



Well-being and Stress Management in the Workplace

(Information seminar)

Re-run

The Hong Kong Institute of CPAs and CABA (the benevolent association for members of the ICAEW) work together to offer information seminars and interactive workshops for members.

Aims of the programme

- To understand what stress is, and the impact on business.
- To recognise the causes, signs and symptoms of stress.
- To consider ways in which we can minimise the effects of stress.

Information seminar

This seminar focuses on providing information for members who wish to be aware of the effects of stress, its effect on performance and how it may be managed, both for themselves and their staff.

Interactive workshop

A series of in-depth interactive workshops will be offered from April to June 2011. See separate flyer for details.

Trainers

Dr. Harry Wong, *FCPA, MAcc, China 1st Certified NLP Master Coach Trainer*

Dr. Wong is a passionate and seasoned 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 18 years. Dr. Wong is a certified trainer and a success coach trained in the US, Australia and Hong Kong with state of the art techniques on communication enhancement and self-empowerment. Over 13,500 business students and professionals, managers and executives have benefited and been inspired through Dr. Wong's passion and his interactive training style that best helped them capture and appreciate the essence of the learning experience. Dr. Wong has been trained by CABA on their stress management and well-being programme for Chartered Accountants with local adaptation to suit Hong Kong's environment and cases.

Ms. Regine Yuen, *BA (Hons), MSc, Family and Marriage Therapy, trainer*

Ms. Yuen is a lecturer and counselor with rich and varied experience. She has studied, lived and worked in Canada, Australia and Hong Kong. She is an Associate Member of the American Association for Marriage and Family Therapy (AAMFT). She lectures and runs workshops in sociology, psychology and social work in the University of Hong Kong and is a practicing counselor in marriage and family therapy dealing with a broad spectrum of psychological, behavioral, relational, and familial problems with individuals, couples and families.

About the Hong Kong Institute of CPAs

The Hong Kong Institute of CPAs is the only body authorized by law to register and grant practising certificates to Certified Public Accountants in Hong Kong. The Institute has more than 30,000 members and 14,000 registered students. Members of the Institute are entitled to the description Certified Public Accountant and to the designatory letters CPA.

The Institute works in the public interest and it has wide-ranging responsibilities, including assuring the quality of entry into the professional through its postgraduate CPA Qualification Programme and promulgating financial reporting, auditing and ethical standards in Hong Kong. The Institute has responsibility for regulating and promoting efficient accounting practices in Hong Kong to safeguard its leadership as an international financial centre.

About CABA

CABA (Chartered Accountants Benevolent Association) was set up in 1886 by Chartered Accountants to help members of the Institute of Chartered Accountants in England and Wales (ICAEW). As a world-class professional accountancy body, the ICAEW provides leadership and practical support to over 132,000 members in 165 countries, working with government, regulators and industry to maintain the highest standards. CABA can help members and their families in many ways, aiming to provide practical and emotional support as well as financial assistance. CABA is currently working towards expanding its services, supporting members around the world.



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About the programme

- The impact of stress on professional accountants.
- Explore the difference between stress and pressure.
- Signs and symptoms of stress.
- The performance curve – the effect of stress on performance.
- Identifying burnout.
- Identifying causes of stress at work and at home.
- What can be done in the workplace to minimise the effects of stress?
- Further sources of support.
- Q & A.

Programme code	Date	Time	Language	Speaker[^]
S110415F	Friday, 15 April 2011	6:30 p.m. – 7:30 p.m.	Cantonese	Dr. Harry Wong
S110610F	Friday, 10 June 2011	6:30 p.m. – 7:30 p.m.	English	Ms. Regine Yuen

Venue Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Competency Values, Ethics and Attitudes

Rating General
(Please refer to the Institute's online [CPD Learning Resource Centre](#))

Enrolment fee Free of charge for HKICPA member or student;
and IA / HKIAAT's member or student;
and ICAEW member or student;
with a deposit of HK\$120[#] per participant, refundable on completion
of the seminar.
HK\$330 for non-member.

CPD credit 1 hour

[#] The deposit will only be refunded if the participant completes the event. Otherwise the deposit will be forfeited.

[^] Please note that the speakers / trainers are subject to change without prior notice.



Well-being and Stress Management in the Workplace (Information Seminar)

- 15 April 2011 (S110415F)
 10 June 2011 (S110610F)

FOR OFFICE USE

Seq. no.: _____
Handle by: _____

HKICPA Membership No. _____ Status: ⁽¹⁾ _____ ICAEW Membership No. _____

Are you a member of both HKICPA and ICAEW? Yes (Please provide both membership numbers) No

HKICPA members can confirm their CPD booking by logging on to "MyCPA" at <http://www.hkicpa.org.hk>

Personal information

Name: (Mr./Mrs./Ms.) _____ Organisation: _____

Position held: _____ Email: _____

Telephone no: _____ Fax no.: _____

Address: _____

Please indicate if you wish to register by Computerized Ticketing System (CTS) *HKICPA members only: ⁽²⁾ Yes No

Please fill-in the following details for payment.			
Deposit:	<input type="checkbox"/> HK\$120 per HKICPA / IA / HKIAAT / ICAEW member (please refer to Enrolment fee Section in flyer for details)		
Participation fee:	<input type="checkbox"/> HK\$330 per non-member of HKICPA / IA / HKIAAT / ICAEW		
Payment by:	<input type="checkbox"/> Cheque no.: _____ (Bank: _____)		
	<input type="checkbox"/> VISA Card	<input type="checkbox"/> Master Card	
For payment by credit card, please fill in the following:	Card no.:		
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :		
Date :	Cardholder's Signature :		
<i>Cheque should be made payable to "Hong Kong Institute of Certified Public Accountants"</i>	FOR OFFICE USE		
	Auth. code no.	Handled by	Date

- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **ICAEW** = ICAEW Student or Member, **NM** = Non-Member
 - Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. You will receive a confirmation receipt by email. Details of the system can be found at <http://www.hkicpa.org.hk/membership/cpd/ticket.php>.
 - All applications are on a first-come-first-served basis. In the event of over-subscription, priority will be given to members and students of HKICPA and ICAEW.
 - Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. Please ensure all the particulars relating to payment are presented, 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".
 - Successful applicants will be confirmed 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 days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 - NO CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a substitute to take your place, provided that the Institute is notified in writing at least two working days prior to the event date.
 - The deposit is intended to discourage absence from the enrolled programme. The deposit will only be refunded if the participant completes the event. Otherwise the deposit will be forfeited.
 - 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 or speaker of the event due to unforeseen circumstances.
 - All personal data collected from the enrolment process, and administration of the CPD Programmes will only be used for the purpose of the administration of the course on which members are enrolled.
 - In applying for places at this event, ICAEW members agree that the data they provide may be transferred by HKICPA to CABA in the UK for course administration and membership verification purposes and vice versa.
 - By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer.

Payment & Enrolment Status Enquiry: 2287 7381
Email: finance@hkicpa.org.hk

Event Information Enquiry: 2287 7386
Email: cpd@hkicpa.org.hk