

香港童軍總會  
青少年活動署  
2009 至 2010 年度樂行童軍錦標賽  
社會服務計劃 - 「青少年禁毒教育」  
如何開展事工活動

大會的一點建議：

**1. 仔細思量，找出問題**

題目的本質： 國際問題？社會問題？個人問題？政治問題？

題目的範疇： 毒品的認識？毒品的影响？對個人的影响？對群體的影响？

**2. 選擇目標，定出方向**

你看到的問題，你關注的問題，你遇到的問題。

層面：國家、社會、社區、群組、個人

**3. 博覽群書，明查暗訪**

你對問題的理解/看法/觀點 (信念)

你的希望，你的處理 (使命)

**4. 確立事工，鈎劃藍圖**

你的行動計劃 (目標)(實踐)

對象： 機構 - 合辦、協辦、參與

群組 - 年齡組別、數量、頻次

模式 - 活動

訓練

嘉年華會

**5. 勇往直前，小心行事**

行動計劃(信念) (使命) (目標)								
活動項目								
時間	人物	地點	形式	宣傳	物資	財政	交通	限制/ 社會 規範
記錄								
時間	人物	地點	形式	內容	物資	財政	交通	限制/ 社會 規範
成效								
反思	檢視	調適	反思	檢視	調適	反思	檢視	調適

### **Ten easy steps on setting up a project**

(Source: United Nations Environment Programme. (2003). TUNZA, Acting for a better world. and Opie, F. (1993). The Global Scout. Maskew Miller Longman Publishers. pp. 138- 139)

1. Thoroughly explore your local area and make a list of all the peace, development or environmental problems. Focus question: What needs exist in your community?
2. Choose one of these problems that you can realistically deal with. Focus question: What projects are possible?
3. Determine the scope of the problem by reading/ networking about this particular problem. Focus questions: What do people in the community think about the issue? Who knows something about it?
4. Try to establish the cause(s) of the problem (network, explore & consult with technical/practical experts).
5. Plan your activities by answering the following focus questions: what needs to be done, by whom, where, how and when? What it will cost to undertake your activities? How long will it take? Do you need approval? How will you form a committee and get started? How will the project help the community? How will you measure success? How will you know when the project is complete? Who will evaluate the project, and how?
6. Consider the time and cost of the project. Remember that your group will be partly responsible for fund raising for your project. Focus questions: Who will provide you with the start-up funds? Will the project pay for itself? What funding bodies exist to support this type of project? How will the community know what the funds have been used for?
7. Get your local community involved. Network with other environment groups to get support and to learn more about how to tackle the problem. Focus questions: How and when will you involve the community in the project? Who will the project belong to on completion?
8. Take specific actions to try and solve the problem.
9. Keep a good record of all your activities by means of photos, letters, newspaper cuttings, etc... Don't forget to evaluate what you have done.
10. Tell other young people about your project. Share your experiences and help others to start similar projects.

These ten steps form one part of the action research cycle identified earlier.

Importantly, after these ten steps have been carried out, it is a necessary part of the project management to review what happened, what the outcomes were, how effective it was, whether another approach might be more effective and then whether to continue with a revised approach.