



# 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 seminars will be offered in April and June 2011. 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**, *FCPA, MAcc, China 1st Certified NLP Master Coach Trainer*

**Ms. Regine Yuen**, *BA(Hons), MSc, Family and Marriage Therapy, Trainer*

**Mr. Alan Hong**, *FCPA, CWM™, MBA, BEcon*

### 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 30,000 members and 14,000 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

CABA (Chartered Accountants Benevolent Association) was set up in 1886 by Chartered Accountants to help members of the Institute of Chartered Accountants in England and Wales (ICAEW). As a world-class professional accountancy body, the ICAEW provides leadership and practical support to over 132,000 members in 165 countries, working with government, regulators and industry to maintain the highest standards. CABA can help members and their families in many ways, aiming to provide practical and emotional support as well as financial assistance. CABA is currently working towards expanding its services, supporting members around the world.



## **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>
W110419F	Tuesday, 19 April 2011	6:30 p.m. – 9:30 p.m.	Cantonese	Mr. Alan Hong
W110503F	Tuesday, 3 May 2011	6:30 p.m. – 9:30 p.m.	Cantonese	Ms. Regine Yuen
W110627F	Monday, 27 June 2011	6:30 p.m. – 9:30 p.m.	English	Dr. Harry Wong

<b>Venue</b>	Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
<b>Competency</b>	Values, Ethics and Attitudes
<b>Rating</b>	General (Please refer to the Institute's online <a href="#">CPD Learning Resource Centre</a> )
<b>Enrolment fee</b>	Free of charge for HKICPA member or student; and IA / HKIAAT's member or student; and ICAEW member or student; with a deposit of HK\$750 <sup>#</sup> per participant, refundable on completion of the workshop.
<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 deposit will only be refunded if the participant completes the event. Otherwise the deposit will be forfeited.

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

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.



## Well-being and Stress Management in the Workplace (Interactive Workshop)

- 19 April 2011 (W110419F)
- 3 May 2011 (W110503F)
- 27 June 2011 (W110627F)

**FOR OFFICE USE**

Seq. no.: \_\_\_\_\_  
Handle by: \_\_\_\_\_

HKICPA

Membership No. \_\_\_\_\_ Status: <sup>(1)</sup> \_\_\_\_\_

ICAEW

Membership No. \_\_\_\_\_

Are you a member of both HKICPA and ICAEW?  Yes (Please provide both membership numbers)  No

HKICPA members can confirm their CPD booking by logging on to "MyCPA" at <http://www.hkicpa.org.hk>

### Personal information

Name: (Mr./Mrs./Ms.) \_\_\_\_\_ Organisation: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Address: \_\_\_\_\_

Please indicate if you wish to register by Computerized Ticketing System (CTS) \*HKICPA members only: <sup>(2)</sup>  Yes  No

**Please  as appropriate.**

I am suffering stress from  workplace  family  financial  unemployed  
 others (please specify: \_\_\_\_\_) and would like to learn how to manage stress.

Enrolment will be on a first-come-first-served basis with priority given to those HKICPA/ ICAEW members who are experiencing stress and would like to learn how to manage it. The Institute's decision on the allocation of places is final.

**Please fill-in the following details for deposit payment.**

**Deposit:**  HK\$750 per HKICPA / IA / HKIAAT / ICAEW member (please refer to Enrolment fee Section in flyer for details)

**Payment by:**  Cheque no.: \_\_\_\_\_ (Bank: \_\_\_\_\_)

VISA Card  Master Card

For payment by credit card, please fill in the following: Card no.: \_\_\_\_\_

Cardholder's Name : \_\_\_\_\_ Card Expiry Date (month/year) : \_\_\_\_\_

Date : \_\_\_\_\_ Cardholder's Signature : \_\_\_\_\_

FOR OFFICE USE		
Auth. code no.	Handled by	Date

**Notes:**

1. Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **ICAEW** = ICAEW Student or Member, **NM** = Non-Member
2. Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. You will receive a confirmation receipt by email. Details of the system can be found at <http://www.hkicpa.org.hk/membership/cpd/ticket.php>.
3. Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. Please ensure all the particulars relating to DEPOSIT payment are presented, 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.
4. Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants".
5. Successful applicants will be confirmed 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 days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
6. NO 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.
7. The deposit is intended to discourage absence from the enrolled programme. The deposit will only be refunded if the participant completes the event. Otherwise the deposit will be forfeited.
8. 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.
9. The Institute reserves the right to change the venue, date or speaker of the event due to unforeseen circumstances.
10. 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.
11. In applying for places at this event, ICAEW members agree that the data they provide may be transferred by HKICPA to CABA in the UK for course administration and membership verification purposes and vice versa.
12. By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer.

**Payment & Enrolment Status Enquiry:** 2287 7381  
Email: [finance@hkicpa.org.hk](mailto:finance@hkicpa.org.hk)

**Event Information Enquiry:** 2287 7386  
Email: [cpd@hkicpa.org.hk](mailto:cpd@hkicpa.org.hk)