



PROGRAMME FOR LEADERSHIP ENHANCEMENT FOR SERVING VICE-PRINCIPALS (2023/24)

LEE CHI HO

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HO NGAR YIN ASSUNTA



ATTACHMENT SCHEDULE

Day 1: 18/4/2024 Zoom meeting with CEO, Dr Raymond Wong

Day 2: 28/5/2024 Visit: Nansha Raymond Industrial factory

Visit: Nansha Minxin School

Day 3: 29/5/2024 Participation: P1 factory inventory check & data collection

Power BI training session & preparation of analysis report

Day 4: 30/5/2024 Participation: Inventory check by managers

Visit: staff canteen, sports facilities, training center

Meeting with CEO

Programme for Leadership Enhancement for **Serving Vice-Principals** (2023/24)

Programme Overview

Wong Sing Li Rocky

LEARNING FROM RAYMOND

Instructional Management

	Raymond	Schools
Regular Skills Training	enhance employee skills through regular training	professional development programmes for teachers
Visual Workflow	use flowcharts and videos to guide new employees	use multimedia aids to improve instruction
Quality control	Process Standardization Continuous Improvement	Lesson observation Feedback through coaching
R&D	Innovation management	Innovation of teaching skills or tools

Video Training: Create instructional videos for new teachers to quickly familiarize themselves with school workflow

Learning from Raymond

ADMINISTRATION

	Raymond	School
Workflow Management	use visual management techniques to streamline processes	can adopt similar methods to optimize administrative tasks.
Real-Time Monitoring	use real-time data to monitor production	use dashboards to monitor student performance and attendance
Small Changes for Big Improvements	enhance work environments for efficiency	improve office spaces or provide standing desks to enhance focus.
IT-Based Resource Management	use barcode systems for material management	can implement electronic systems to manage educational resources

Electronic Administration System: Introduce an electronic system for efficient handling of daily administrative tasks.

Learning from Raymond

INTERNAL RELATIONS

	Raymond	School
Employee Wellness Facilities	provide comprehensive health and recreational facilities	establish staff wellness areas and activities
Staff Union initiated competitions/activities	Staff union organize activities to boost morale and well-being	Staff welfare organize activities to staff

Staff Wellness Area: Set up wellness zones within the campus with fitness facilities and recreational activities for staff.

Learning from Raymond

ORGANIZATION MANAGEMENT

	Raymond	School
Job Rotation	identify employee strengths through job rotation	allow teachers to rotate admin. duties to enhance their multidisciplinary skills
Recruitment	Must be a team player: courtesy, humble and life-long learner	Attitudes is the most important
Display clear expectation	<ul style="list-style-type: none">• Reminds employees to control quality in the production process.• Motivates employees to participate in quality improvement.• Build Responsibility to maintain clean environment	Create a positive school culture