

CPD Workshops – 360° Leadership Skills Series (May to July 2011)



Hong Kong Institute of CPAs proudly presents this leaderships skills series between May 2011 and July 2011. The framework of this leadership skills series is based on a world-wide employee engagement survey on 90,000 employees in 135 organisations. The survey analysed the engagement practices that can motivate employees, which in turn maximise their performance and retention.

This 360-Degree Leadership Skills Series comprises a number of intensive half-day workshops, equipping team leaders with the practical skills to reinforce effective engagement practices in their people management functions. This will empower team leaders to build a committed team with high performance by building a trusting relationship with the team, and motivating them to achieve team and organisational goals.

Date / Programme code	Time	Topic
Saturday, 14 May 2011 (W110514S)	9:30 a.m. – 1:00 p.m.	360° Relationships
Saturday, 4 June 2011 (W110604S)	9:30 a.m. – 1:00 p.m.	360° Coaching
Saturday, 2 July 2011 (W110702)	9:30 a.m. – 1:00 p.m.	360° Staff Commitment

Venue	KPMG Training Centre, 28/F., Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong.
Language	English
Fee (for each session)	HK\$750 for HKICPA member or student; and IA/ HKIAAT's member or student HK\$1,500 for non-member
Participants	Managers and supervisors who need to lead a team for achieving organisational goals
Competency	Leadership and Business Strategy
Rating	Intermediate to Advanced Level (Please refer to the Institute's online CPD Learning Resource Centre)
CPD hours (for each session)	3.5
Speaker	Ms. Angela Shing , BBus MSc IIAC(UK) Angela is a seasoned training professional with a strong background in finance and commerce. Prior to running her own training consultancy, Angela was the regional head of a major bank overseeing the training & development function for 13,000 employees in Asia Pacific. She now specialises in designing and developing training workshops in sales and service, client relationships, leadership and management, communication, and personal and team effectiveness.





About the programme

W110514S – 360° Relationships

This half-day workshop presents the essential personal attributes and interaction skills for team leaders to build a trusting work relationship with subordinates.

- Objectives**
- Factors for building a committed team with high performance
 - The Leadership Qualities of an effective leader
 - SUPER Relationship Guidelines to build trust with subordinates:
 - Sharing
 - Understanding
 - Participation
 - Empowering
 - Respect

W110604S – 360° Coaching

This half-day workshop presents the leadership skills for team leaders to improve staff performance. They will learn to apply 4 levels of coaching to delegate duties and responsibilities, and reinforce desirable behaviors by giving effective performance feedback.

- Objectives**
- Identifying opportunities for coaching
 - Applying the following 4 levels of coaching appropriately:
Control Manage Lead Release
 - Applying the SARA Feedback Approach to give:
 - Positive feedback to reinforce effective actions
 - Improvement feedback to guide staff to identify alternative actions

W110702 – 360° Staff Commitment

Through this half-day workshop, team leaders will learn to drive staff commitment to the organisation by implementing staff development planning and reinforcing organisational engagement drivers for staff retention.

- Objectives**
- Developing staff by implementing individual competency-based development plans
 - Reinforcing organisational engagement drivers to enhance staff commitment:
 - Commit to staff development
 - Manage staff perception
 - Connect with company strategies and success
 - Reinforce the corporate culture

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS**CPD ENROLMENT FORM (For Support Programme)**

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

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

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

Course Information Enquiry: 2287 7386
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	CT System ⁽²⁾	Programme Code	Fee (HK\$)
	No.	Status ⁽¹⁾					
1							
2							
3							
4							
5							
Total (HK\$)							

I am unemployed and 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 (payable to "Hong Kong Institute of Certified Public Accountants")	
Cheque No.:	Bank:
<input type="checkbox"/> Visa / Master Credit Card	Card Number : <input type="text"/>
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :
Date :	Cardholder's Signature :
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, **NM** = Non-Member.
 - Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. Instead of a ticket you will receive a confirmation receipt by post. 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.
 - 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 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.
 - Successful applicants will receive admission ticket or confirmation notice (for those who opt for Computerised Ticketing System) 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.
 - NO REFUND/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.
 - 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.

Please fill in the following label CLEARLY for mailing of admission ticket:

Name :	Name :
Company :	Company :
Address :	Address :

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