



## CPD Seminars – Business Management Skills Series (October to December 2011)

Hong Kong Institute of CPAs presents this business management skills series between October 2011 and December 2011. US President Gerald Ford once said, "If I went back to college again, I'd concentrate on two areas: Learning to write and to speak before an audience. Nothing in life is more important than the ability to communicate effectively."

In order to sustain our compatibility in the accounting profession, apart from learning technical knowledge, what else do you think you will need? This business management skills series focuses on one key theme: Making what you say matter and get people to really get to know WHO you are and WHAT you can do for them!

To be successful, you have to learn how better to communicate with others, no matter whether they are your clients, your boss, your subordinates/colleagues and also your family and friends! Join the series and let's work on refining our communication together!

Date/Programme code	Time	Topic	Venue
31 October 2011 (S111031S)	6:30 p.m. – 9:30 p.m.	Assertiveness Made Easy from Inside Out (re-run)	HKICPA Training Centre
14 November 2011 (S111114S)	6:30 p.m. – 9:30 p.m.	Making Your Networking Skills Work for Career Development (re-run)	HKICPA Training Centre
23 November 2011 (S111123S)	6:30 p.m. – 9:30 p.m.	Your Presentation Made Easy (re-run)	HKICPA Training Centre
3 December 2011 (S111203S)	9:30 a.m. – 12:30 p.m.	The Art of Communication for Connection	KPMG Training Centre

- Venue** Hong Kong Institute of CPAs Training Centre,  
27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.  
KPMG Training Centre,  
28/F, Oxford House, Tai Koo Place, 979 King's Road, Quarry Bay, Hong Kong.
- Language** English
- Fee** HK\$430 for HKICPA member or student; and IA/ HKIAAT's member or student,  
(for each session) HK\$420 for online enrolment, HK\$700 for non-member
- Competency** Leadership and Business Strategy; Personal and Interpersonal Skills;  
Values, Ethics and Attitudes
- Rating** Intermediate Level  
(Please refer to the Institute's online CPD Learning Resource Centre)
- CPD hours** 3 (for each session)
- Speaker**

**Dr. Harry Wong**, FCPA, MAcc, China 1st Certified NLP Coach Trainer at Master Level  
 Dr. Wong is a passionate and seasoned business consultant and trainer with extensive global business and people management experience gained in KPMG (Canada), PricewaterhouseCoopers (Hong Kong) and his current consulting venture in the past 20 years. Dr. Wong is a certified trainer, happiness consultant and a success coach trained in the US, UK, Australia and Hong Kong with state of the art techniques on communication for connection, positivity and self-empowerment.

Over 18,500 business students and professionals, managers and executives have benefited and been inspired through Dr. Wong's passion and his interactive training style that best helped them capture and appreciate the essence of the learning experience. Dr. Wong has been 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.



## About the programme

### S111031S - Assertiveness Made Easy from Inside Out (re-run)

Assertiveness is the ability to express yourself and your rights without violating the rights of others. Acting assertively will allow you to feel self-confident and will generally gain you the respect of your peers and friends. More importantly, while we may have limited choices in the people we interact with, learning how to appreciate them and to bring out the best in them at their worst will help turn conflicts into collaboration.

#### Objectives

- Understand why and how conflict and disagreement arises
- Identify typical unwanted behaviors and the rationale behind them
- Have the right mindset to deal with unpleasant people
- Know how to assert yourself to express your view with others to get positive results

#### Participants

Individuals who would like to develop their assertiveness and appreciation abilities in working with both internal (i.e. bosses, subordinates, colleagues) and external (e.g. licensees) parties

### S11114S - Making Your Networking Skills Work for Career Development (re-run)

Networking skills are an essential skill required of professionals nowadays in progressing in their chosen career path. Networking helps you proactively connect yourself with other people and expand your social circle for job and business opportunities. This seminar focuses on exploring your need to network and developing different approaches to sharpen your networking mindset and ability.

#### Objectives

- Understand the barriers for effective networking
- Motivate yourself to start networking and make networking a priority for your career development
- Know how and where to connect yourself to people who are an asset to your career
- Present yourself as a proactive, committed and interesting person in meeting and working with people
- Build long-lasting and mutually beneficial relationships for exchanging information

#### Participants

Business managers and professionals who would like to open their door to more business and career opportunities

### S11123S - Your Presentation Made Easy (re-run)

Nowadays, the ability to communicate and present effectively is an important skill that enables you to create the future you want. Just imagine how your life will be if you can clearly present your ideas and thoughts to your audiences, whether in a big group or 1-to-1. Take this chance to present your ideas with impact!

#### Objectives

- Understand the importance of taking charge of your presentation and be confident
- Know the keys of making an effective presentation
- Understand the needs of your audiences
- Know how to handle audiences' questions or objections

#### Participants

Business managers and professionals seeking performance and communication enhancement

### S111203S - The Art of Communication for Connection

The ability to communication is now becoming a pre-requisite for your success in business and management advancement. Literally, everyone can talk and communicate but only few can connect! To connect it is about joining other people, getting to know them, relating to them in a way that ultimately increases your influence with them. Imagine the contrast between the US presidents Bill Clinton and George W. Bush as leaders and their ability to connect with others. The secret of communication for connection is unleashed in this seminar!

#### Objectives

- Appreciate why we should connect with others
- Understand better who you are as a communicator vs. a connector
- Learn tips about connection from successful leaders
- Have the right mindset to connect and let go of feeling shy in connecting with others

#### Participants

Individuals who care to connect with people and make what they say really matters to others at work and in person



**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

**Please click here for online enrolment  
 (for HKICPA members only)**

Payment & Enrolment Status Enquiry: 2287 7381  
 e-mail: [finance@hkicpa.org.hk](mailto:finance@hkicpa.org.hk)  
 Fax : 2893 9853

Course Information Enquiry: 2287 7386  
 e-mail: [cpd@hkicpa.org.hk](mailto: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 <sup>(2)</sup>	Programme Code	Fee (HK\$)
	No.	Status <sup>(1)</sup>					
1							
2							
3							
4							
5							
<b>Total (HK\$)</b>							

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 :
<b>FOR OFFICE USE</b>	
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, speaker or to cancel 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 :