



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

The Hong Kong Institute of CPAs and CABA (the benevolent association for members of the ICAEW) proudly present this series of information seminars and interactive workshops between November 2009 and January 2010.

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

A series of information seminars will be offered between November and December 2009.

Speakers' / Trainers' profiles

Dr. Harry Wong, *FCPA, MAcc, Certified NLP* Master Coach & Trainer*

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 18 years. Dr. Wong is a certified trainer and a success coach trained in the US, Australia and Hong Kong with state of the art techniques on communication enhancement and self-empowerment. Over 13,500 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.

Additional trainers

To be advised.

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 28,000 members and 13,000 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)

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 |
|----------------|----------------------------|------------------------|-----------|----------------|
| W091116F | Monday, 16 November 2009 | 9:30 a.m. – 12:30 p.m. | English | Dr. Harry Wong |
| W091116AF | Monday, 16 November 2009 | 2:30 p.m. – 5:30 p.m. | Cantonese | Dr. Harry Wong |
| W091130F | Monday, 30 November 2009 | 6:30 p.m. – 9:30 p.m. | Cantonese | To be advised |
| W091212F | Saturday, 12 December 2009 | 9:30 a.m. – 12:30 p.m. | English | To be advised |
| W091212AF | Saturday, 12 December 2009 | 2:30 p.m. – 5:30 p.m. | Cantonese | To be advised |
| W091215F | Tuesday, 15 December 2009 | 6:30 p.m. – 9:30 p.m. | Cantonese | To be advised |
| W100106F | Wednesday, 6 January 2010 | 6:30 p.m. – 9:30 p.m. | Cantonese | To be advised |
| W100115F | Friday, 15 January 2010 | 6:30 p.m. – 9:30 p.m. | Cantonese | To be advised |

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|------------------------|---|
| Venue | Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong |
| Competency | Values, Ethics and Attitudes* |
| Rating | General* - CPD activities of extra-curricular knowledge, i.e. non-technical/ non-soft skills. |
| Enrolment fee | Free of charge for HKICPA member or student; and IA/HKIAAT's member or student; and ICAEW member or student |
| 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 hour |

* Please refer here for descriptions of other competencies and ratings.

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)

- 16 November 2009, 9:30 a.m. – 12:30 p.m. (W091116F) **Full**
- 16 November 2009, 2:30 p.m. – 5:30 p.m. (W091116AF) **Full**
- 30 November 2009, 6:30 p.m. – 9:30 p.m. (W091130F) **Full**
- 12 December 2009, 9:30 a.m. – 12:30 p.m. (W091212F)
- 12 December 2009, 2:30 p.m. – 5:30 p.m. (W091212AF)
- 15 December 2009, 6:30 p.m. – 9:30 p.m. (W091215F)
- 6 January 2010, 6:30 p.m. – 9:30 p.m. (W100106F)
- 15 January 2010, 6:30 p.m. – 9:30 p.m. (W100115F)

FOR OFFICE USE

Seq. no.: _____
 Handle by: _____

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

HKICPA Membership No. _____ Status: ⁽¹⁾ _____ ICAEW Membership No. _____

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

Personal information

Name: (Mr./Mrs./Ms.) _____ Organisation: _____
 Position held: _____ Email: _____
 Telephone no.: _____ Fax no.: _____

Please indicate if you wish to register by Computerized Ticketing System (CTS) *HKICPA members only: ⁽²⁾ 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.

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. 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>.
3. 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.
4. If you are unable to attend the enrolled programme, please notify the Institute in writing as soon as possible so that places can be re-allocated to others.
5. 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.
6. The Institute reserves the right to change the venue, date or speaker of the event due to unforeseen circumstances.
7. 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.
8. 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.
9. By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer.

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

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|-----------|-----------|
| Name : | Name : |
| Company : | Company : |
| Address : | Address : |
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| | |

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

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