



CPD Workshops – Business Management Skills Series (August to October 2011)

Hong Kong Institute of CPAs presents this business management skills series between August 2011 and October 2011. To become a successful professional accountant, auditor, finance manager or consultant, apart from possessing strong accounting knowledge, it is vital that you possess excellent skills in communication, questioning, details exploration, negotiation, bargaining and leadership skills, and understand how these skills can be applied effectively in your daily work. This series of workshops is designed to equip participants with the essential skills to become more effective and successful accounting professionals.

Date / Programme code	Time	Topic
Saturday, 27 August 2011 (W110827S)	9:30 a.m. – 12:30 p.m.	Effective Negotiation and Bargaining Skills for Finance and Accounting Professionals
Wednesday, 7 September 2011 (W110907S)	6:30 p.m. – 9:30 p.m.	Effective Communication, Questioning and Details Exploration Skills for Finance and Accounting Professionals
Monday, 10 October 2011 (W111010S)	6:30 p.m. – 9:30 p.m.	Effective Leadership Skills for Finance and Accounting Professionals

Venue	Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
Language	English
Fee (for each session)	HK\$750 for HKICPA member or student; and IAA/HKIAAT's member or student HK\$1,500 for non-member
Participants	Accountants, auditors, tax consultants, management consultants, finance consultants, and any accounting professionals who are interested to capture more business opportunities
Competency	Leadership and Business Strategy; Personal and Interpersonal Skills
Rating	Advanced Level (Please refer to the Institute's online CPD Learning Resource Centre)
CPD hours (for each session)	3
Speaker	Mr. Charles Lam , Managing Director, CLLC Training Centre Limited



About the speaker

Mr. Charles Lam is a seasoned executive in banking, financial services, information technology and dispute resolution. He has over 20 years of experience working as CEO, COO, CIO and sales director at several major multi-national financial institutions and corporations. Some of the financial institutions that Charles had worked for include ABN AMRO, Credit Suisse First Boston, HSBC and National Australia Bank. Charles possesses strong banking, information technology, financial services and wealth management industry knowledge and understands the market, risks, product and consumers well. Through practical experience in

managing various functions, stakeholders and clients, he had accumulated extensive experiences in team management, business development, providing consulting, negotiating and helping clients and institutions to manage disputes and conflicts. Charles had many successful track records in helping multi-national financial institutions build and expand their presence and business around the globe, especially in the Asia Pacific and China Region. Through the career, Charles had executed more than 100 negotiation deals/transactions, and was one of the key members involved in several company acquisitions.

About the programme

W110827S - Effective Negotiation and Bargaining Skills for Finance and Accounting Professionals

Negotiation and bargaining are important components of our daily life; we negotiate and bargain with our clients, counterparts and co-workers every day. With strong negotiation and bargaining skills, not only it makes our life and work more effective and productive, more importantly, they can help preserve or even improve our relationship and harmony with other people both in personal life and workplace.

Objectives:

- Understand framework and strategy for effective negotiation and bargaining and how they would bring positive impact to your daily work
- Acquire the skills, techniques and tips on how to negotiate and bargain effectively
- Practise negotiation and bargaining skills in the real-life simulated role-plays and obtain instant feedback from trainer.

W110907S - Effective Communication, Questioning and Details Exploration Skills for Finance and Accounting Professionals

Communicating, questioning and details explorations are everyday activities of many people. With the rising of the China economy and other global business opportunities, those professionals who have sharpened such skills would make significant difference from the others. Further, for those finance and accounting professionals who are required to perform auditing roles, these skills would help to make their auditing roles/exercises more effective and efficient.

Objectives:

- Gain concepts and strategy on effective communication, questioning and details exploration and how they would apply and bring positive impact to your daily life/work
- Acquire the skills, techniques and tips on how to effectively communicate, question and explore needs and details in your daily work
- Practise communication, questioning and details exploration skills and techniques in real-life simulated role-plays and obtain instant feedback from trainer.

W111010S - Effective Leadership Skills for Finance and Accounting Professionals

Some people said leadership is "in-born" calibre, this means only those with the "in-born" capability would be easier to become leaders. In fact, leadership skills can be trained as long as there is a suitable programme and with the person willing to learn.

Leadership skill is important to the success of many professionals, including finance and accounting professionals. To become an effective leader, it requires various skills, including communication, people management and workplace conflict management.

Objectives:

- Understand attributes of an effective leader
- Understand different leadership styles and how they make difference/impact to life and workplace
- Acquire concepts and essentials skills in communication, people management and workplace conflict management
- Participate in real-life simulated case studies and role-plays by using skills and techniques covered in the workshop



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

CPD ENROLMENT FORM (For Support Programme)

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
 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	CT System ⁽²⁾	Programme Code	Fee (HK\$)
	No.	Status ⁽¹⁾					
1							
2							
3							
4							
5							
Total (HK\$)							

I am unemployed and 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)

<input type="checkbox"/> Cheque (payable to "Hong Kong Institute of Certified Public Accountants")	
Cheque No.:	Bank:
<input type="checkbox"/> Visa / Master Credit Card	Card Number :
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :
Date :	Cardholder's Signature :
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Auth. Code No.	Handled by
	Date

- 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.
 - Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. Instead of a ticket you will receive a confirmation receipt by post. Details of the system can be found at <http://www.hkicpa.org.hk/membership/cpd/ticket.php>.
 - All applications are on a first-come-first-served basis.
 - Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. 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.
 - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
 - Successful applicants will receive admission ticket or confirmation notice (for those who opt for Computerised Ticketing System) 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.
 - NO REFUND/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.
 - 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 or speaker of the event due to unforeseen circumstances.
 - 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. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally.

Please fill in the following label CLEARLY for mailing of admission ticket:

Name :	Name :
Company :	Company :
Address :	Address :