

# Well-being and Stress Management in the Workplace

(Interactive workshop)

## Re-run

The Hong Kong Institute of CPAs and CABA (the benevolent association for members of the ICAEW) work together to offer information seminars and interactive workshops for members.

Aims of the programme

- To understand what stress is, and the impact on business.
- To recognise the causes, signs and symptoms of stress.
- To consider ways in which we can minimise the effects of stress.

### Interactive workshop

This in-depth interactive workshop serves as preventive training for members who wish to understand stress and minimise the effects of stress in order to enhance their well-being and performance. The knowledge acquired may also help participants to enhance the well-being and performance of their staff who experience stress.

### Information seminar

Information seminar will be offered in November 2014. See separate flyer for details.

### Trainers

We have a series of professionally qualified speakers trained by CABA on their stress management and well-being programme for Chartered Accountants with local adaptation to suit Hong Kong's environment and cases. Our passionate and experienced speakers/ trainers include:-

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

**Ms. Regine Yuen**, *BA (Hons), MSSc, Family and Marriage Therapy, Clinical Fellow, (AAMFT), Trainer*

**Mr. Alan Hong**, *FCCA, CWM™, MBA, BEcon, NLP Trainer, ABNLP*

### About the Hong Kong Institute of CPAs

The Hong Kong Institute of CPAs is the only body authorized by law to register and grant practising certificates to Certified Public Accountants in Hong Kong. The Institute has more than 36,000 members and over 17,000 registered students. Members of the Institute are entitled to the description Certified Public Accountant and to the designatory letters CPA.

The Institute works in the public interest and it has wide-ranging responsibilities, including assuring the quality of entry into the profession through its postgraduate CPA Qualification Programme and promulgating financial reporting, auditing and ethical standards in Hong Kong. The Institute has responsibility for regulating and promoting efficient accounting practices in Hong Kong to safeguard its leadership as an international financial centre.

### About CABA

Chartered Accountants' Benevolent Association (CABA) exists to support ICAEW Chartered Accountants and their families in times of need.

Every year we help hundreds of individuals around the world facing stress, debt, financial difficulties, and those needing career coaching because of unemployment.

We help these professionals and their dependants regain control of their lives by providing practical, emotional and financial support.

No matter what your circumstances or where you are in the world CABA can help you or point you in the right direction.

[www.caba.org.uk](http://www.caba.org.uk)

# Well-being and Stress Management in the Workplace (Interactive workshop) Re-run

## About the programme

- The impact of stress on professional accountants in Hong Kong.
- What is stress? Explore the differences between stress and pressure.
- Are you stressed?
- Signs and symptoms of stress and effects.
- The performance curve – the effect of stress on performance.
- Identifying burnout.
- Identifying individual causes of stress at work and at home.
- What can be done in the workplace to minimise the effects of stress?
- What can be done by individuals to minimise the effects of stress?
- Group work – identifying practical changes to help deal with stress.
- Building resilience to stress – a healthy body deals better with stress.
- Further sources of support.

| Programme code | Date                       | Time                   | Language  | Speaker <sup>^</sup> |
|----------------|----------------------------|------------------------|-----------|----------------------|
| W141018F       | Saturday, 18 October 2014  | 9:30 a.m. – 12:30 p.m. | English   | Ms. Regine Yuen      |
| W141122F       | Saturday, 22 November 2014 | 9:30 a.m. – 12:30 p.m. | Cantonese | Mr. Alan Hong        |
| W141213F       | Saturday, 13 December 2014 | 9:30 a.m. – 12:30 p.m. | Cantonese | Dr. Harry Wong       |

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|--------------------------|---|
| <b>Venue</b>             | Hong Kong Institute of CPAs<br>27/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.  |
| <b>Competency</b>        | Management, leadership and soft skills  |
| <b>Rating</b>            | General<br>(Please refer to the Institute’s online CPD Learning Resource Centre)  |
| <b>Participation fee</b> | Free of charge for HKICPA member or student and IA (Please <a href="#">click here</a> to enrol); and HKIAAT / ICAEW member or student (Please <a href="#">click here</a> to enrol); with a fee of HK\$750 <sup>#</sup> per participant. |
| <b>Target audience</b>   | Members who wish to learn about the causes and effects of their stress and how it may be managed, in order to enhance their well-being and performance.   |
| <b>CPD credit</b>        | 3 hours   |

<sup>#</sup> The fee will only be charged to credit card if the enrollees have not attended the event. Please see Note 7 in the enrolment form.

<sup>^</sup> Please note that the speakers / trainers are subject to change without prior notice.

Each member can only enrol once for the interactive workshop.

Important: This interactive workshop is designed to provide an opportunity for participants to learn about the causes and management of stress, and to share and discuss their stress and the causes in a group setting. The workshop is not designed for people currently experiencing acutely stressful situations who should seek independent advice from qualified health professionals.