



Continuing Professional Development (CPD) Programme

Work Smarter: Achieving Greater Effectiveness at Work
(WorkSmart Series)

7 Feb 2009 (Sat)

(Programme Code: W090207)

Speaker : **Ms. Angela Shing**, 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.

Language : **Cantonese**

Target Audience : Managers and professionals who want to become more effective in their work

Level : **Intermediate**

Time : **9:30 a.m. – 5:30 p.m.**

CPD Hour : 7 hours

Format : Workshop

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

Fee : HK\$1,700 for member, student or IA / HKIAAT's member or student
HK\$2,000 for non-member

We are working longer and longer hours and many of us feel that we have less and less time for our families, our loved ones and ourselves. One of the critical issues is about managing our efficiency and effectiveness at work. This workshop helps you define your professional objectives and develop your personalized work-life balance plan.

Course Outline:

- Your current and ongoing roles in your professional and personal lives
- Envisioning objectives for each role
- Tactical steps and activities to achieve your objectives
- Creating a schedule to implement your objectives
- Evaluating and enhancing your work-life plan

WorkSmart Series

Crafted from rich content of various sources, this series of solution-oriented workshops provide the practical skills, the process and the tools required to achieve effective and efficient performance in the workplace. New managers seeking to expand their skills or seasoned professionals looking to broaden their knowledge base will learn the practical solutions to work smarter.

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