



**THE UNIVERSITY OF HONG KONG**

**PERSONAL DEVELOPMENT AND COUNSELLING CENTRE**

**ANNUAL REPORT**

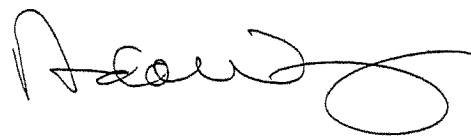
**1998 - 1999**

## ***Foreword***

The Academic year under review in this report, from September 1, 1998, to Augusts 31, 1999, has seen the beginning of a large number of changes in the University. Some have moved very quickly, while others have not moved nearly as quickly as their authors envisaged. As usual they have all had unforeseen consequences, and much time has been spent on trying to overcome some of these consequences or to put them to positive use.

The Personal Development and Counselling Centre, as an integral part of the University, has of course been sharing in all these developments and as so many others found the resources stretched to its very limits in order to uphold the quality of services, while continuing to renew them in keeping with the changing needs of the student population.

For a variety of reasons, some of which will become apparent to the reader of the following pages, this report has been longer in preparation than usual. Hopefully the delay will not lessen the interest of the recipients in the many and varied activities of the Centre: their comments and proposals would still be of value in the assessment of the ongoing activities and in planning for the future.



Ada Wong  
Director

January 31, 2000

## ***Major Concerns***

1. Of the unexpected events during the year, none has had a deeper effect on the work of the Centre than the appointment of the Director to the newly established post of Equal Opportunity Officer for the University, part time. In a sense, the establishment of the post was of course rather a temporary solution to undesirable publicity following a number of cases of male students being accused of offensive intrusions into the private life of their female fellow students. The post was rated as 25% of a full-time appointment - but the workload was quickly found to be closer to that of a full - time post. The funds made available for the post, made it possible for the Centre to employ some qualified persons for short periods of time - but the Director was of course expected to fulfil her normal administrative and counselling activities during the non-existing remaining 75% of time. The resulting overload has obviously affected not only the Director but also her colleagues who have had to take up a share of her work. The appointment is now expected to be brought to a conclusion by the appointment of a full time Equal Opportunity Officer in the spring of the year 2000. It is noteworthy that the post has now been established on a full time basis, putting the Director's work into the appropriate perspective.

2. The second point of importance to recount in this report cannot be pinned down to a particular event. Rather it consists of an accumulation of many events, and not even all belonging to the year under report. During last few years it has become increasingly obvious that a large number of people do not appreciate the nature of the activity at the very core of the Centre, i.e. Counselling. During the long-protracted discussions of the future of the Dean's of Students' Office, time and again members of committees and working parties together with innumerable individuals have spoken and even acted on the assumption that Counselling is something anybody can do, who has a minimum of common sense, empathy with fellow human beings and a modicum of experience of the ways of the world. Over and against this view stands the philosophy which has been behind the Centre from the beginning: Counselling is an expert activity which must be carried out by persons with

the appropriate background and training. To this purpose the Centre was set up by clinical psychologists and has ever since been staffed by psychologists. The aim and purpose of the counselling procedure is not just, or even not at all, to give advice or to offer an opportunity for a distraught person to 'let off steam', however useful such activities may be. As often as not, persons coming to the Centre for a session with a counsellor are in need of a proper diagnosis of the causes underlying the distress and then of treatment.

3. The confusion with regard to the roles of the counsellors is perhaps understandable because of the more general use of the word elsewhere. For example many teachers in Hong Kong schools are so named, precisely because they do offer, or are supposed to offer a possibility for the pupils to listen to advice or let off steam. When the Centre assumed its present name a few years ago, it was hoped that the inclusion of the term Personal Development would indicate clearly the essential aspects of the work: assisting the students in their lifelong task of growing and developing, a process so much the more difficult during the years at university, where circumstances pressure the students towards accelerated development in unfamiliar circumstances. The frequent mental break-downs amongst students, and indeed amongst Academic staff, should be eloquent witnesses to this situation.

4. A major concern during the year has been the development associated to a credit-bearing course within the First and Second year curriculum for Marketing students. In the School of Business, during the months from December to March 1999, courses were given on Personal Orientation, Working with Teams, Leadership Development, Social Etiquette, and Image Awareness. A full four days were set aside for the exploration of social forces through participation in the game of Simulated Society (SIMSOC). While the attention and participation in the workshops of the course was deemed quite satisfactory, about half the students found it impossible to devote parts of their holidays to the SIMSOC and the attendance at this workshop was unacceptable.

5. The final development during the year which requires special mention is the development of the Learning Clinic, or as some prefer to call it, the Learning Centre. Building on many years of experience of these counsellors and their predecessors a course of diagnostic assessment of students reading habits (in the widest sense of the word) and a subsequent set of training exercises has been developed. The course in this newly constituted form was offered to the School of Dentistry, where the whole of the First year group participated. The diagnostic assessment revealed the same prevalence of bad reading and study habits as was found the many years ago, when for a time others undertook similar, if much less sophisticated work in the area. The training exercises showed similar impressive improvements over even a quite short period.

6. The work is labour intensive, even with the employment of computers in as many aspect as possible - but the prevention of bad work habits and the consequentially despair and failure of students fully compensates the workers in this. But the expansion of the work to other large groups in faculties and schools cannot be entertained with the present workforce in the Centre. In the meantime the workshop is offered to small groups of individual students who seek the assistance of the Centre.

7. Over the years and every year, the Centre adapts courses in the light of experience and adopts new. However it is also true that the mood of the student population varies greatly from year to year and is a hazardous effort to predict what will appeal to a particular year group; but of course the attempt must be made and is being made of each and of every course, including the ILOP (Intensified Learning Opportunity Programme).

8. During the year, a report was prepared by a consultant on the first group of students in the Intensified Learning Opportunity Programme. While there was much evidence of many of the participants benefiting from the course, especially the sojourn in Beijing, it was not possible to quantify the benefits of the whole course as such. The segment offered by the Personal Development and Counselling Centre was well received by this first group.

The same cannot be said of the group taking part in the programme during the year under review. A much more critical attitude was at work in the group and the SIMSOC as usual became the touchstone for students' willingness to put themselves out and learn from the experiences.

9. During the year the Centre initiated and participated in formulating a research project together with the student services of the other universities in Hong Kong. The aim would be to form a picture of the mental health and the readiness for study in the university of the freshmen, some 14,000 persons in all. The aim would be to locate persons at risk in the population and to offer them opportunities of support through counselling. The project failed in finding funding from the UGC. Also a project to publish a handbook in cooperation with Office of Student Affairs on The Whole Person Education for distribution to the same group of people was unable to find funding. The Centre staff took considerable pains over preparing the two proposals and further attempts will be made to implement them, either in part or as a whole.

10. The reasons behind these proposals came to the fore in the Centre's report to the Committee on the Personal Development and Counselling in April 1999. Surveying the case histories of the students seeking counselling the Centre noted the increase in Mood Disorders and Anxiety, arising out of family tensions and disarrays on the one hand and out of disability in coping with the demands of university life. In particular the frequency of bad study habits and time management was very high. An attempt to improve the situation with regard to study habits and skills is described elsewhere in this report.

11. While in principle in support of the University's policy regarding the importance of hall residence, the Centre has also noted with concern some of the weaknesses of the present system. In particular it is obvious from the conversation of students seeking counselling that the orientation in halls at the beginning of the first semester frequently have the opposite of the intended effect, leading to a feeling of frustration and alienation amongst the students.

### **Quantitative Aspects of the Year's Work**

12. In the year 1998-99, as in previous years, the services of the Centre fall under two headings, Individual Counselling & Group Counselling. The numbers falling under these two headings are shown in the following table:

	Year	For individual counselling	For group counselling
Number of Students registering	1998-99	613	1,175
	1997-98	507	2,061
	1996-97	575	1,552
Number of registrations	1998-99	613	2,152
	1997-98	507	2,987
	1996-97	575	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.

13. For the individual counselling there was a drop of some ten percent in 1997-98 over against the previous year, but in the year 1998-99 there has been an increase of about 20 percent year on year. At the same time, the numbers of students signing up for group activities have moved in the opposite direction: From 96-97 to 97-98 there was an increase of about thirty percent, while from 97-98 to 98-99 there was a drop of about 40 percent in these numbers of students registering individually for courses in the Centre. On the other hand, as the lower part of the table shows, the fewer students who registered for group activities during the year under review individually took part in more courses than their counterparts in the previous year. Also in this connection it must be noted that in the cases of the provision of courses to the whole of a class of students on a faculty basis, the participants did not register individually, and therefore are not included in this table. Similarly, a number of talks and workshops did not require any registrations, but the students just walked in.

14. During the year the Centre offered 75 different courses, with a total of 225 sessions. The sessions varied from one hour to three and a half hours.



The majority of the sessions were taken by one counsellor only, but a number required 2 and a few the attendance of even 5 counsellors. The total of 2,152 students attended and the student hours was 22,089.

15. The full picture for both individual and group sessions is shown in the following table.

	The Academic Year	Students in individual counselling	Students in groups	Total
No. of Student hours	1998-99	3,195	22,089	25,284
	1997-98	2,284	22,755	25,039
	1996-97	2,394	17,088	19,482
Average No. of hours per student	1998-99	5.2	18.8	
	1997-98	4.5	11.0	
	1996-97	4.16	11.0	

16. As mentioned earlier the number of students in individual counselling has increased, but as this table shows, the amount of time spent with the individual students has also increased, from 4.5 to 5.2 hours. The fact that fewer students took part in more group activities has resulted in an increase of hours spent by the individual students from 11 to 18.8 hours.

17. A careful record is kept of the individual problems which the students bring to the counsellors. In the nature of things these problems do vary a great deal, but can be grouped in a few major categories, as shown in the following table:

Nature of Problems	Hours	Percentage
Personal Problems (Study)	561.64	17.6 %
Personal Problems (General)	1,576.71	49.3 %
Information (Psychological/ Educational etc)	441.42	13.8 %
Clinical Problems	615.31	19.3 %
Total	3,195.08	100 %

18. The Centre has recorded 40 students and 80 occasions in the use of the Emergency Service which operates after office hours.

### ***Qualitative Aspects of the Years Work***

19. The content of the 75 courses offered during the two semesters and the summer months from September 1, 1998 to August 31, 1999, in the 225 sessions, is described in the pamphlets attached to this report, and shall not be repeated here. Most of the courses had been tried out in previous years. As all such courses they were presented in a renewed version involving new material or new ways of presenting old material, following the experience of the previous presentations. A few were new.

20. The seminars/talks on Computer Society, Digital Leadership and Learning with your Laptop were new, following the University's introduction of the computer programme for the first year students. The number of students taking an interest in these courses was surprisingly low, even if they who came were active and eager to learn. At the end of the year, the counsellor responsible noted, in a paper given to the local computer conference, that the move to introduce computer learning in the university on the whole does not seem to have taken root amongst the students as yet. Even if some departments have gone to considerable trouble to present courses on the Internet, the number of visits to the sites remains low. Similarly the attempts to reach groups of students through e-mail does not succeed, since many do not clear their university e-mail accounts regularly. For the sake of privacy, many prefer to use outside e-mail programmes; in this way they also void what they regard as junk mail from what they regard as unrelated departments. The effort to involve students - and indeed staff - to take an interest in subjects outside their own examination-orientated syllabus has met with very limited success.

21. The Centre has created its own interactive home page, on all aspects of the Centre and its offerings. The homepage is entirely produced by the counsellors of the Centre and by any yardstick must be regarded as a competent job. It is revised regularly by a counsellor and the executive officer - but again it must be noted that the effect on the student population is not great. A few hundred 'hits' within each quarter in a population of more than

10,000 demonstrate that the general exploration of the Virtual University is not very extensive. Inter alia, the home page presents all the counsellors and their specialties, and all the services and courses offered. The Homepage allows for immediate interaction on matters of information. By the nature of things, direct counselling and testing is not possible in the anonymous surroundings of the 'net' where one does not know whether the correspondent is real or fictitious and, in particular, what use would be made of the material presented in written form.

22. As for most of the University, for the Centre the Computer Age remains more of a promise than an actuality. However, it has been most encouraging to discover from the Net how up to date the services of the Centre are in comparison with the services offered by reputable universities elsewhere. Also the Net contains a wealth of material which can be utilized in the continual renewal of programmes, in form and content.

23. General introductions to Study at University were also given to the new intakes and special arrangement were made at the request of the Education Department, the Faculty of Dentistry and to the School of Nursing.

24. The well being of the graduate students coming from other universities in China demanded attention during the year. Professor Fan Fumin from Tsing Hua University, Beijing, was invited to participate in a study of the problems this group encounters during their stay in Hong Kong. After a survey and an interviewing campaign, a report was produced and on the Vice-Chancellor's suggestion sent to the Graduate School. A course in Cantonese for this group of students, which was run in the previous year, was not repeated as no demand came from the students. But the Centre helps them to organize social activities.

25. As a new initiative the Centre invited all the freshmen of the 1998 intake to take part in an investigation aiming at obtaining the base line information needed for a review of some aspects of the services. An invitation was included with the University's general information package sent to all

freshmen. 384 students out of a total of 2947, or 13%, accepted the invitation and sat the tests. The 384 students were given three questionnaires: The Chinese, Hong Kong, version of the General Health Questionnaire, (GHQ-28), the American version of the College Adjustment Scale (CAS) and a Centre designed questionnaire regarding the students' perception of themselves and of areas relevant to adjustment to the new curriculum and to the newly introduced computer-based learning,

26. Organizationally the exercise strained the resources of the Centre to its limits. As only 13% of the students participated, it has not been possible, as envisaged in last year's report, to inform the Faculties and Departments of the detailed findings. Instead the investigation has served as a preliminary exploration of both the areas of concern and the methodology. Strategies have also to be worked out for how best the Centre in co-operation with the Faculties and Departments can assist the students identified in surveys as being at risk - without assuming an alarmist stance.

27. With regard to the next step in this initiative, the Centre has concluded that the testing should be moved to near the end of the first semester, when the freshmen have some experience of university life and their degree of adjustment can be assessed with greater confidence than at a pre-semester testing. It was further concluded that the testing should be done on a faculty basis, so as to differentiate the varieties of stress induced by the curricula and teaching methods of the Faculties. The Faculties have therefore been approached and arrangements are in progress.

28. The Leadership and Life Skills Courses proceeded in the usual manner throughout the year. One group finished in January 1999 and a second group began the five-week intensive segment on May 31, 1999. No less than 108 students applied for the fifty places available. They were all interviewed and the places were filled with what appeared to be the suitable candidates, who were willing and able to commit themselves to spend the necessary time on this demanding course. As before, the courses are the subject of special reports published separately.

29. Amongst all the busy routines, the Centre kept close liaison with other institutions within and without Hong Kong. Staff development has been constant for both professional and administrative staff to update knowledge.

30. The Personal Development and Counselling Centre continues to serve as a training ground for psychologists/counsellors. Two trainees from the M.Soc.Sci. Clinical Psychology Programme were placed at the Centre from December 8, 1998 to April 29, 1999. A half-day training workshop was organized in August 26, 1999 through Tsing Hua University for a group of 27 staff who works in area of student services.

31. During this year of report, the Director, Ada Wong, presented a paper in a conference on Morita Therapy in Ningbo, China from 17<sup>th</sup> to 21<sup>st</sup> October 1998.

32. As a result of this conference the Centre held a one-day workshop on Morita Therapy on May 21, 1999. 44 professionals from hospitals, welfare agencies and other institutions attended the workshop. Drs Tsuneo Okamoto and Cheshire Ohara from the Morita Centre in Japan read papers introducing the basic concepts of Morita Therapy and described its applications in China. The participants showed considerable interest regarding the possibilities of introducing this method to Hong Kong

33. The Director also attended a conference in Woodstock Vermont, USA, on Jungian Therapy from 21<sup>st</sup> to 30<sup>th</sup> April 1999 and Ida Cheung attended a seminar on “The beliefs that control our careers: Career Instruments and Assessment for University Students”, given by Dr. John D. Krumholtz.

## Appendixes

- I. Summary of enrolment in group programme 1998/99
- II. First Term Programme 1998/99
- III. Second Term Programme 1998/99
- IV. Summer Programme 1999
- V. Leadership and Life Skills Course (LLS 1999-2000)

## Appendix I

Summary of enrolment in group programme 1998/99

Term	First Term				Second Term				Summer			
	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
<b>1. Courses Related to Study</b>												
BBA Orientation	1	NA	152	456	-	-	-	-	-	-	-	-
Conversation And Current Affairs (CA.CON)	-	-	-	-	7	NA	15	24	-	-	-	-
Knowing Your Reading And Learning Strategies: Identification And Assessment	11	60	60	167.5	1	7	5	10	-	-	-	-
Learning Skills for Dental Students	1	NA	16	48	-	-	-	-	-	-	-	-
Managing Stress At Examination	1	11	3	12.5	-	-	-	-	-	-	-	-
Note-taking Workshop	-	-	-	-	3	12	12	30	-	-	-	-
Oral Communication	-	-	-	-	1	10	9	80	-	-	-	-
Organising Your Reading And Studies	3	21	16	102.5	1	7	4	22	-	-	-	-
Preparing For Examinations	1	10	5	5	-	-	-	-	-	-	-	-
Reading Effectiveness	3	31	28	172.5	2	8	8	44	-	-	-	-
Speak Up In Tutorials	1	13	5	32.5	-	-	-	-	-	-	-	-
Study At University	3	NA	161	251.42	-	-	-	-	4	NA	95	142.5
Talk: Concentration and Motivation – Why does the mind wander?	2	20	20	20	-	-	-	-	-	-	-	-
Talk: How Can You Remember?	2	20	20	20	-	-	-	-	-	-	-	-
Talk: Learning In Tutorials	2	18	17	17	-	-	-	-	-	-	-	-
Talk: Learning With Your LAPTOP	2	22	15	15	-	-	-	-	-	-	-	-
Talk: Planning Your Time Effectively	2	25	24	30	-	-	-	-	-	-	-	-
<b>2. Learning For Personal Growth</b>												
Assertiveness Workshop	-	-	-	-	1	12	10	70	2	26	22	154
BBA Leadership Development Programme	-	-	-	-	1	NA	34	847	-	-	-	-
Business & Dining Etiquette	1	25	24	102	-	-	-	-	-	-	-	-
Business School: Team Building	5	NA	142	426	-	-	-	-	-	-	-	-
Workshop On Creativity	-	-	-	-	-	-	-	-	1	25	22	266.5
Crisis Management Workshop	-	-	-	-	-	-	-	-	1	28	23	207
Current Affairs	-	-	-	-	1	21	15	108	-	-	-	-
How To Master Our Own Emotions	1	17	14	82	-	-	-	-	-	-	-	-



Term Course	First Term				Second Term				Summer			
	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
Humour & Effective Living	1	19	18	198	-	-	-	-	-	-	-	-
Image Awareness Workshop	-	-	-	-	1	9	9	36	1	14	9	36
Intensified Learning Opportunity Programme (ILOP 1997 – 1999)	-	-	-	-	1	76	45	183.5	1	76	30	45
Intensified Learning Opportunity Programme (ILOP 1998 – 2000) Recruitment	3	145	104	181.5	-	-	-	-	-	-	-	-
Intensified Learning Opportunity Programme (ILOP 1998–2000)	1	145	53	1886.5	1	145	50	444	1	145	48	2972.5
Workshop on Interpersonal Communication	-	-	-	-	-	-	-	-	2	25	22	154
Knowing Your Emotional Intelligence	-	-	-	-	11	41	41	105	-	-	-	-
Leadership & Life Skills Course 1998 (LLS 1998)	1	58	44	577.5	1	58	40	150	-	-	-	-
Leadership & Life Skills Course 1999-2000 Recruitment (LLS 1999)	-	-	-	-	19	110	127	382.5	-	-	-	-
Leadership & Life Skills Course 1999-2000 (LLS 1999)	-	-	-	-	1	52	52	182	1	52	52	7856
Managing Deadlines	1	15	3	7.5	-	-	-	-	-	-	-	-
Marketing Programme for BBA Student – Self Assessment	-	-	-	-	1	NA	15	60	-	-	-	-
MBTI Workshop – Focus On Relationships	-	-	-	-	-	-	-	-	2	NA	12	52.5
Nurture Yourself Through Dance And Movement	1	16	15	117	-	-	-	-	-	-	-	-
Nurture Yourself Through Dance And Movement Interview	-	-	-	-	-	-	-	-	1	12	5	5
PAC – Meeting The Three People Inside Us	-	-	-	-	-	-	-	-	2	23	18	274
Toastmaster Session	-	-	-	-	1	19	19	138	2	25	22	160
Advanced Toastmasters' Group	-	-	-	-	-	-	-	-	1	11	8	24

Term	First Term				Second Term				Summer			
	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
<b>3. Psychological Testing</b>												
Personal Assessment	2	NA	5	5	-	-	-	-	-	-	-	-
Psychological Testing: Knowing Your Personality	-	-	-	-	9	55	55	142.5	-	-	-	-
Group Feedback Session For The Psychological Testing (PT)	7	NA	21	21	-	-	-	-	-	-	-	-
Psychological Testing – Young Leaders For Tomorrow	-	-	-	-	3	NA	17	25.5	-	-	-	-
<b>4. Training In Specific Skills</b>												
Team Building For IT Student Ambassador	-	-	-	-	2	NA	21	68	-	-	-	-
Computer Society	1	NA	14	42	1	NA	5	4.15	-	-	-	-
Digital Leadership	1	14	10	54	1	8	8	48	1	10	10	90
Learning to Communicate with the Opposite Sex	-	-	-	-	1	6	5	36	-	-	-	-
@PEER “Talk It, Work IT” (Drop In)	-	-	-	-	1	NA	9	25	-	-	-	-
Play & Learn: Overcoming Computer Fear	2	11	7	42	-	-	-	-	-	-	-	-
Sensitivity Training	4	36	36	750	1	12	12	288	-	-	-	-
So You Want To Work In The Media	-	-	-	-	-	-	-	-	1	25	22	198
<b>5. Talks</b>												
Lunch Time Talk	-	-	-	-	8	NA	15	16	-	-	-	-
Lunch Time Relaxation Hour	-	-	-	-	3	5	3	3	-	-	-	-
Postgraduate Student (China) Tea Gathering	1	NA	18	36	-	-	-	-	-	-	-	-
Returning Students	1	NA	2	2.16	-	-	-	-	-	-	-	-

Summary of enrolment in group programme 1998/99

## Appendix II

First Term Programme 1998/99



**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.*

## **KNOWING YOUR READING AND LEARNING STRATEGIES: IDENTIFICATION AND ASSESSMENT**

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 (14<sup>th</sup> 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 *24<sup>th</sup> 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**

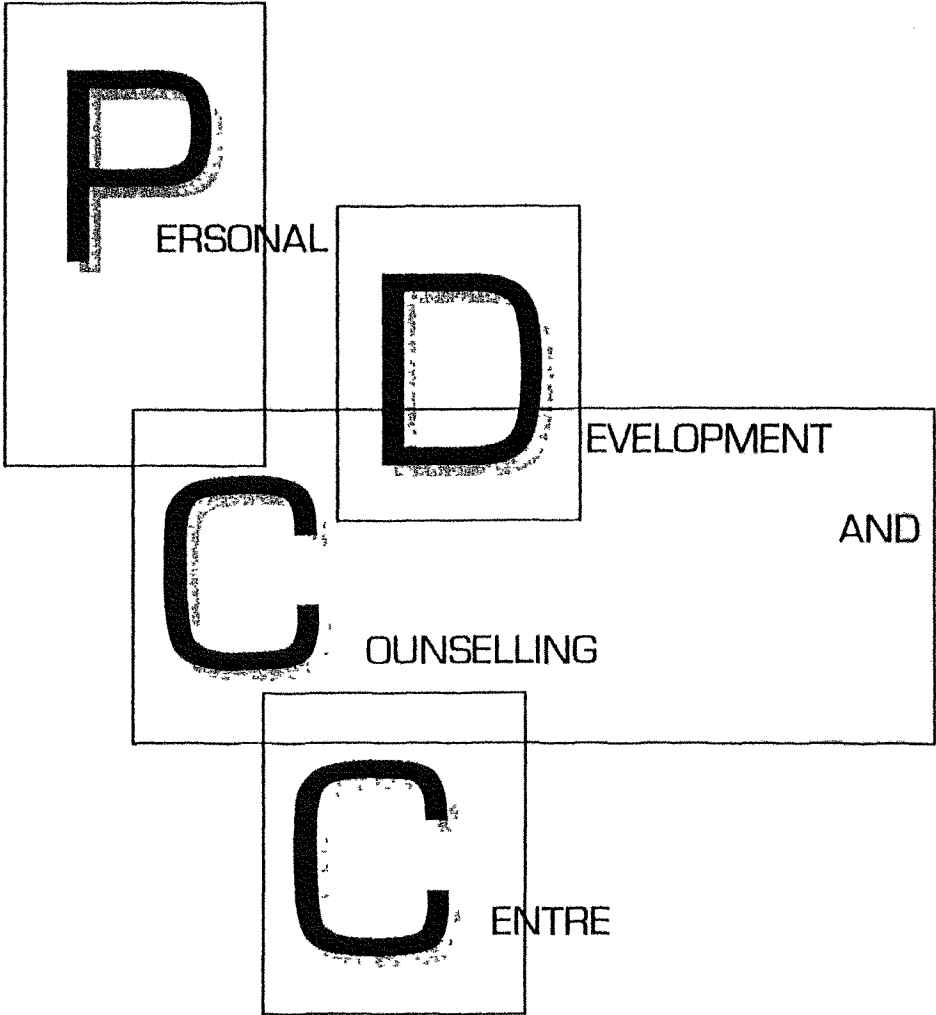
All registered students of the University of Hong Kong are entitled to all services offered by PDCC, including individual consultation. Students are welcome to talk with counsellors on an one-to-one basis. It is advisable to make an appointment in person or by phone 2857 8388.

For emergency, please call our pager 7656 1610.

## Appendix III

Second Term Programme 1998/99





**1998-99  
SECOND TERM PROGRAMME**

PERSONAL DEVELOPMENT AND COUNSELLING CENTRE

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## **ASS 2            ASSERTIVENESS WORKSHIOP**

From time to time, many of us may feel uneasy in social situations. Some people may feel put down or even 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:                    6 February 1999 (Satu day)  
Time:                    9:30 a.m. - 4:30 p.m.  
Counsellor:           Ms. Sylvia Acevedo  
Group size:            minimum 8, maximum 20  
Venue                    Room 424, Meng Wah Complex

*This course will be conducted in English.*

## **D&M 14        NURTURE YOURSELF THROUGH DANCE & 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.

Date:                    16, 23, 30 January & 6 February, 1999 (Satu days)  
Time                    9:00 a.m. - 12:00 noon  
Counsellor:           Ms. Ida Cheung  
Venue:                   Rm. 411, Meng Wah Complex  
Group size:            minimum 10, maximum 18  
Clothing:              casual and comfortable

*An interview will be arranged prior to acceptance.*

## ME 2 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.

### *Interview and Introductory session:*

Date: 2 February 1999 (Tuesday)  
Time: 9:30 a.m. - 10:30 a.m.

### *Workshop:*

Date: 9, 23 February & 2 March, 1999 (Tuesdays)  
Time: 9:30 a.m. - 11:30 a.m.  
Venue: Rm. 424, Meng Wah Complex  
Counsellor: Ms. Ida Cheung  
Group size: minimum 8, maximum 20

## EQ 1-6 KNOWING YOUR EMOTIONAL INTELLIGENCE

A battery of psychological tests on EQ and Personality will be offered in January and February. Participants are advised to attend a group feedback session. Individual sessions will be arranged for those who wish to explore their personal development in depth.

### Group Testing:

EQ 1:	12 January 1999 (Tuesday)	10:00 a.m. - 11:30 a.m.
EQ 2:	12 January 1999 (Tuesday)	12:30 p.m. - 2:00 p.m.
EQ 3:	12 January 1999 (Tuesday)	5:15 p.m. - 6:45 p.m.
EQ 4:	14 January 1999 (Thursday)	10:00 a.m. - 11:30 a.m.
EQ 5:	14 January 1999 (Thursday)	12:30 p.m. - 2:00 p.m.
EQ 6:	14 January 1999 (Thursday)	5:15 p.m. - 6:45 p.m.

### Group Feedback:

EQF 1:	26 January 1999 (Tuesday)	12:30 p.m. - 2:00 p.m.
EQF 2:	26 January 1999 (Tuesday)	5:15 p.m. - 6:45 p.m.

EQF 3: 28 January 1999 (Thursday) 12:30 p.m. - 2:00 p.m.  
EQF 4: 28 January 1999 (Thursday) 5:15 p.m. - 6:45 p.m.

## **KP 1-5** **KNOW YOUR PERSONALITY**

### Group Testing:

KP 1:	5 February 1999 (Friday)	10:00 a.m. - 11:30 a.m.
KP 2:	5 February 1999 (Friday)	12:30 p.m. - 2:00 p.m.
KP 3:	5 February 1999 (Friday)	5:15 p.m. - 6:45 p.m.
KP 4:	9 February 1999 (Tuesday)	12:30 p.m. - 2:00 p.m.
KP 5:	9 February 1999 (Tuesday)	5:15 p.m. - 6:45 p.m.

### Group Feedback:

KPF 1:	9 March 1999 (Tuesday)	12:30 p.m. - 2:00 p.m.
KPF 2:	9 March 1999 (Tuesday)	5:15 p.m. - 6:45 p.m.
KPF 3:	12 March 1999 (Friday)	12:30 p.m. - 2:00 p.m.
KPF 4:	12 March 1999 (Friday)	5:15 p.m. - 6:45 p.m.

Counsellor: Mr. T.K. Kang / Mrs. Peggy Miu  
Venue: Room 411, Meng Wah Complex  
Group Size: minimum 4, maximum 12

## **CA 1** **CURRENT AFFAIRS**

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: 4 March - 1 April, 1999 (Thursdays)  
Time: 12:00 noon - 2:00 p.m.  
Venue: Rm. 424, Meng Wah Complex  
Speaker: Mr. Elfed Roberts  
Group size: minimum 10, maximum 20

*This course will be conducted in English.*

## **DL 2**      **DIGITAL LEADERSHIP**

We are now in the Digital Era. We are encouraged to adopt technology to do things differently for increasing productivity. Can you communicate and collaborate effectively in cyberspace? Are you ready for this work and playing field of the 21<sup>st</sup> Century?

This workshop will explore attitude, skills and knowledge needed for people/leaders of today and tomorrow. Digital leadership is about leading yourself and others in the Information Technology era. Begin now and start your journey for personal growth.

Participants must have some basic competency in computing and be willing to actively participate in group activities. They are encouraged to bring in their notebook computer for the course.

Date:                    30 January & 6 February, 1999 (Saturdays)  
Time:                    10:00 a.m. - 1:00 p.m.  
Venue:                   Rm. 408, Meng Wah Complex  
Counsellor:            Mr. T.K. Kang  
Group Size:            minimum 6, maximum 10

## **OC 1**      **ORAL COMMUNICATION**

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.

Date:                    12 January - 9 February, 1999 (Tuesdays)  
Time:                    12:00 noon - 2:00 p.m.  
Venue:                   Rm. 424, Meng Wah Complex  
Speaker:                Mr. Elfed Roberts  
Group size:            minimum 10, maximum 20

*This course will be conducted in English.*

## PEER 1 @PEER "Talk it, Work it" (Drop in)

We learn from each other. @PEER is a program where students can drop in during their Tuesday lunch break and join together for informal learning with peers. Bring issues related to your learning with your notebook and share with fellow peers, etc. Talk it, Work it!! Various themes may be introduced to @PEER.

Date: 2 & 9 February, 1999 (Tuesdays)  
2, 9, 23 & 30 March, 1999  
Time: 12:45 p.m. - 2:00 p.m.  
Venue: Rm. 408, Meng Wah Complex  
Counsellor: Mr. T.K. Kang  
Group Size: no minimum, maximum 50

## TMS 2 TOASTMASTER'S SESSIONS

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 are attending. It will be your job to make sure that the evening goes smoothly; it will be your job to give thanks to the major guests and perhaps the major speakers. 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 need to attend this course. If, on the other hand, you feel you want some help in this important skill then register for this course and all will be revealed.

Date: 24 February - 24 March, 1999 (Wednesdays)  
Time: 12:00 noon - 2:00 p.m.  
Venue: Rm. 424, Meng Wah Complex  
Speaker: Mr. Elfed Roberts  
Group size: minimum 10, maximum 20

*This course will be conducted in English.*

## CA.CON

## CONVERSATION AND CURRENT AFFAIRS

This programme is held to encourage 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 attending advises on matters of grammar, pronunciation and idiomatic usage. Groups are essentially informal, with no set membership.

This group will be held on **Wednesday at 12:45 p.m. - 1:45 p.m. in Room 411, 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 *20 January 1999* and end on *31 March 1999 (except on 24 February 1999).*

## LTRH 1-8

## LUNCH TIME RELAXATION HOUR

For these two weeks, students are welcome to join our Relaxation Hour to explore different techniques to help them relax. Techniques presented will focus both on the mental and physical aspects.

Date:	13-16 April 1999 (daily) & 20-23 April 1999 (daily)
Time:	12:45 p.m. - 1:45 p.m.
Counsellors:	PDCC Counsellors
Group size:	minimum 2, maximum 8
Venue:	Rm. 411, Meng Wah Complex

## MD 4-6

## 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:

**MD 4:** 9 February 1999 (Tuesday) 10:00 a.m. - 12:00 noon

**MD 5:** 11 February 1999 (Thursday) 2:30 p.m. - 4:30 p.m.

**MD 6:** 11 February 1999 (Thursday) 5:30 p.m. - 7:30 p.m.

Venue: Rm. 411, Meng Wah Complex

Counsellor: Ms. Sylvia Acevedo

Group size: minimum 4, maximum 12

*This course will be conducted in English.*

### **NT 1-3**

#### **NOTE-TAKING WORKSHOP**

Note-taking is the ability to reduce the complicated to the simple, so that the student can remember the main ideas for later use.

The workshop will look at the note-taking process, both at lectures and when studying. It will also offer different models for taking notes, e.g. linear strategies and mapping.

**NT 1:** 14 January (Thu.) 10:00 a.m. - 12:00 noon Rm. 424, Meng Wah Complex

**NT 2:** 19 January (Tue.) 5:30 p.m. - 7:30 p.m. Rm. 411, Meng Wah Complex

**NT 3:** 21 January (Thu.) 2:30 p.m. - 4:30 p.m. Rm. 411, Meng Wah Complex

Counsellor: Ms. Winnie Tang

Group size: minimum 4, maximum 12

### **ORS 4-5**

#### **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.

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

**ORS 4:** 26 January - 9 February, 1999 (Tue.) 5:30 p.m. - 7:30 p.m.

**ORS 5:** 29 January - 12 February, 1999 (Fri.) 10:00 a.m. - 12:00 noon

Venue: Rm. 411 / Rm. 424, Meng Wah Complex

Counsellor: Ms. Winnie Tang

Group size: minimum 6, maximum 14

## **PEX 1-3**

### **PREPARING FOR EXAMS**

This workshop helps students to look at:

- The different stages of examination preparation
- The basic principles of review
- The many traps encountered when studying
- The test taking behaviour
- How to tackle various test formats

**PEX 1:** 2 March (Tue.) 5:30 p.m. - 7:30 p.m. Rm. 411, Meng Wah Complex

**PEX 2:** 4 March (Thu.) 2:30 p.m. - 4:30 p.m. Rm. 411, Meng Wah Complex

**PEX 3:** 12 March (Fri.) 10:00 a.m. - 12:00 noon Rm. 424, Meng Wah Complex

Counsellor: Ms. Winnie Tang

Group size: no minimum, maximum 40

## **RE 4-5**

### **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 ideas 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.

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

**RE 4:** 19 January - 2 February, 1999 (Tue.) 2:00 p.m. - 4:00 p.m.  
**RE 5:** 21 January - 4 February, 1999 (Thu.) 10:00 a.m. - 12:00 noon

Venue: Rm. 411, Meng Wah Complex  
Counsellor: Ms. Sylvia Acevedo  
Group size: minimum 8, maximum 14

*This course will be conducted in English.*

## **RIA 17-20**

### **KNOWING YOUR READING AND LEARNING STRATEGIES: IDENTIFICATION AND ASSESSMENT**

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 efficiency and identify their learning strategies and study habits.

Information obtained will be used for planning an individualised program to help students develop more effective reading strategies and enhance their ability to better manage the demands 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:

**RIA 17:** 13 January 1999 (Wednesday) 10:00 a.m. - 12:00 noon  
**RIA 18:** 15 January 1999 (Friday) 10:00 a.m. - 12:00 noon  
**RIA 19:** 15 January 1999 (Friday) 2:00 p.m. - 4:00 p.m.  
**RIA 20:** 18 January 1999 (Monday) 5:30 p.m. - 7:30 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.*

## LTT 1-10 · LUNCH TIME TALKS

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

- Course No.: **LTT 1 - "LEARNING WITH YOUR LAPTOP"**  
How to use your laptop or computer for your learning.  
Date: 19 January 1999 (Tuesday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 408, Meng Wah Complex
- Course No.: **LTT 2 - "TRAP IN THE NET"**  
Are you spending a lot of time in the Internet? Manage IT!!  
Date: 28 January 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 408, Meng Wah Complex
- Course No.: **LTT 3 - "PLAY & LEARN: OVERCOMING COMPUTING ANXIETY"**  
Learn how YOU can be in control and not the computer.  
Date: 29 January 1999 (Friday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 408, Meng Wah Complex
- Course No.: **LTT 4 - "HOW DO WE REVIEW?"**  
Date: 26 January 1999 (Tuesday), or  
11 February 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 408, Meng Wah Complex
- Course No.: **LTT 5 - "PLANNING YOUR TIME EFFECTIVELY?"**  
Date: 18 January 1999 (Monday), or  
22 January 1999 (Friday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 424, Meng Wah Complex
- Course No.: **LTT 6 - "CONCENTRATION AND MOTIVATION – WHY DOES THE MIND WANDER?"**  
Date: 4 February 1999 (Thursday), or  
4 March 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 408, Meng Wah Complex

Course No.: **LTT 7 - "LEARNING IN TUTORIALS"**  
Date: 14 January 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 424, Meng Wah Complex

Course No.: **LTT 8 - "PREPARING FOR EXAMS – TEST TAKING"**  
Date: 18 March 1999 (Thursday), or  
8 April 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 411, Meng Wah Complex

Course No.: **LTT 9 - "KNOWING ABOUT STRESS!"**  
Date: 2 March 1999 (Tuesday), or  
11 March 1999 (Thursday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 411, Meng Wah Complex

Course No.: **LTT 10 - "SLEEP, OH SWEET SLEEP!"**  
Date: 8 February 1999 (Monday), or  
9 March 1999 (Tuesday)  
Time: 12:45 p.m. - 1:45 p.m.  
Venue: Rm. 424, Meng Wah Complex

Counsellors: Ms. Sylvia Acevedo, Ms. Winnie Tang and Mr. T.K. Kang

*Talks may be presented in either English or Cantonese. No Enrolment or deposit required for attendance at these talks.*

## **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.

## General Information

### 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.

Application for all courses will start on *14 December 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.

### ENQUIRIES

All enquiries concerning the Second Term Programme 1998-99 should be directed to the Personal Development And Counselling Centre (PDCC) during normal office hours.

Tel.: 2857 8388  
E-mail: [pdcc@hkusuc.hku.hk](mailto:pdcc@hkusuc.hku.hk)  
Webpage: <http://www.hku.hk/pdcc>  
Address: Rm. 406, Meng Wah Complex

## Appendix V

Leadership and Life Skills Course (LLS 1999-2000)



## **General Information**

### **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.

Application for all courses will start on **3 May 1999**.

### **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.

## **ENQUIRIES**

All enquiries concerning the Summer Programme 1999 should be directed to the Personal Development and Counselling Centre (PDCC) during normal office hours.

Tel.: 2857 8388  
E-mail: [pdcc@hkusuc.hku.hk](mailto:pdcc@hkusuc.hku.hk)  
Webpage: <http://www.hku.hk/pdcc>  
Address: Rm. 406, Meng Wah Complex

## **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.

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## 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.

Course No. & Dates:

Workshop 1: <b>ASS 3</b>	June 14, 1999 (Monday)
Workshop 2: <b>ASS 4</b>	July 30, 1999 (Friday)

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

Counsellor: Ms. Sylvia Acevedo

Group size: minimum 8, maximum 20

Venue: Rm. 424/Rm. 411, Meng Wah Complex

***(The workshop will be conducted in English)***

## 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.

Course No. & Dates:

Workshop 1: **ICW 1**                      June 15, 1999 (Tue.)

Workshop 2: **ICW 2**                      July 28, 1999 (Wed.)

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

Counsellor:              Ms. Sylvia Acevedo

Group size:              minimum 8, maximum 16

Venue:                      Rm. 411/ Rm. 424, Meng Wah Complex

***(The workshop will be conducted in English)***

## 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 15**

Dates & Times:

Intake & Introductory session

July 23, 1999 (Friday)

9:00 a.m. - 10:00 a.m.

Workshop

July 26 - 29, 1999 (Mon. to Thu.)

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

Counsellor: Ms. Ida Cheung

Group size: minimum 10, maximum 24

Venue: Rm. 411, Meng Wah Complex

Clothing: casual and comfortable

## 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.

Course No.: **CW 6**

Dates & Times:

Intake & Introductory session

July 16, 1999 (Fri.)

9:00 a.m. - 10:00 a.m.

Workshop

July 19 - 20, 1999 (Mon. & Tue.)

9:00 a.m. - 4:30 p.m.

Counsellor: Ms. Ida Cheung

Group size: minimum 10, maximum 20

Venue: Rm 411, Meng Wah Complex

## IMAGE AWARENESS WORKSHOP

This half-day workshop aims at helping students become more aware of their body image. The programme is particularly designed in such a way that all students can have a chance to receive constructive feedback from other participants concerning their physical image and body movement.

Content includes static impression and movement of the body, and the use of image awareness inventory to heighten their awareness in image building and development. To provide a rich learning experience for participants, various formats such as counsellor's input, live modelling and demonstration by students, small group sharing, large group discussion will be used.

Course No.: **IAW 1**

Date: July 22, 1999 (Thursday)

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

Counsellor: Ms. Ida Cheung

Group size: minimum 12, maximum 24

Venue: Rm. 411, Meng Wah Complex



## PAC - MEETING THE THREE PEOPLE INSIDE US

Some people don't like themselves and want to change. Others do like themselves, yet want to change in certain ways. Both want to let go some parts of their old self in order to develop a more lively, more competent, more loving new self.

Discovering yourself can be a lifelong adventure. Exploring the ever-unfolding new you can be a fascinating, ever-fresh process of education and therapy. You may need help in understanding yourself and the people with whom you live and work.

Transactional Analysis, TA for short, offers both a theory and method to achieve this personal and interpersonal insight. TA is also a widely practised and highly effective approach to self-change. It helps people better understand themselves and others.

This workshop introduces you to the major concepts of transactional analysis and to allow you, through the exercises and group participation, to discover and validate as much as possible from your own insights and experiences and from those of others.

The first day of the two-day workshop are designed to help participants achieve better self-understanding and better interpersonal relationships. The specific contents will include the following concepts, as: the Personalities People Develop; the Transactions People Use; Strokes and the Psychological Trading Stamps People Collect; and, the Scripts People live By.

The second day will focus more on application. Participants are helped to apply the concepts to their situation and other life issues. They may also engage themselves in an exploration for new directions of change.

< P.T.O. >

Course No.: **PAC 1**

Date: July 29 and 30, 1999 (Thursday & Friday)

Time: 9:30 a.m. – 4:30 p.m.

Counsellor: Ms. Winnie Tang

Group Size: minimum 8, maximum 12

Venue: Rm. 424, Meng Wah Complex

## DIGITAL LEADERSHIP

We are now in the Digital Era. Can you communicate and collaborate effectively in cyberspace? Are you ready for this working and playing field of the 21<sup>st</sup> Century?

This workshop will explore attitude, skills and knowledge needed for people/leaders of today and tomorrow. Digital leadership is about leading yourself and others in the Information Technology (IT) era. Begin now and start your journey for personal growth.

Participants must have some basic competency in computing and be willing to actively participate in group activities. They are encouraged to bring in their notebook computer for the course.

Course No.: **DL 3**

Date: June 9, 16 & 23, 1999 (Wednesdays)

Time: 10:00 a.m. - 1:00 p.m.

Counsellor: Mr. T.K. Kang

Group Size: minimum 6, maximum 10

Venue: Rm. 408, Meng Wah Complex

## SO YOU WANT TO WORK IN THE MEDIA?

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?

Course No.: **MEDIA 1**

Date: June 19, 1999 (Saturday)

Time: 9.00 a.m. - 6:00 p.m.

Speaker: Mr. Elfed Roberts

Group size: minimum 10, 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 firms are attending. It will be your job to make sure that the evening goes smoothly; it will be your job to give 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 this course and all will be revealed.

Course No. & Dates:

Workshop 1:	<b>TMS 3</b>	June 25, July 2, 9, 16, 23 (Fri.)
Workshop 2:	<b>TMS 4</b>	June 29, July 6, 13, 20, 27 (Tue.)
Workshop 3:	<b>TMS 5</b>	June 30, July 7, 14, 21, 28 (Wed.)

Times: 12:00 noon - 2:00 p.m.

Speaker: Mr. Elfed Roberts

Group size: minimum 10, maximum 25

Venue: Rm. 325, Meng Wah Complex

***(The workshop will be conducted in English)***

## CRISIS MANAGEMENT WORKSHOP

What is a crisis? It is something that happens quickly, is not expected and the outcome is of great consequence for our future. Because the resolution of the event is so important we often do the wrong things at the wrong time with the undesired resolution.

Over the last few years a lot of work has been done in trying to work out how to behave in a crisis so as to bring about most desired result. Drawing from psychology, business studies and strategic studies certain rules have been discovered which help to a great extent.

Now this course is not trying to deal with individual crises of a personal nature. Rather is it concentrating on how to deal with crises involving interaction with others in making decisions. For example how to deal with people on a committee in a crisis, how to deal with a crisis in an interview, how to maximise your time in an event that has to be resolved quickly. How to deal with crisis when you are at work.

The approach to the day school will be interactive. Lectures will only be very short and we shall concentrate on role playing exercises and discussions. This course will help you prepare for the inevitable crises which will occur in your life and aid you to deal with them effectively.

Course No.: **CMW 1**  
Date: July 17, 1999 (Saturday)  
Time: 9:00 a.m. - 6:00 p.m.  
Speaker: Mr. Elfed Roberts  
Group size: minimum 10, maximum 25  
Venue: Rm. 411, Meng Wah Complex

*(The workshop will be conducted in English)*

## ADVANCED TOASTMASTERS' GROUP

This Day School is only open to those students who had attended the Toastmasters sessions held previously. The idea is to help you to start your own toastmasters group in the University and to improve the skills you have already attained. It will involve intense coaching and learning to a high standard which can then be used to help both yourself and others.

Course No. & Dates:

Workshop 1:	<b>ATMS 1</b>	July 24, 1999 (Saturday)
Workshop 2:	<b>ATMS 2</b>	July 31, 1999 (Saturday)

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

Speaker: Mr. Elfed Roberts

Group size: minimum 8, maximum 16

Venue: Rm. 424, Meng Wah Complex

***(The workshop will be conducted in English)***

