

Guidelines for Group Proposals and Reports

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Group Proposal (小組計劃書)

1.) Introduction (引言)

Brief introduction on name, target, duration & focus of group (簡介小組名稱、對像、期限及工作重點)

2.) Rationale(理念)- reasons for launching the group (report, statistics or other information obtained as supportive evidence)

2.1) Societal/ community analysis (社會/社區需要分析):

2.2) Agency / context (機構層面):

[how the group matches with agency missions / objectives and whether agency has experience and role in meeting the needs]

2.3) Clients' / Service users' needs analysis (服務使用者需要分析) :

2.4) Theoretical Backup for Intervention (介入理論背景) :

[Briefly introduce the theory and explain how it can be applied in the intervention]

2.5) Conclusion (總結)

3.) Goals and Specific Objectives (目的及具體的目標)

3.1 Goals (目的) : {note: Optional}

3.2 Specific Objectives (具體的目標) :

3.2.1 Objective 1 (目標) :

3.2.2 Objective 2 (目標) :

4.) Background Information (背景資料)

- 4.1) Nature of Group (小組性質):
- 4.2) Characteristics of Target Group (服務使用者的特質):
- 4.3) Period (時期):
- 4.4) Number of Meetings (聚會次數):
- 4.5) Frequency and Duration of Meeting (聚會的頻率及時間):
- 4.6) Number of Participants (參加者人數):

5.) Recruitment and Publicity (徵募及宣傳)

6.) Work Schedule (工作程序)

Duration(時段)	Work tasks(工作)

7) Group content & format(小組內容、形式)

Date/time/ group session/ main theme	Content & format	Remarks (worker's roles, resources, etc.)

8) Anticipated difficulties and proposed solutions (預期困難及應變措施)

Anticipated difficulties	Proposed solutions
1.	(i) (ii)
2.	(i) (ii)

9) Budget (財政預算)

Income(收入)	Expenditure(預算支出)
Fee income (收費) \$ x (no. of members) : \$	1. \$ 2. \$ 3. \$
Centre subsidy (中心資助) : \$	
Total (總數) : \$	Total (總數) : \$

10) Evaluation on achievement of objectives and methods for evaluation (檢討目標達成程度及檢討方法)

10.1 Evaluation on achievement of Objectives

Group Objectives(小組目標)	Evaluation Indicators (檢討指標) [can include qualitative and quantitative ones]
Objective 1:	(i) (ii) (iii)
Objective 2:	(i) (ii) (iii)

10.2 Evaluation methods

Methods (方法)	Content (內容)
Observation:	(i) (ii)
Feedback questionnaire:	(i) (ii)
Verbal feedback from participants	(i) (ii)
Written Data collected from games	(i) (ii)
Others	(i) (ii)

(**The guideline is for reference only. Adjustment can be made with respective supervisor **)

Group Process Recording (小組記錄)

1) Background information (背景資料)

- 1.1) Name of group (小組名稱):
- 1.2) Date, time & Venue of group sessions(日期、時間及地點):
- 1.3) Number of group session (小組節數):
- 1.4) Responsible worker (負責人):
- 1.5) Attendance of members {with disguised names}(出席):
- 1.6) Members Absent {with reasons}(缺席組員及缺席原因):

2) Objectives of the Group Session (本節目標)

- 2.1 Objective 1 (目標一):
- 2.2 Objective 2 (目標二):

3) Pre-group preparation/observation (組前預備／觀察)

4) Group Process (小組過程)

The process 過程	Analysis, intervention skills and /or worker's feeling & thought 分析、介入技巧、價值觀及/ 或工作員的感覺及想法	Supervisor's comments 督導導師的 意見

5) Evaluation (檢討) :

5.1) Attainment of objectives in this session (是節目標達成程度) :

- 5.1.1 Objective 1 (目標 1) :
- 5.1.2 Objective 2 (目標 2) :

5.2) Suitability of program means (活動的適切性) : {including content and format/
包括形式及內容設計}

Program item (活動項目)	Suitability / Evaluation / Recommendation (每一活動項目適切性/檢討/建議)

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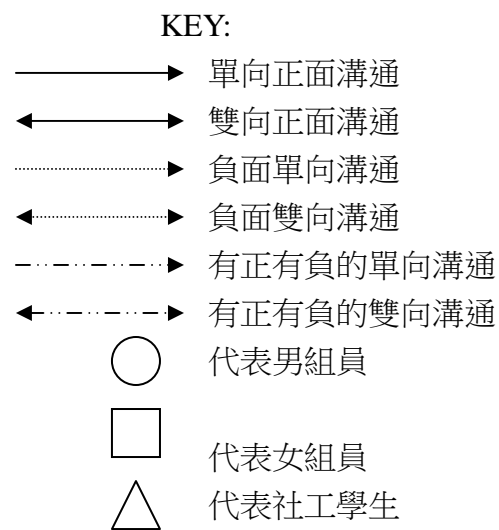
Overall comment (是節整體評語) :

5.3) Individual member's performance (個別組員的表現) :

Individual member's background information & baseline assessment 個別組員的背景資料及組前/初期的評估	Individual member's development {with reference to the achievement of objectives and changes in roles, if any} 個別組員的發展 {可針對達至小組目標的程度及組內角色的轉變}
1.	
2.	
3.	

5.4) Group Dynamics (小組動力):

a) Group Interaction pattern (互動模式) {Socio-gram} :



Overall comment (整體評語) :

b) Group atmosphere (小組氣氛) :

c) Group norms (小組規範) :

d) Group cohesion (凝聚力) :

e) Leadership style of group members (組員領導模式) :

f) Group decision making pattern (組員決策模式) :

g) Group conflict resolution pattern (組員處理衝突模式) :

h) Others (其他)

5.5) Group developmental stage (小組發展階段) :

5.6) Worker's roles in this session (是節工作員角色) :

5.7) Worker's professional attitudes, use of theory, knowledge and skills (工作員於是節應用的專業態度、理論、知識及技巧):

a) Professional attitude& values (專業態度) :

b) Application of theory/concepts and knowledge (運用理論、知識) :

c) Application of practical skills (實務技巧) :

6) Follow up plan (跟進計劃):

(**The guideline is for reference only. Adjustment can be made with respective supervisor **)

Group Summary Recording (小組撮要記錄)

1) Background information (背景資料)

- 1.1 Name of group (小組名稱):
- 1.2 Date, time & Venue of group sessions(日期、時間及地點):
- 1.3 Number of group session (小組節數):
- 1.4 Responsible worker (負責人):
- 1.5 Attendance of members {with disguised names}(出席):
- 1.6 Members Absent {with reasons}(缺席組員及缺席原因):

2) Objectives of the Group Session (本節的目標)

- 2.1 Objective 1 (目標一):
- 2.2 Objective 2 (目標一):

3) Pre-group preparation/observation (組前預備／觀察)

4) Summary of Group Process (小組過程撮要)

Summary of group process (can be in paragraph form or in point form)	Follow up work or Remarks

5) Evaluation (檢討) :

5.1) Attainment of objectives in this session (是節目標達成程度) :

5.1.1 Objective 1 (目標 1) :

5.1.2 Objective 2 (目標 2) :

5.2) Suitability of program means (活動的適切性) : {including content and format/
包括形式及內容設計}

5.3) Individual member's performance (個別組員的表現) :

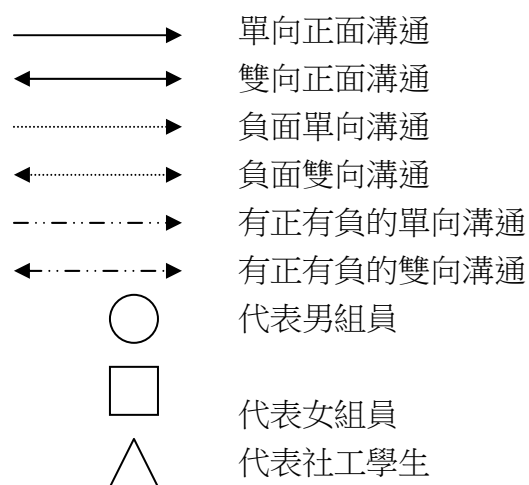
Individual member'	Individual member's development {with reference to the achievement of

background information & baseline assessment 個別組員的背景資料及組前/初期的評估	objectives and changes in roles, if any 個別組員的發展 {可針對達至小組目標的程度及組內角色的轉變}
1.	
2.	
3.	

5.4) Group Dynamics (小組動力):

a) Group Interaction pattern (互動模式) {Socio-gram} :

KEY:



Overall comment (整體評語) :

b) Group atmosphere (小組氣氛) :

c) Group norms (小組規範) :

d) Group cohesion (凝聚力) :

e) Leadership style of group members (組員領導模式) :

f) Group decision making pattern (組員決策模式) :

g) Group conflict resolution pattern (組員處理衝突模式) :

h) Others (其他)

5.5) Group developmental stage (小組發展階段) :

5.6)是節工作人員角色(Worker's roles in this session) :

5.7) Worker's professional attitudes, use of theory, knowledge and skills (工作人員於是節應用的專業態度、理論、知識及技巧):

a) Professional attitude& values (專業態度) :

b) Application of theory/concepts and knowledge (運用理論、知識) :

6) Application of practical skills (實務技巧) :

7) Follow up plan (跟進計劃):

(**The guideline is for reference only. Adjustment can be made with respective supervisor **)

Group Evaluation Report

(小組檢討報告書)

1. Background information (小組資料)

- 1.1 Name of group (小組名稱) :
- 1.2 Nature of group (性質) :
- 1.3 Number of meetings held (節數) :
- 1.4 Period (舉行日期) :
- 1.5 Dates of meetings (日期) :
- 1.6 Time (時間) : AM/PM : to
- 1.7 Venue (地點) :
- 1.8 Membership (服務對象) :
- 1.9 Group fee (收費) :
- 1.10 Responsible worker (負責工作人員) :
- 1.11 Attendance (出席率) :

	Name	session age/sex	1	2	3	4	5	6	Each Member's average attendance
1									
2									
3									
4									
5									
6									
Attendance for each session									Average attendance per session:

✓ = present(出席) O = absent(缺席) # = attending compensated session

Reasons for absence (組員缺席原因):

2. Goals/ Objectives of Group (小組目的/目標)

2.1 Goals of Group (小組目的) : {Note: optional}

2.2 Specific Objectives of Group (具體目標) :

a) Objective 1(目標一):

b) Objective 1(目標一):

3. Actual Group Content, Format & Schedule (小組實際內容、形式及流程) :

Date//time/ Session/theme/ attendance	Content & Format	Participants' Response and Performance

4. Evaluation (檢討) :

4.1 Attainment of Goals and/or Objectives (小組目的及/或目標達成程度) :

{note: Please provide evidence and behavioral indicators to support your analysis}

4.1.1 Goal (目的): [optional]

4.1.2 Objective (目標):

4.1.2.1 Objective 1 (目標一):

4.1.2.2 Objective 1 (目標二):

4.2 Individual members' development (個別組員的發展)

Individual member' background information & baseline assessment 個別組員的背景資料及組前 /初期的評估	I Individual member's development {with reference to the achievement of objectives and changes in roles, if any} 個別組員的發展 {可針對達至小組目標的程度及組內角色的轉變
1.	
2.	
3.	
4.	
5.	

4.3 Group Structure (小組結構) :

4.3.1 Appropriateness of Group Name, Duration, Timing, and Venue (名稱, 節數, 長度, 日期, 時間及地點的適切性) :

4.3.2 Group Members' Composition (組員的組合) :

4.3.3 Group fee (收費) :

4.4 Group Process (過程檢討) :

4.4.1 宣傳及招募方法的成效 (Effectiveness and Efficiency of Recruitment and Publicity) :

4.4.2. Suitability of content & format (活動內容及形式的適切性) :

Content & format	Evaluation & Recommendation
Content 1. 2.	
Format 1. 2. 3.	

Or

Session	Content & format	Evaluation & Recommendation

4.4.3. Group Dynamics (小組動力) :

4.4.3.1 Group Interaction - Group's Socio-gram (溝通模式圖樣) :

KEY for Group's Socio-gram:

- ▶ 單向正面溝通
- ◀————— 雙向正面溝通
-▶ 負面單向溝通
- ◀..... 負面雙向溝通
- - - - -▶ 有正有負的單向溝通
- ◀- - - - - 有正有負的雙向溝通
- 代表男組員
- 代表女組員
- △ 代表社工學生

a) Beginning phase (開組初期) :

b) Ending phase (開組後期) :

c) Overall comment(整體評語) :

4.4.3.2 Group's Atmosphere (小組氣氛) :

4.4.3.3 Group norms (小組規範) :

4.4.3.4 Group Cohesion (凝聚力) :

4.4.3.5 Leadership style and performance of members (組員間的領袖風格、表現等) :

4.4.3.6 Decision making pattern (小組決策模式) :

4.4.3.7 Conflict resolution pattern (處理衝突模式) :

4.4.3.8 Others(其他)

4.4.4. Group developmental stages (小組發展階段) :

4.4.4.1 Beginning and middle stages of group (小組初及中期特徵) :

{note: Developing through which stages of the Group Work Theory chosen for analysis} :

4.4.4.2 Ending stage of group (小組後期特徵)

4.5 Roles of workers (工作人員的角色) :

{ note : especially educator, facilitator, advisor, enabler }

4.6 Application of theory, social work knowledge and skills (理論、社會工作專業及知識之運用)

4.6.1 Theories applied (曾應用的理論) :

4.6.2 Professional attitude & value (曾應用的專業態度及價值) :

4.6.3 Use of knowledge & practical skills (曾應用的知識及技巧) :

47 Financial Report (財政報告) :

Proposed(建議):		Actual(實際):	
Income 收入(HK\$)	Expenditure 支出(HK\$)	Income 收入(HK\$)	Expenditure 支出(HK\$)
Group fee(收費): \$ \$ x no of members	1. \$ 2. \$ 3. \$	Group fee(收費): \$ \$ x no of members	1. \$ 2. \$ 3. \$
Centre Subsidy (中心資助) : \$	4. \$ 5. \$	Centre Subsidy (中心資助) : \$	4. \$ 5. \$
Total (總數): \$	Total(總數): \$	Total: (總數): \$	Total: (總數): \$

• Explanation on surplus and deficit is needed (需要解釋超支/盈餘的原因)

4.8 Difficulties encountered and problem solving methods (曾遇到的

困難及解決方法) :

4.9 Recommendations (建議)

(**The guideline is for reference only. Adjustment can be made with
respective supervisor **)