

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 May 2013. 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), MSc, Family and Marriage Therapy, Trainer*

Mr. Alan Hong, *FCCA, 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

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

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 [^]
W130420F	Saturday, 20 April 2013	9:30 a.m. – 12:30 p.m.	Cantonese	Dr. Harry Wong
W130427F	Saturday, 27 April 2013	9:30 a.m. – 12:30 p.m.	English	Dr. Harry Wong
W130511F	Saturday, 11 May 2013	9:30 a.m. – 12:30 p.m.	Cantonese	Mr. Alan Hong
W130525F	Saturday, 25 May 2013	9:30 a.m. – 12:30 p.m.	Cantonese	Mr. Alan Hong
W130601F	Saturday, 1 June 2013	9:30 a.m. – 12:30 p.m.	English	Ms. Regine Yuen
W130615F	Saturday, 15 June 2013	9:30 a.m. – 12:30 p.m.	Cantonese	Ms. Regine Yuen

Venue	Hong Kong Institute of CPAs 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
Competency	Management, leadership and soft skills
Rating	General (Please refer to the Institute's online CPD Learning Resource Centre)
Enrolment fee	Free of charge for HKICPA member or student; and IA / HKIAAT member or student; and ICAEW member or student; with a deposit of HK\$750 [#] per participant.
Target audience	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.
CPD credit	3 hours

[#] The deposit will only be charged to credit card if the enrollees do not attend the event. Please see Note 6 in the enrolment form.

[^] 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.



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FOR OFFICE USE

Seq. no.: _____
 Handle by: _____

HKICPA

Membership No. _____ Status: ⁽¹⁾ _____

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 "My CPA" at <http://www.hkicpa.org.hk>

Personal information

Name: _____ (Mr./Mrs./Ms.) Organisation: _____

Position held: _____ Email address ^{*(2)}: _____
 (Block Letters)

Telephone no.: _____ Fax no.: _____

Address: _____

* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.

Each member can only enrol once for the interactive workshop.

Please fill-in the following details for payment.											
Deposit:		<input type="checkbox"/> HK\$750 per HKICPA / IA / HKIAAT / ICAEW member (The deposit will only be processed in case of no show. Please refer to Note 7.)									
Payment by:		<input type="checkbox"/> VISA / MasterCard				<input type="checkbox"/> BOC HKICPA UnionPay card					
Card Number:								Card Expiry Date (MM/YY):			
Cardholder's Name (block letters):						Cardholder's Signature:				Date:	
If you require a receipt, please put a "✓" indicate your choice of delivery:											
<input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)											
Name :						Name :					
Address :						Address :					

Notes:

- 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
- Successful applicants will receive confirmation of registration 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 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
- NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
- 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.
- Application by fax will ONLY be accepted when payment is made by credit card. Please ensure all the particulars relating to 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.
- 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.
- The deposit is intended to discourage absence from the enrolled programme. The deposit paid by credit card will be processed only if the successful enrollee has not attended the programme.
- 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, speaker or to cancel the event due to unforeseen circumstances.
- Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. Data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed about the HKICPA/CABA joint programme for well-being and stress management. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and student member you may opt out from receiving such materials at any time by login the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer.
- 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.
- By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer.
- No unauthorized audio or video recording is allowed at CPD events.

Payment & Enrolment Status Enquiry: 2287 7381
 Email: finance@hkicpa.org.hk

Event Information Enquiry: 2287 7386 / 2287 7253
 Email: cpd@hkicpa.org.hk