



CPD Seminars – Business Management Skills Series (February to April 2014)

Hong Kong Institute of CPAs presents this business management skills series between February and April 2014.

“The problem is not that there are problems. The problem is expecting otherwise and thinking that having problems is a problem.” – Theodore Rubin

While it may be true that the business environment is getting more and more challenging, ones who are capable to think and sustain an empowering belief about possibilities and positivity and those who embrace changes are true social influencers are named *GREAT* leaders in nowadays society. These mindsets are especially critical these days in working well with younger subordinates at work.

As accountants, we have been learning much technical knowledge to get to where we are today. To excel in our career and to stay competitive as professionals, the ability to connect and build good working relationships with people around you becomes highly essential.

Certified Master Trainer, Dr. Harry Wong has tailored this Business Management Skills Series to include key mindset and relationship building skills on self-leadership, change management and how better to work with younger generations.

Date/Programme code	Time	Topic
Tuesday, 11 February 2014 (S140211S)	6:30 p.m. – 9:30 p.m.	Lead Yourself before Leading Your Team
Tuesday, 4 March 2014 (S140304S)	6:30 p.m. – 9:30 p.m.	Change for Business Success and Self-empowerment
Wednesday, 23 April 2014 (S140423S)	6:30 p.m. – 9:30 p.m.	Managing Younger Generation in Your Team

- Venue** Hong Kong Institute of CPAs,
27/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.
- Language** English
- Fee** (for each session) HK\$430 for HKICPA member or student; and IAV HKIAAT member or student
HK\$420 for online enrolment
HK\$700 for non-member
- Participants** Accountants and other professionals who would like to finetune a more appropriate mindset and how better to work with younger generations as managers and leaders
- Competency** Management, leadership and soft skills
- Rating** Intermediate Level
(Please refer to the Institute’s online CPD Learning Resource Centre)
- CPD hours** (for each session) 3
- Speaker** **Dr. Harry Wong**, FCPA, MAcc, NLP Master Trainer and Master Coach, ABNLP



About the programme

S140211S - Lead Yourself before Leading Your Team

In nowadays society, our roles and responsibilities involve more than just leadership in the workplace. As professionals and team leaders, we not only need to lead our team but also to manage ourselves in sustaining a positive state in administering our daily work.

Objectives

- Be aware of the mindset necessary to be a respectful leader
- Know how better to become a role model to your team and to sustain your motivation as a leader
- Appreciate the importance of self-leadership

S140304S - Change for Business Success and Self-empowerment

In this ever-changing business world, change is becoming a constant variable both within and outside of an organisation. Managers and staff should all be capable in working seamlessly as a team to identify, embrace and utilise changes as an edge to achieve company success and self-empowerment.

Objectives

- Be aware of the impact of change and embrace change positively and generatively as part of work
- Understand how to be adaptive to change with a creative and open mind
- Get motivated to face and manage challenges coming ahead

S140423S - Managing Younger Generation in Your Team

Employers and managers sometimes find it challenging and confused in working with their younger generation. In the meantime, young people would complain there are lack of understanding and appreciation from their bosses.

Objectives

- Be aware of the differences in thinking preferences and working styles between different generations
- Understand the mindset of younger generation and how better to motivate them at work
- Think about how better to utilise own strengths and advantages to strive for own and team successes as managers

About the speaker

Dr. Wong is an experienced business consultant and trainer with extensive global business and people management experience gained in KPMG (Canada), PricewaterhouseCoopers (Hong Kong) and his current consulting venture in the past 23 years. Dr. Wong is a certified master trainer and a coach trained globally with state of the art techniques on leadership, communication for connection, positive change and self-empowerment.



To confirm your CPD booking,
just log on to "My CPA" at
<http://www.hkicpa.org.hk>

HKICPA Event Enrolment Form (For Support Programme)

Finance & Operations Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Please click here for online enrolment
(for HKICPA members only)

Payment & Enrolment Status Enquiry: 2287 7381
e-mail: finance@hkicpa.org.hk
Fax : 2893 9853

Course Information Enquiry:
2287 7386 / 2287 7253
e-mail: cpd@hkicpa.org.hk

FOR OFFICE USE

Deadline: 7 working days before the date of the programme

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address ^{*(2)} (Block Letters)	Programme Code	Fee (HK\$)	
	No.	Status (1)						
1								
2								
3								
4								
							Total (HK\$)	

* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.

I am unemployed and not working. I am planning to rejoin the workforce.
The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.
The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____

Payment Method (Please tick the appropriate box)

<input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"	
<input type="checkbox"/> VISA / MasterCard	<input type="checkbox"/> BOC HKICPA UnionPay card
Card Number: _____	Card Expiry Date (MM/YY): _____
Cardholder's Name (block letters): _____	Cardholder's Signature: _____
Date: _____	
If you require a receipt, please put a "✓" indicate your choice of delivery: <input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)	
Name : _____	Name : _____
Address : _____	Address : _____

- Notes:
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
 - Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
 - All applications are on a first-come-first-served basis.
 - Application by fax will ONLY be accepted when payment is made by credit card. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
 - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
 - NO REFUND/CANCELLATION will be entertained after the application is processed.
 - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
 - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
 - Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. Data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and registered student you may opt out from receiving such materials at any time by login the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer.
 - No unauthorized audio or video recording is allowed at CPD events.