



## Continuing Professional Development (CPD) Programme

### Hiring the Right Talent (re-run) (Leadership Series)

17 Jan 2009 (Sat)

(Programme Code: W090117)

<b>Speaker</b>	: <b>Ms. Angela Shing</b> , BBus, MSc, MPT, CPA(Aust.), IIAC(UK)
	Ms. Shing specializes in designing and delivering training workshops in sales & service, client relationships, leadership & management, communication and personal & team effectiveness. Prior to setting up her own consultancy business in early 2007, she was the regional head of the training and development team of DBS Bank, overseeing the training function for 13,000 employees in Asia Pacific.
	Ms. Shing has a Bachelor of Business and an MSc in Training & Human Resource Management. She is a Master Professional Trainer accredited by the Institute of Professional Trainers and is a Certified Practising Accountant of CPA Australia. She also holds the qualification of International Investment Advice awarded by the Securities Institute of the UK.
<b>Language</b>	: <b>Cantonese</b>
<b>Target Audience</b>	: Supervisors and managers who have a leadership role
<b>Level</b>	: <b>Intermediate</b>
<b>Time</b>	: <b>9:30 a.m. – 5:30 p.m.</b>
<b>CPD Hour</b>	: 7 hours
<b>Format</b>	: Workshop
<b>Venue</b>	: <b>Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong</b>
<b>Fee</b>	: HK\$1,700 for HKICPA member or student; and IA / HKIAAT's member or student HK\$2,000 for non-member

By analysing the job requirements and using appropriate interviewing techniques, managers will learn how to lay the groundwork for making hiring recommendations.

#### Workshop Outline

- Calculate the high cost of turnover and its impact on team performance
- Recognize different selection methods
- Establish the job requirements for a position by reviewing:
  - job analysis or description
  - functional and behavioural competencies
  - fitting to the organisational culture
- Make initial assessment and prepare an interview plan
- Conduct the 3-step competency-based interview
- Assign evidence to competencies and make recommendation

#### Leadership Series

The framework of this leadership workshop series is based on a world-wide staff engagement survey. The survey analysed the engagement drivers that impact staff commitment, which in turn increases performance and retention. Through the workshops, managers with a supervisory role learn the practical leadership skills to facilitate the engagement drivers and build a committed team with high performance and retention. The series covers leadership and people management skills.

For other workshops under the Leadership Series, please refer to the Institute's CPD Learning Centre (<http://www.hkicpa.org.hk/membership/cpd/activities/activities.php#ssl>).