



CPD Workshops – 360° Leadership Skills Series (August to October 2012)

Hong Kong Institute of CPAs proudly presents this leaderships skills series between August 2012 and October 2012. 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	Venue
Saturday, 25 August 2012 (W120825S)	9:30 a.m. – 1:00 p.m.	360° Relationships (re-run)	HKICPA
Saturday, 1 September 2012 (W120901S)	9:30 a.m. – 1:00 p.m.	360° Coaching (re-run)	HKICPA
Saturday, 15 September 2012 (W120915S)	9:30 a.m. – 1:00 p.m.	360° Staff Commitment (re-run)	KPMG
Saturday, 6 October 2012 (W121006S)	9:30 a.m. – 1:00 p.m.	360° Goal Setting	BDO

Venue
 Hong Kong Institute of CPAs,
 27/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.
 KPMG Training Centre,
 28/F., Oxford House, Tai Koo Place, 979 King’s Road, Quarry Bay, Hong Kong.
 BDO Training Centre,
 25/F., Wing On Centre, 111 Connaught Road Central, Hong Kong.

Language Cantonese

Fee (for each session) HK\$750 for HKICPA member or student; and IA/ HKIAAT 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

W120825S – 360° Relationships (re-run)

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

W120901S – 360° Coaching (re-run)

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

W120915S – 360° Staff Commitment (re-run)

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

W121006S – 360° Goal Setting

Through this half-day workshop, team leaders will learn how to achieve organization objectives by empowering the team with proper work conditions and setting SMART goals with the team.

- Objectives**
- 4 supportive conditions to empower staff
 - 5 success criteria of SMART goals
 - 4 types of measures for performance goals
 - Identifying key performance indicators (KPI) within the framework of a balanced scorecard to support the overall organization objectives



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

CPD 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

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
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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								
5								
							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 (payable to "Hong Kong Institute of Certified Public Accountants")																							
Cheque No.:		Bank:																					
<input type="checkbox"/> Visa / Master Credit Card		Card Number : <table border="1" style="display: inline-table; width: 150px; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
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Date :		Cardholder's Signature :																					
FOR OFFICE USE	Auth. Code No.	Handled by	Date																				

Please put a "✓" if you require a receipt and indicate your choice of delivery: by email 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 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.
 - 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, speaker or to cancel 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 addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and other uses internally.