



HKICPA Programme - Soft Skills Series (September 2016)



Technical skills are essential. Yet, as many world-renowned business leaders and organizations have pointed out, soft skills are also paramountly important for business and individual success, but are often ignored.

HKICPA will continue to launch the Soft Skills Series of seminars and workshops in September 2016. Do not miss the chance to equip yourself with different types of soft skills to further your business development or career advancement.

Presentation Skills

Topic/ Programme code	Date and time	CPD hours	Format	Participants	Trainers
Essential Skills of Making an Effective Presentation (W160910S)	Sat, 10 September 2016 9:30 a.m. – 1:00 p.m.	3.5	Workshop	Managers and executives	Ms. Angela Shing BBus, MSc, IIAC(UK)
Presenting with Confidence (W160917S) (Cancelled)	Sat, 17 September 2016 9:30 a.m. – 1:00 p.m.	3.5	Workshop	General	Mr. William Ho Chief Consultant, Graval Limited
Presenting with High Impact (S160926S)	Mon, 26 September 2016 6:30 p.m. – 9:30 p.m.	3	Seminar	Managers and leaders	Dr. Harry Wong FCPA, MAcc, NLP Master Trainer and Master Coach, ABNLP



Programme	Month
Creative Thinking/ Problem Solving Skills	October 2016
Leadership and Management Skills	November 2016



Venue	Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong		
Language	Cantonese		
Fee (for each)		<u>Seminar</u>	<u>Workshop</u>
	HKICPA member or student:	HK\$430	HK\$750
	HKICPA member (online enrolment):	HK\$420	N/A
	IA/ HKIAAT member or student:	HK\$430	HK\$750
	Non-member:	HK\$700	HK\$1,500
Competency*	Management, leadership and soft skills		
Rating*	Intermediate level		

* Please refer to the [Institute's online CPD Learning Resource Centre](#) for descriptions of competency and rating.

About the programme

Essential Skills of Making an Effective Presentation (W160910S)

Workshop outline

An effective presentation starts from analyzing the interests and concerns of the listeners, and then presenting ideas to them professionally in an impressive and memorable way. This workshop equips you with the essential skills of making an effective presentation. It covers:

- Assessing the key issues and concerns of listeners
- Designing the purpose and theme of a message
- 5 grouping techniques to frame the details in a memorable manner
- Concluding ideas to sustain listeners' memories
- Techniques to handle challenging questions

Trainer

Ms. Angela Shing, BBus, MSc, IIAC(UK)

Ms. Shing is a seasoned training professional with a strong background in finance and commerce. Prior to running her own training consultancy, she was the regional head of a major bank overseeing the training and 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

Presenting with Confidence (W160917S)

Workshop outline

What makes presenters fly or flop? What actually happens to an individual when in presentation mode? Why and how it can be influenced to best serve the one in the spotlight? This workshop focuses on:

- Presenting to business people and getting trustworthy feedback
- Understanding the importance of storytelling within business
- Learning to take charge of a room and motivating your audience
- Turning the challenge of public speaking to advantage
- Becoming a key player in business presentation and pitching

Trainer

Mr. William Ho, Chief Consultant, Graval Limited

Mr. Ho has more than 20 years of working history as managerial positions in multinational enterprises with rich experience in leadership coaching and implementing various kinds of leadership training programs in Asia Pacific region. He is keen to help and coach companies to explore their own potential, understand their core competence, and ride through the adversity of the economy. He is especially interested in situation where companies have to deal with constant changes, new market developments, multicultural environments, fierce competitions, and leadership development, particularly in sales. Mr. Ho's expertise lies in building and managing sales and marketing teams, key account management, tactical negotiation and closing deals, forming alliances and partnerships through training and coaching. He had delivered numerous workshops and speeches for multinational corporations, small-medium enterprises, universities and in public since 2008.

Presenting with High Impact (S160926S)

Seminar outline

In this fast-paced business world where information is literally free, presenters will need to think of ways that really matter to the audiences. Hence, a person who is able to communicate and present in making a difference becomes imminent to be successful. Just as Warren Buffett, the world-renowned guru once suggested, "...whether you like it or not, get very comfortable with public speaking. It is an asset that will last you 50 or 60 years and is a liability if you don't feel comfortable doing it."

Just imagine how your life will be like if you can clearly present your information, ideas and thoughts to your audiences. Take this chance to present your ideas with high impact!

This seminar covers:

- Understanding the importance of making high-impact presentations
- Knowing the keys in delivering a message with simplicity
- Understanding the needs of your audiences and how better to connect with them
- Knowing how to deliver a presentation with your true self and passion

Trainer

Dr. Harry Wong, FCPA, MAcc, NLP Master Trainer and Master Coach, ABNLP

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 25 years. Dr. Wong is a certified trainer and a success coach having trained over 31,000 professionals and management in the U.S., Australia and Hong Kong with state of the art techniques on communication enhancement, change management and positivity.



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

HKICPA Event Enrolment Form (For Support Programme)
W160910S

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

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)

Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" ⁽⁶⁾

BOC HKICPA VISA BOC HKICPA UnionPay card Other VISA / MasterCard

Card Number:																					Card Expiry Date (MM/YY):						
Cardholder's Name (block letters):														Cardholder's Signature:										Date:			

I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above).

- 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. Cash is strictly not accepted. 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. 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.
 - Your 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 you are enrolled. Such 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 and, if applicable, for validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of 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. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.
 - No unauthorized audio or video recording is allowed at CPD events.

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.

(Remarks: For payment by credit card, refund will be made directly to your credit card.)

Name:	Name:
Address:	Address:



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<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard											
Card Number:										Card Expiry Date (MM/YY):	
Cardholder's Name (block letters):						Cardholder's Signature:				Date:	
<input type="checkbox"/> I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above).											

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