxation and systematic desensitisation techniques useful in dealing with these conditions. In this workshop, various techniques that have proven to be effective will be presented and participants will be guided through the practical application of some of these techniques.

The course will consist of counsellor presentations, group discussions and class exercises.

Three groups will be run on the following dates and times:

Group 1:	24 November and 1 December	Tuesdays	5:30 p.m. – 8:30 p.m.
Group 2:	26 November and 3 December	Thursdays	2:00 p.m. – 5:00 p.m.
Group 3:	27 November and 4 December	Fridays	9:30 a.m. – 12:30 p.m.

Venue: Rm. 424, Meng Wah Complex
Counsellor: Ms. Winnie Tang / Mrs. Peggy Miu
Group size: minimum 10, maximum 20

This session may be presented in either English or Cantonese.

SPEAK UP IN TUTORIALS

Many of us have good ideas that we know are good ideas. We can think them through and even put them in writing, but when it comes to expressing our ideas in groups like tutorial we may have a lot of trouble making ourselves clear.

In these sessions, through simulated tutorial situations, techniques of paper presentation; ways of expressing unique points of view; and effective group work and decision making strategies will be featured. Video recordings of presentations will be made and used to demonstrate and analyse characteristics of planning, delivery and questioning techniques, as well as for individual feedback.

The course will run for 6 weekly sessions.

Two groups will be run on the following dates and times:

Group 1:	29 September - 10 November	Tuesdays	2:00 p.m. – 4:30 p.m.
Group 2:	9 October - 13 November	Fridays	10:00 a.m. - 12:30 p.m.

Venue: Rm. 424, Meng Wah Complex
Counsellor: Ms. Sylvia Acevedo
Group size: minimum 10, maximum 20

This course will be conducted in English

DIGITAL LEADERSHIP: AN INTRODUCTION

Do you want to try new ways of doing things? Do you want to improve communication, collaboration and co-ordination activities in your group activities? Are you a progressive student leader? This workshop will explore the attitude, skills and knowledge needed for leaders of today and tomorrow. Digital leadership is about leading people for teamwork in the digital era. Begin now and start your journey for personal growth.

An interview will be arranged prior to acceptance to fit you to a best possible arrangement for your self-development.

Date: 16 & 23 September 1998 (Wednesday)
Time: 9:30 a.m. – 12:30 p.m.
Venue: Rm. 424, Meng Wah Complex
Counsellor: Mr. T.K. Kang
Group Size: minimum 6, maximum 10

PLAY & LEARN: OVERCOMING COMPUTING FEAR

Do you feel anxious or uncomfortable in front of the computer screen? Do you want to be in control? This 6 hours Play & Learn workshop is designed to help you rediscover your inner capacity for new learning to overcome barriers in your mastery of computing. Enjoy this experience of personal growth that can lead you increase productivity with fun!!

Two groups will be run on the following dates and times:

Group 1:	4, 11 & 18 November	Wednesday	9:30 a.m. – 11:30 a.m.
Group 2:	2, 9 & 16 December	Wednesday	9:30 a.m. – 11:30 a.m.

Venue: Rm. 424, Meng Wah Complex

Counsellor: Mr. T.K. Kang

Group size: minimum 5, maximum 10

NURTURE YOURSELF THROUGH DANCE AND MOVEMENT

It aims at promoting the body-and-mind integration. Specific movement exercises are designed to get in touch with blocked tension areas of the body in order to allow genuine expression and release. It makes use of body movement as a basic form of communication to enhance our relationship with our inner selves, with others and the world around us. The experience is particularly designed to encourage better self-understanding and to promote personal growth.

In this workshop, you will learn to:

- appreciate the basic beauty of your body and movement.
- befriend your body and improve your body image.
- increase self-trust and deepen self-care through satisfying movement expression.
- handle stress through creative movement and spontaneous dance forms.
- discover the richness of unlimited movement and dance possibilities.

Course No.: D&M 13

Date: 17 October 1998 – 7 November 1998 (Saturdays)

Time: 9:00 a.m. – 12:00 noon

Venue: Rm. 411, Meng Wah Complex

Duration: 4 weeks

Group size: minimum 10, maximum 18

Clothing: casual and comfortable

Counsellor: Ms. Ida Cheung

HOW TO MASTER OUR OWN EMOTIONS

- Do you find you are sometimes being victimized by your own negative feelings, such as feeling of depression, anxiety, anger, shame etc?
- Do you want to change your negative feelings?”
- Do you want to master your own emotions and enhance your EQ?

This workshop is designed to help you to change how you feel and solve your own emotional problems. ABCDE theory will be introduced and practised to help you to understand your own feelings and be the master of your own emotions.

Date: October 15, 22, 29 and November 5 (Thursdays)
Time: 9:30 a.m. – 11:30 a.m.
Venue: Rm. 411, Meng Wah Complex
Counsellor: Ms. Ida Cheung
Group size: minimum 8, maximum 20

HUMOUR AND EFFECTIVE LIVING

Humour in daily life helps to ease off tension and may bring about positive interpersonal relationship. This two-day workshop aims to provide an opportunity for participants to explore their sense of humour. There will be light-hearted exercises to explore one's capacity to appreciate and produce humour. The workshop will also explore blockages to humour and ways to overcome blockages as a step to towards effective living.

Format: This is an experiential workshop which require active group participation.

Date: 21 & 22 October 1998 (Wednesday & Thursday)
Time: 10:00 a.m. – 4:00 p.m.
Venue: Rm. 424, Meng Wah Complex
Counsellor: Mrs. Peggy Miu
Group size: minimum 8

BUSINESS & DINING ETIQUETTE

Do you know how and when to make small talk when attending a business dinner?

This course covers aspects of cultural difference, awareness of its difficulties and how to overcome it, the art of making small talk and the understanding of the needs of entertaining and how to do it appropriately in the context of western and Chinese cultures. This course will deal with the correct use of western cutlery in a formal dining situation and will brief on western table customs.

Date: 8 October 1998 (Thursday)

Time: 2:00 p.m. – 5:00 p.m. (Talk)

Group size; minimum 10, maximum 100

Venue: To be confirmed

Time: 6:00 p.m. – 9:00 p.m. (Practical session)

Group size; maximum 49

Venue: Senior Common Room (14th Floor, K.K. Leung Building)

Fee: HK\$140.00

ENROLMENT

To enrol for any of the courses except “STUDY AT UNIVERSITY”, students are advised to register in person at the Personal Development and Counselling Centre, Room 406, Meng Wah Complex.

Application for all courses will start on *24th August 1998*.

COURSE DEPOSIT

The \$100 deposit payable at enrolment will be refunded upon completion of a course or with approval from the counsellor-in-charge in case of absence.

WITHDRAWAL AND REFUND

If for any reason you cannot attend a course for which you have registered, you should notify the Centre as soon as possible. For refund, you are required to write to the Director of Personal Development and Counselling Centre ten days before the commencement of the course. The Centre will consider your request if your reason for withdrawal is justified.

INDIVIDUAL CONSULTATION

All registered students of the University of Hong Kong are entitled to all services offered by PDCC, including individual consultation. Students are welcome to talk with counsellors on an one-to-one basis. It is advisable to make an appointment in person or by phone 2857 8388.

For emergency, please call our pager 7656 1610.



PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

SECOND TERM PROGRAMME 1997-98

- * UNDERSTANDING SELF THROUGH PSYCHOLOGICAL TESTING
- * HUMOUR & EFFECTIVE LIVING
- * WORKSHOP ON ABCDE THEORY
- * COMMUNICATION SKILLS
- * CURRENT AWARENESS
- * ORAL EFFECTIVENESS COURSE
- * IMAGE BUILDING
- * DINING ETIQUETTE
- * STRESS MANAGEMENT WORKSHOP
- * THE OK CORRAL
- * NURTURE YOURSELF THROUGH DANCE AND MOVEMENT (Level II)
- * SPEAK UP IN TUTORIALS
- * READING AND LEARNING EFFECTIVENESS MODULES
- * CURRENT AFFAIRS AND CONVERSATION (CA.CON)

ENROLMENT

To enrol for any of the courses except "CA.CON", students are advised to register in person at the Personal Development and Counselling Centre, 4th Floor, Wong Chuang Lai Wah Building, Meng Wah Complex. Application for all courses will start on *8th December, 1997*.

Enquiries: 2857 8388

UNDERSTANDING SELF THROUGH PSYCHOLOGICAL TESTING

Two 2-hour sessions are organised for those students who choose to use psychological tests to enhance self understanding and development. A battery of psychological tests on personality, adjustment and coping style will be given in the first session. Participants will need to attend a second session for feedback. Individual sessions will be arranged for those who wish to explore their personal development in depth.

<u>Course No.</u>		<u>Date</u>	<u>Time</u>
PT 40	Tuesdays	13.1.98 & 17.2.98	9:30 a.m. - 11:30 a.m.
PT 41	Fridays	9.1.98 & 13.2.98	2:00 p.m. - 4:00 p.m.

Counsellor: Mrs. Peggy Miu

Group size: maximum 50

HUMOUR & EFFECTIVE LIVING

Humour in daily life helps to ease off tension and may bring about positive interpersonal relationship. This one-day workshop and a half-day follow-up session aim to provide an opportunity for participants to explore their sense of humour. There will be light-hearted exercises to explore one's capacity to appreciate and produce humour. The workshop will also explore blockages to humour and ways to overcome blockages as a step towards effective living.

Format: This is an experiential workshop which requires active group participation.

Date: February 24, 1998 (Tuesday)

Time: 9:30 a.m. - 4:30 p.m.

Counsellor: Mrs. Peggy Miu

Group size: minimum 8, maximum 20

Follow-up session:

Date: March 7, 1998 (Saturday)

Time: 9:00 a.m. - 12:00 noon

* Course conducted in English.

WORKSHOP ON ABCDE THEORY

This workshop aims at introducing you to some principles and techniques that may be useful to you in solving your personal and emotional problems. The material is based on the work of Albert Ellis, a well-known psychologist who develops Rational-Emotive Therapy - an approach in psychotherapy. The ABCDE theory of this particular approach is a simple and easy-to-apply theory that may help you to understand and change your feelings and be the boss of your own emotions.

After the introductory lecture, interested participants are encouraged to sign up for the working group sessions for further practices and application.

- ★ **Talk on ABCDE Theory**
February 4, 1998 (Wednesday) 2:00 p.m. - 4:00 p.m.
- ★ **Working group sessions:**
February 11, 1998 (Wednesday) 2:00 p.m. - 4:00 p.m.
February 18, 1998 (Wednesday) 2:00 p.m. - 4:00 p.m.
February 25, 1998 (Wednesday) 2:00 p.m. - 4:00 p.m.
- ★ **Counsellor:** Ms. Ida Cheung
Group size: (Lecture) minimum 10, maximum 50
(Group sessions) minimum 6, maximum 8

COMMUNICATION SKILLS*

These two sessions aim at enhancing participants verbal and non-verbal communication skills, through self-awareness and basic skills training.

The first session will focus on the general skills needed to deal with communicating situations commonly encountered by university students.

For example, interpersonal interactions with friends, classmates, lecturers, relatives, etc.

The second session will specifically address the following issues:

- "How to cope with criticism?"
- "How to handle praise?"
- "How to express positive and negative feelings?"

Date: January 24 & February 7 (Saturdays)
Time: 9:30 a.m. - 12:30 p.m.
Counsellor: Ms. Sylvia Acevedo
Group size: minimum 8, maximum 16

CURRENT AWARENESS*

This programme aims at encouraging students to be more aware of the political, social and economic trends in Hong Kong. Participants will also learn the impact of external forces upon Hong Kong's future.

Format: a short talk followed by group discussion

Date: February 5, 12, 19, 26 & March 5, 1998 (Thursdays)
Time: 12:00 noon - 2:00 p.m.
Speaker: Mr. Elfed Roberts
Group Size: Maximum 50

ORAL EFFECTIVENESS COURSE*

This lunch hour course will assist students to gain the essential skills in English oral presentation.

- (1) The ability to organize their thinking quickly and effectively so that they could enter into discourse on their work.
- (2) The ability to marshall arguments coherently and in a structured form at speech.
- (3) The ability to distinguish the points of main argument from the subsidiary points.
- (4) To enhance confidence.

This course is for everyone who wish to have fun and learning. If you think you are not good in English, you still can come as this course will help you to improve your oral English as well.

Group 1 (Mondays)

Date: January 12 & 19, 1998
February 2, 9 & 16, 1998
Time: 12:00 noon - 2:00 p.m.

Group 2 (Wednesdays)

Date: January 14 & 21, 1998
February 4, 11 & 18, 1998
Time: 12:00 noon - 2:00 p.m.
Speaker: Mr. Elfed Roberts
Group size: Maximum 20

IMAGE BUILDING

This workshop aims to assist participants to explore others' perception of their presentation as self and the impact on others. Image guidelines will be prepared for participants as a tool for communication. Demonstrations, role-play and individual consultations will be employed to facilitate learning and enable participants to develop their own image within various social frameworks.

Date: February 26 (Thursday)
Time: 5:00 p.m. - 8:00 p.m.
Course instructor: Ms. Elinor MacAlpine
Group size: minimum 10, maximum 50

DINING ETIQUETTE

This course, which includes talks and demonstrations, covers aspects of cultural difference, awareness of its difficulties and how to overcome it, the art of making small talk and the understanding of the needs of entertaining and how to do it appropriately in the context of western and chinese cultures. This course will deal with the correct use of western cutlery in a formal dining situation and will brief on western table customs. Following the talk, a practical session will be arranged.

Date: February 19, 1998 (Thursday)
Time: 5:00 p.m. - 8:00 p.m.
Course instructor: Ms. Elinor MacAlpine
Group size: minimum 10, maximum 100

Practical Session: March 5, 1998 (Thursday)
Time: 6:00 p.m. - 9:00 p.m.
Place available : maximum 49
Venue: Senior Common Room (14th Floor, K.K. Leung Building)
Fee: HK\$130.00

STRESS MANAGEMENT WORKSHOP

Look out for the periodical "Stress Management" Workshops. The workshop will help you identify the sources of stress and assist you to tune in to your energy level. Relaxation exercises will be an integral part of the session.

Counsellors: Ms. Sylvia Acevedo
Mrs Peggy Miu
Ms. Winnie Tang

The OK CORRAL*

Do you feel diffident, or lacking in confidence?

Do you feel that your relationships are unrewarding, and that people are playing games?

Do you feel that you are repeating the same mistakes with the people you care about?

Come to a psycho-educational workshop for self-understanding. Discover how you can feel okay and achieve your own uniqueness.

The workshop experience should help to better prepare you to face the challenges of the world. It takes a look at issues such as Life Positions, your Psychological Scripts, Strokes and Time Structuring, and the Games People Play.

This is the first workshop on Transactional Analysis. TA is both a theory of personality, and also a theory of communication. As a theory of personality, it offers a framework to help participants to sort out their relationship with other people. As a theory of communication, it facilitates participants to pay attention to what happens between people. This communication theory aspect is a crucial factor in its popular use in organizations and management training.

If the programme is over-subscribed, priority will be given to final year students to help prepare them for their after-university life.

Two workshops are to be offered:-

Workshop 1

Date: February 26, 1998 (Thursday)

Time: 9:30 a.m. - 4:30 p.m.

or

Workshop 2

Date: March 25 & 26, 1998 (Wednesday & Thursday)

Time: 5:15 p.m. - 8:15 p.m.

Counsellors: Ms. Sylvia Acevedo
Mrs Peggy Miu
Ms. Winnie Tang

Group size: Minimum 12, Maximum 25.

NURTURE YOURSELF THROUGH DANCE AND MOVEMENT (Level II)

This workshop is designed for participants who have attended Level I of this programme series.

It consists of three morning sessions. Creative movement exercises are included to help participants:-

- to heighten body-awareness and deepen self-care
- to increase self-knowledge and enrich interpersonal relationships

Date: February 14, 21 & 28, 1998 (Saturdays)
Time: 9:00 a.m. - 12:00 noon
Duration: 3 weeks
Group size: minimum 10, maximum 18
Clothing: Casual and comfortable
Counsellor: Ms. Ida Cheung

An interview will be arranged prior to acceptance.

SPEAK UP IN TUTORIALS*

Many of us have good ideas that we know are good ideas. We can think them through and even put them into writing; but when it comes to expressing our ideas in groups like tutorials we may have trouble making ourselves clear.

In these sessions, through simulated tutorial situations, techniques of paper presentation, expressing unique points of view, effective group work and decision making will be featured. Video recordings of presentations will be made and used to demonstrate and analyse characteristics of planning, delivery and questioning techniques; as well as for individual feedback.

The group will run for 6 weekly sessions.

Meeting dates: January 12 & 19 (Mondays)
February 2, 9, 16 & 23 (Mondays)
Time: 2:00 p.m. - 4:00 p.m.
Counsellor: Ms. Sylvia Acevedo
Group size: minimum 10, maximum 20

READING AND LEARNING EFFECTIVENESS MODULES*

These are some of the modules following the *Knowing Your Learning and Reading Strategies: Identification and Assessment* sessions. The modules focus on skills pertaining to reading and learning strategies, to assist students to become effective learners.

Note-taking and Revision

February 12, 1998 (Thursday)
Morning Group: 9:30 - 11:30 a.m.
Evening Group: 5:15 - 7:15 p.m.

Revision and Examination

February 19, 1998 (Thursday)
Morning Group: 9:30 - 11:30 a.m.
Evening Group: 5:15 - 7:15 p.m.

Knowing How Your Memory Works

March 5, 1998 (Thursday)
Morning Group: 9:30 - 11:30 a.m.
Evening Group: 5:15 - 7:15 p.m.

And the following reading course:

Reading Effectiveness (A)

These sessions focus on reading processes to help readers develop skills to read with speed and accuracy.

January 15, 22 and February 5, 1998 (Thursdays)
Morning Group: 9:30 - 11:30 a.m.
Evening Group: 5:15 - 7:15 p.m.

Reading Strategy (B)

These sessions focus on some of the reading processes and strategies that can enhance the reader's ability to extract, organize, analyze and remember information from academic prose.

January 15, 22 and February 5, 1998 (Thursdays)
Morning Group: 9:30 - 11:30 a.m.
Evening Group: 5:15 - 7:15 p.m.

All are welcome, but preference is given to students identified in the Assessment sessions.

Group size : minimum 12, maximum 40
Counsellors: Ms. Winnie Tang and Ms Sylvia Acevedo

CURRENT AFFAIRS AND CONVERSATION (CA.CON)

This programme aims at encouraging students to practise their English without embarrassment. It is designed to help speakers at all levels of fluency and is recommended to students of any year or faculty. Freshmen are encouraged by these groups to maintain their level of English fluency and senior students to brush up their spoken skills in preparation for job interviews etc. Students are divided into small groups to discuss campus, local and current affairs in English. A topic is selected for each session. Groups are essentially informal, with no set membership.

Sessions will be held on Tuesday and Thursday at *12:45 - 1:45 p.m. in Room 408, 4th Floor, Meng Wah Complex*. THERE IS NO NEED TO ENROL. Just come at the above time and start talking. Come and go as you please. This course will start on *13 January 1998* and end on *26 March 1998*.

COURSE DEPOSIT

The \$100 deposit payable at enrolment will be refunded upon completion of a course or with approval from the counsellor-in-charge in case of absence.

WITHDRAWAL

If for any reason you cannot attend a course for which you have registered, you should notify the Director of Personal Development and Counselling Centre in writing, so that your place can be offered to another applicant in time. The Centre will consider your request for a refund if your reason for withdrawing is justified. In order to receive a refund, you must withdraw in writing ten days before the commencement of the course.

INDIVIDUAL CONSULTATION

All registered students of the University of Hong Kong are entitled to all services offered by PDCC, including individual consultation. Students are welcome to talk with counsellors on an one-to-one basis. It is advisable to make an appointment in person or by phone 28578388.

For emergency, please call our pager 76561610.



PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

FIRST TERM PROGRAMME

1997-98

- * STUDY AT UNIVERSITY
- * CONVERSATION AND CURRENT AFFAIRS (CACA)
- * KNOWING YOUR READING AND LEARNING STRATEGIES:
IDENTIFICATION AND ASSESSMENT
- * READING AND LEARNING EFFECTIVENESS
- * SPEAK UP IN TUTORIALS
- * UNDERSTANDING SELF THROUGH PSYCHOLOGICAL
TESTING
- * NURTURE YOURSELF THROUGH DANCE AND MOVEMENT
(Level I & Level II)
- * HUMOUR & EFFECTIVE LIVING
- * WORKSHOP ON BIRTH ORDER
- * WORKSHOP ON PARENTAL RELATIONSHIP

ENROLMENT

To enrol for any of the courses except "CACA" and "STUDY AT UNIVERSITY", students are advised to register in person at the Personal Development and Counselling Centre, 4th Floor, Wong Chuang Lai Wah Building, Meng Wah Complex. Application for all courses will start on *8th September, 1997*.

Enquiries: 2857 8388

STUDY AT UNIVERSITY

An orientation talk entitled "Study at University" will be given by the PDCC counsellors in September. The content will include:

- (1) Your goals for university life
- (2) How to study at the university level
- (3) How to adjust to university life

The aims of this orientation talk are:

- (a) To provide an overall picture on university life and education.
- (b) To assist new comers to establish goals for future.
- (c) To gain a better understanding of your opportunity and limitation within your commitment to university life.
- (d) To learn how to prepare to enjoy yourself in the coming years and be a happy and resourceful person.

The talk will be repeated eight times, with the content varied to suit different faculties. These courses are recommended particularly to First Year students, but any student may attend. There is no need to enrol, just attend the lectures at the specified time.

<u>Date</u>	<u>Time</u>	<u>Faculty</u>	<u>Venue</u>
8.9.97 (Mon.)	9:30 - 11:00 a.m.	Architecture	K.K.Leung, LG109
	2:00 - 3:30 p.m.	Arts	K.K.Leung, LG109
9.9.97 (Tue.)	9:30 - 11:00 a.m.	Medicine	K.K.Leung, LG109
	2:00 - 3:30 p.m.	Education	K.K.Leung, LG109
10.9.97 (Wed.)	9:30 - 11:00 a.m.	Engineering	K.K.Leung, LG109
	2:00 - 3:30 p.m.	Law	K.K.Leung, LG109
11.9.97 (Thu.)	9:30 - 11:00 a.m.	Science	K.K.Leung, LG109
	2:00 - 3:30 p.m.	Social Sciences	K.K.Leung, LG109
12.9.97 (Fri.)	2:00 - 3:30 p.m.	School of Business	K.K.Leung, LG109

Following the talk by the PDCC counsellors, there will be a 20-minute talk on Physical Education and Sport Foundation Programme by the Centre for Physical Education and Sport. The aim is to provide students with an opportunity to maintain health and vitality.

CONVERSATION AND CURRENT AFFAIRS (CACA)

This programme aims at encouraging students to practise their English without embarrassment. It is designed to help speakers at all levels of fluency and is recommended to students of any year or faculty. Freshmen are encouraged by these groups to maintain their level of English fluency and senior students to brush up their spoken skills in preparation for job interviews etc. Students are divided into small groups to discuss campus, local and current affairs in English. A topic is selected for each session. The counsellor will advise on matters of grammar, pronunciation and idiomatic usage. Groups are essentially informal, with no set membership.

Sessions will be held on Tuesday and Thursday at *12:45 - 1:45 p.m. in Room 408, 4th Floor, Meng Wah Complex*. **THERE IS NO NEED TO ENROL**. Just come at the above time and start talking. Come and go as you please. This course will start on *7th October 1997*.

KNOWING YOUR READING AND LEARNING STRATEGIES: IDENTIFICATION AND ASSESSMENT*

In this session, participants are to find out their level of reading effectiveness and identify their learning strategies and study habits.

Information will be used for planning an individualised programme to help students become effective readers and enhance their ability to better manage the demands of learning at the university level.

This session serves as a prerequisite for participation in the "Reading and Learning Effectiveness" courses.

Dates & times:	6 October	Monday	2:00 - 4:00 p.m.
	6 October	Monday	5:15 - 7:15 p.m.
	9 October	Thursday	9:30 - 11:30 p.m.
	13 October	Monday	2:00 - 4:00 p.m.
	13 October	Monday	5:15 - 7:15 p.m.
	16 October	Thursday	9:30 - 11:30 a.m.

Counsellor: Ms. Winnie Tang or Ms. Sylvia Acevedo

Group size: minimum 20, maximum 40

* *Course conducted in English.*

READING AND LEARNING EFFECTIVENESS*

These courses based on a number of modules with varying emphasis on reading processes and strategies to attack print, elements of effective learning and skills for successful study.

Participants may take part in appropriate modules based on their individual needs identified by "Knowing Your Reading and Learning Strategies: Identification and Assessment".

The courses will run for 3 weekly sessions.

<u>Course No.</u>		<u>Date</u>	<u>Time</u>
RIC 37	Mondays	20.10.97 - 3.11.97	2:00 p.m. - 4:00 p.m.
RIC 38	Mondays	20.10.97 - 3.11.97	5:15 p.m. - 7:15 p.m.
RIC 39	Thursdays	23.10.97 - 6.11.97	9:30 a.m. - 11:30 a.m.

Counsellor: Ms. Winnie Tang or Ms. Sylvia Acevedo

Group size: minimum 20, maximum 40

SPEAK UP IN TUTORIALS*

Many of us have good ideas that we know are good ideas. We can think them through and even put them into writing; but when it comes to expressing our ideas in groups like tutorials we may have trouble making ourselves clear.

In these sessions, through simulated tutorial situations, techniques of paper presentation, expressing unique points of view, effective group work and decision making will be featured. Video recordings of presentations will be made and used to demonstrate and analyse characteristics of planning, delivery and questioning techniques; as well as for individual feedback.

The group will run for 6 weekly sessions.

Meeting dates: October 9, 16, 23 (Thursdays)
November 6, 13, 20 (Thursdays)

Time: 2:00 p.m. - 4:00 p.m.

Counsellor: Ms. Sylvia Acevedo

Group size: minimum 10, maximum 20

* *Course conducted in English.*

UNDERSTANDING SELF THROUGH PSYCHOLOGICAL TESTING

Two 2-hour sessions are organised for those students who choose to use psychological tests to enhance self understanding and development. A battery of psychological tests on personality, adjustment and coping style will be given in the first session. Participants will need to attend a second session for feedback. Individual sessions will be arranged for those who wish to explore their personal development in depth.

<u>Course No.</u>		<u>Date</u>	<u>Time</u>
PT 38	Tuesdays	7.10.97 & 4.11.97	9:30 a.m. - 11:30 a.m.
PT 39	Thursdays	9.10.97 & 6.11.97	2:00 p.m. - 4:00 p.m.

Counsellor: Mrs. Peggy Miu

Group size: maximum 50

NURTURE YOURSELF THROUGH DANCE AND MOVEMENT (Level I)

It aims at promoting the body-and-mind integration. Specific movement exercises are designed to get in touch with blocked tension areas of the body in order to allow genuine expression and release. It makes use of body movement as a basic form of communication to enhance our relationship with our inner selves, with others and the world around us. The experience is particularly designed to encourage better self-understanding and to promote personal growth.

In this workshop, you will learn to:

- * appreciate the basic beauty of your body and movement.
- * befriend your body and improve your body image.
- * increase self-trust and deepen self-care through satisfying movement expression.
- * handle stress through creative movement and spontaneous dance forms.
- * discover the richness of unlimited movement and dance possibilities.

Course No.:	D&M 12
Date:	18 October 1997 - 1 November 1997 (Saturdays)
Time:	9:00 a.m. - 1:00 p.m.
Duration:	3 weeks
Group Size:	Maximum 18; Minimum 10
Clothing:	Casual and comfortable
Counsellor:	Ms. Ida Cheung

An interview will be arranged prior to acceptance.

NURTURE YOURSELF THROUGH DANCE AND MOVEMENT (Level II)

This workshop is designed for participants who have attended Level I of this programme series.

It consists of three morning sessions. Creative movement exercises are included to help participants:-

- * to heighten body-awareness and deepen self-care
- * to increase self-knowledge and enrich interpersonal relationships

Date: 22 November 1997 - 6 December 1997 (Saturdays)
Time: 9:00 a.m. - 1:00 p.m.
Duration: 3 weeks
Group size: minimum 10, maximum 18
Clothing: Casual and comfortable
Counsellor: Ms. Ida Cheung

An interview will be arranged prior to acceptance.

HUMOUR & EFFECTIVE LIVING

Humour in daily life helps to ease off tension and may bring about positive interpersonal relationship. This two-day workshop aims to provide an opportunity for participants to explore their sense of humour. There will be light-hearted exercises to explore one's capacity to appreciate and produce humour. The workshop will also explore blockages to humour and ways to overcome blockages as a step towards effective living.

Format: This is an experiential workshop which require active group participation.

Date: 28 & 29 October 1997 (Tuesday & Wednesday)
Time: 9:30 a.m. - 4:30 p.m.
Counsellor: Mrs. Peggy Miu
Group size: minimum 8, maximum 20

WORKSHOP ON BIRTH ORDER

This workshop focuses on the study of early childhood experiences in the family. From the workshop experience, participants will have the chance to explore how their view on self, on others and on life in general could be shaped by their particular position in the birth order of the family. Participants are also helped to understand the development of their personality structure through the exploration of their family constellation.

After the introductory lecture on the topic, interested participants are encouraged to sign up for one of the working group sessions for deeper exploration and further sharing.

- ★ **Talk on Birth Order**
October 7, 1997 (Tuesday) 12:30 - 2:00 p.m.
Group size: minimum 10, maximum 50
- ★ **Working group sessions:**
October 9, 1997 (Thursday) 1:30 - 4:30 p.m.
October 14, 1997 (Tuesday) 1:30 - 4:30 p.m.
October 22, 1997 (Wednesday) 9:00 - 12:00 noon
Group size: minimum 6, maximum 12
- ★ **Counsellor: Ms. Ida Cheung**

WORKSHOP ON PARENTAL RELATIONSHIP

This workshop explores the impact of parental relationship in personality development. In this programme, we will study:-

- the dynamic forces between the two parents,
- how these dynamics shape different relationship types,
- how different kinds of family atmosphere created by the parents could influence the development of personality.

Interested participants are encouraged to sign up for one of the working group sessions for deeper exploration and further sharing after the introductory lecture on the topic.

- ★ **Talk on Parental Relationship**
November 18, 1997 (Tuesday) 12:30 - 2:00 p.m.
Group size: minimum 10, maximum 50
- ★ **Working group sessions:**
November 20, 1997 (Thursday) 1:30 - 4:30 p.m.
November 27, 1997 (Thursday) 9:00 - 12:00 noon
December 5, 1997 (Friday) 9:00 - 12:00 noon
Group size: minimum 6, maximum 12
- ★ **Counsellor: Ms. Ida Cheung**

COURSE DEPOSIT

The \$100 deposit payable at enrolment will be refunded upon completion of a course or with approval from the counsellor-in-charge in case of absence.

WITHDRAWAL

If for any reason you cannot attend a course for which you have registered, you should notify the Director of Personal Development and Counselling Centre in writing, so that your place can be offered to another applicant in time. The Centre will consider your request for a refund if your reason for withdrawing is justified. In order to receive a refund, you must withdraw in writing ten days before the commencement of the course.

INDIVIDUAL CONSULTATION

All registered students of the University of Hong Kong are entitled to all services offered by PDCC, including individual consultation. Students are welcome to talk with counsellors on an one-to-one basis. It is advisable to make an appointment in person or by phone 28578388.

For emergency, please call our pager 7656 1610.

PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

**SUMMER PROGRAMME
1998**

- * HOW TO MAKE A TELEVISION PROGRAMME
- * TOASTMASTER'S SESSION
- * ADVANCED ORAL COMMUNICATION
- * CURRENT AWARENESS
- * BUSINESS & DINING ETIQUETTE
- * PROFESSIONAL IMAGE BUILDING
- * WORKSHOP ON CREATIVITY
- * WORKSHOP ON INTERPERSONAL COMMUNICATION
- * HUMOUR & EFFECTIVE LIVING
- * ASSERTIVENESS WORKSHOP
- * THE OK CORRAL

Enquiries: 2857 8388

HOW TO MAKE A TELEVISION PROGRAMME

If you have ever wanted to see how a professional television programme is made then here is your chance. We are putting on a workshop for whole day Saturday June. It will be run by Elfed Vaughan Roberts, who presents for Radio Television Hong Kong's "The Week in Politics" and Jim Gould, the producer of Media Watch and the Week in Politics.

Over the day we will teach you how to script for television, how to put it all together and then to produce you own. Can you afford to miss this?

Date: June 13, 1998 (Saturday)

Time: 9:00 a.m. - 6:00 p.m.

Speaker: Mr. Elfed Roberts

Group size: Maximum 25

Venue: Rm. 411, Meng Wah Complex

(The workshop will be conducted in English)

TOASTMASTER'S SESSION

Imagine that you have just been made the social secretary of a University society; imagine that you have just been asked to be the major announcer at a large business dinner which all the firm is attending. It will be your job to make sure that the evening goes smoothly; it will your job to give the thanks to the major guests and perhaps the major speaker. Do you think you could do this well? Would you have the confidence? Could you make the guests relax at the right time, make them laugh and relax when required? Achieve the right atmosphere for a serious after dinner talk? Give the talk yourself? If you can do all these things then do not attend this course. If, on the other hand, you feel you want some help in this important skill then register for a day school on 20 June and all will be revealed.

Date: June 20, 1998 (Saturday)
Time: 9:00 a.m. - 6:00 p.m.
Speaker: Mr. Elfed Roberts
Group size: Maximum 25
Venue: Rm. 411, Meng Wah Complex

(The workshop will be conducted in English)

ADVANCED ORAL COMMUNICATION

This day school is intended for those who have attended courses at the PDCC in oral communication and other related courses who want to go a step further and polish the skills they have already learned. In this course we shall be preparing speeches and delivering them. We shall look carefully at how they are delivered and how they will be received by an audience. We shall video tape each speech and see how your delivery can be improved. Come along and try your skills and let us help improve them.

- Date: June 27, 1998 (Saturday)
- Time: 9:00 a.m. - 6:00 p.m.
- Speaker: Mr. Elfed Roberts
- Group size: Maximum 25
- Venue: Rm. 424, Meng Wah Complex

(The workshop will be conducted in English)

CURRENT AWARENESS

This programme aims at encouraging students to be more aware of the political, social and economic trends in Hong Kong. Participants will also learn the impact of external forces upon Hong Kong's future.

Date: July 4, 1998 (Saturday)

Time: 9:00 a.m. - 6:00 p.m.

Speaker: Mr. Elfed Roberts

Group size: Maximum 25

Venue: Rm. 411, Meng Wah Complex

(The workshop will be conducted in English)

BUSINESS & DINING ETIQUETTE

Do you know how and when to make small talk when attending a business dinner?

This course covers aspects of cultural difference, awareness of its difficulties and how to overcome it, the art of making small talk and the understanding of the needs of entertaining and how to do it appropriately in the context of western and chinese cultures. This course will deal with the correct use of western cutlery in a formal dining situation and will brief on western table customs.

Date: July 7, 1998 (Tuesday)

Time: 9:00 a.m. - 1:00 p.m.

Speaker: Ms. Elinor MacAlpine

Group size: minimum 10, maximum 50

Venue: Rm. 411, Meng Wah Complex

PROFESSIONAL IMAGE BUILDING

This workshop aims to assist participants to explore others' perception of their presentation as self and the impact on others. Image guidelines will be prepared for participants as a tool for communication. Demonstrations and role-play will be employed to facilitate learning and enable participants to develop their own image within various social frameworks.

Date: July 7, 1998 (Tuesday)

Time: 2:00 p.m. - 6:00 p.m.

Speaker: Ms. Elinor MacAlpine

Group size: minimum 10, maximum 50

Venue: Rm. 411, Meng Wah Complex

WORKSHOP ON CREATIVITY

In this workshop, we will look into what creativity is and how to nurture your own creativity. Different areas of creative expression, such as creativity at work, in play, in learning, in interpersonal relationship and personal development will also be explored. This programme is designed to encourage participants to identify and appreciate their own creativity and that of the others.

An interview will be arranged prior to acceptance.

Date: July 9 & 10, 1998 (Thur. & Fri.)

Time: 9:00 a.m. - 12:00 noon and
1:30 p.m. - 4:30 p.m.

Counsellor: Ms. Ida Cheung

Group size: minimum 10, maximum 20

Venue: Room 411, Meng Wah Complex

WORKSHOP ON INTERPERSONAL COMMUNICATION

This workshop aims at enhancing participants' effectiveness in interpersonal communication through (a) heightening of self-awareness, and (b) basic skill training. The focus is on the communication situations commonly encountered by university students. The workshop comprises short lectures, experiential exercises and group discussion.

Date: July 21, 1998 (Tuesday)

Time: 9:30 a.m. - 4:30 p.m.

Counsellor: Ms. Sylvia Acevedo

Group size: minimum 8, maximum 20

Venue: Room 411, Meng Wah Complex

(The workshop will be conducted in English)

HUMOUR & EFFECTIVE LIVING

This is a two-day experimental workshop. The aim is to examine the functions of humour in positive daily living. The Counsellor will guide participants to explore the humorous side of their lives and hope that those participating in this programme will develop a sense of humour. Places are offered on a first-come-first-serve basis.

Dates: July 23 & 24, 1998 (Thur. & Fri.)

Time: 9:00 a.m. - 5:00 p.m.

Counsellor: Mrs. Peggy Miu

Group size: minimum 8

Venue: Room 411, Meng Wah Complex

ASSERTIVENESS WORKSHOP

From time to time, many of us may feel uneasy in social situations. Some people may feel put down or cheated. Other people may feel that they have something to contribute to social situations, but something holds them back. Others may find that they become aggressive when they only want to be firm.

This one day workshop aims at providing participants with insights and practical skills to gain self-esteem and confidence in expressing themselves in more positive and effective ways.

Date: July 28, 1998 (Tuesday)

Time: 9:30 a.m. - 4:30 p.m.

Counsellor: Ms. Sylvia Acevedo

Group size: minimum 8, maximum 20

Venue: Room 411, Meng Wah Complex

(The workshop will be conducted in English)

THE OK CORRAL

Do you feel diffident, or lacking in confidence?

Do you feel that your relationships are unrewarding, and that people are playing games?

Do you feel that you are repeating the same mistakes with the people you care about?

Come to a psycho-educational workshop for self-understanding. Discover how you can feel okay in your interpersonal relationships.

The workshop experience should help to better prepare you to understand human transactions and be more effective in your communication.

This is a workshop on Transactional Analysis. TA is both a theory of personality, and also a theory of communication. As a theory of communication, it facilitates participants to pay attention to what happens between people. This communication theory aspect is a crucial factor in its popular use in organizations and management training.

Date: July 29, 1998 (Wed.)
Time: 9:30 a.m. - 4:30 p.m.
Counsellors: Ms. Winnie Tang
Ms. Sylvia Acevedo
Group size: Minimum 12, Maximum 25.
Venue: Rm. 411, Meng Wah Complex

Participants can also come for a follow-up workshop on:

Date: July 30, 1998 (Thur.)
Time: 9:30 a.m. - 12:30 p.m.
1:30 p.m. - 4:30 p.m.

In the morning, the workshop takes a broader look at issues such as Life Positions and Psychological Scripts, thus offering a framework to help participants to sort out their relationship with other people.

The afternoon session will focus on applying these concepts to your situation and other life issues, this is optional.

ENROLMENT

To enrol for any of the courses, students are advised to register in person at the Personal Development and Counselling Centre, Room 406, Meng Wah Complex.

COURSE DEPOSIT

The \$100 deposit payable at enrolment will be refunded upon completion of a course or with approval from the counsellor-in-charge in case of absence.

WITHDRAWAL

If for any reason you cannot attend a course for which you have registered, you should notify the Director of Personal Development and Counselling Centre in writing, so that your place can be offered to another applicant in time. The Centre will consider your request for a refund if your reason for withdrawing is justified. In order to receive a refund, you must withdraw in writing ten days before the commencement of the course.

INDIVIDUAL CONSULTATION

All registered students of the University of Hong Kong are entitled to all services offered by PDCC, including individual consultation. Students are welcome to talk with counsellors on an one-to-one basis. It is advisable to make an appointment in person or by phone 28578388.

For emergency, please call our pager 76561610.

Appendix IV

Number of Hours / Month	Group	Individual
September	31.00 (46.25)	201.48 (261.86)
October	138.00 (159.00)	190.62 (253.45)
November	93.50 (73.50)	217.00 (260.85)
December	225.50 (122.70)	151.32 (178.15)
January	143.50 (115.00)	169.69 (274.18)
February	161.50 (47.75)	232.91 (203.90)
March	43.50 (51.75)	255.15 (237.00)
April	63.00 (49.00)	228.45 (197.50)
May	72.00 (19.00)	180.52 (148.10)
June	553.00 (363.50)	202.65 (120.80)
July	192.00 (77.00)	160.00 (138.80)
August	48.00 (22.25)	87.74 (119.40)
Total	1764.50 (1146.70)	2283.53 (2393.99)

Distribution of Counsellors hours in individual counselling and group programme
1997/98



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