

New

## HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

List of available e-Manager courses (Verifiable CPD Learning Activity)

Fees for e-Manager courses

: HK\$145 per course HK\$420 for a bundle of 3 courses

The following courses are developed by a US-based company, SkillSoft Corporation, in collaboration with the Institute of Professional Education and Knowledge (PEAK), a government subvented organization, with the main purpose to enhance managerial effectiv

No.	Course Code	Course Title	CPD Hours
BUS	NESS STRATE	GY and OPERATIONS	
Busir	ness Law		
Funda	amentals of Busine	ess Law	
1	LAW0103	Employment and Labor Law*	3.5
2	LAW0105	Intellectual Property and Proprietary Rights*	4
3	LAW0106	Lawsuits and Negotiations*	2.5
Opera	ations Curriculun	n	
Six Si	gma Foundations		
4	OPER0131	Six Sigma Introduction*	3.5
Six Si	gma Team Implem	entation	
5	OPER0141	Six Sigma: Reducing Variation to Improve Quality*	4
6	OPER0142	Six Sigma: Listening to the Voice of the Customer*	5.5
7	OPER0143	Six Sigma DMAIC: Defining the Problem*	4
8	OPER0144	Six Sigma DMAIC: Measuring the Process*	5
9	OPER0145	Six Sigma DMAIC: Analyzing the Data*	5.5
10	OPER0146	Six Sigma DMAIC: Analyzing the Process*	3
11	OPER0147	Six Sigma DMAIC: Improving the Process*	4.5
12	OPER0148	Six Sigma DMAIC: Controlling the Improved Process*	4
ISO 9	000:2000 Overview		
13	OPER0406	Continual Quality Improvement*	4
14	OPER0407	Steps for Successful ISO Registration*	3
Supply Chain Management			
15	OPER0502	Supply Chain Management Strategies*	5.5
16	OPER0503	Supply Chain Planning and Inventory Management*	5
17	OPER0504	Supply Chain Management and e-Business*	4
18	OPER0505	Supply Chain Transportation and Facility Design*	4.5

No.	Course Code	Course Title	CPD Hours
Stra	tegic Planning Cu	ırriculum	
The	Fundamentals of G	lobalization	
19	STGY0352	Globalization and Your Company	4
Marl	keting Curriculum		
Strat	egic Marketing in A	Action	
20	MKT0208	Financial Analysis for Successful Marketing*	4.5
Strat	egic Brand Manage	ement	
21	MKT0215	Evaluating Brand Effectiveness	6
22	MKT0216	Managing and Maintaining Brand Equity*	4.5
Onlii	ne Branding Strateg	ay	
23	MKT0223	Strategies for Building an Online Brand	7
<b>FIN</b>	ANCE, HUMAN F	RESOURCES and ADMINISTRATION	
Fina	nce & Accounting	g Curriculum	
Prac	tical Budgeting Ski	ills for Business	
24	FIN0161	Creating and Analyzing an Operating Budget*	3.5
25	FIN0162	The Ins and Outs of Capital Budgeting*	3.5
26	FIN0163	Effective Budget Management*	3
Adva	anced Business Fin	hance	
27	FIN0212	Investment Project Analysis and Selection*	2
28	FIN0213	Raising Capital and Financing Decisions*	3
29	FIN0214	Managing Working Capital*	4
30	FIN0215	Corporate Restructuring*	2.5
31	FIN0216	Financial Risk Management*	1.5
32	FIN0217	International Finance*	2
Acco	ounting 102		
33	FIN0224	Master Budgets*	4
Mana	agerial Accounting		
34	FIN0242	Managerial Decisions and Capital Budgeting*	5
Usin	g Financial Statem	ents (co-Developed with Wharton)	
35	FIN0255	Analyzing Cash Flow*	4.5
36	FIN0258	Analyzing an Annual Report*	4.5
Knowledge Management			
The .	21st Century Learn	ing Curve	
37	KNOW0111	Knowledge as Strategy: Performance Improvement*	3
Hum	an Resources Cu	ırriculum	
Recruiting & Retention Strategies for the Tight Labor Market			
38	HR0222	Recruiting for the 21st Century: Strategies*	4
39	HR0226	Retention*	3

No.	Course Code	Course Title	CPD Hours
MAN	AGEMENT and	LEADERSHIP	
	agement Curricu		
Adva	nced Managemen	nt Skills	
40	NGMT0001	Managing in a Global Business Environment*	3
41	NGMT0002	Managing Cross-Functions*	3
42	NGMT0003	Managing For High Performance*	4
43	NGMT0004	Managing Managers*	3.5
44	NGMT0005	Managing Upward Relationships*	3
Movi	ng into Manageme	ent	
45	NGMT0006	Taking on a Management Role*	3.5
46	NGMT0007	Becoming a Manager: Responsibilities and Fears*	3.5
47	NGMT0008	Becoming a Manager: Leading and Communicating*	4
48	NGMT0009	A New Manager and the Company's Future*	3.5
Usin	g Change Process	to Support Employees	
49	NGMT0010	Managing the Change Process*	3
Esse	ntial Skills for Tor	norrow's Managers	
50	MGMT0111	Competencies for Tomorrow's Managers*	5.5
Movi	ng from Technica	I Professional to Management	
51	MGMT0124	Leadership Development for Technical Professionals*	3
The a	Successful Facilita	ator	
52	MGMT0273	Facilitating Work Groups and Meetings*	5
Coad	h with Confidence	e	
53	MGMT0281	Coaching for Business	4
Mana	aging Technical Pi	rofessionals	
54	MGMT0292	Attracting, Motivating, and Retaining Technical Professionals*	3.5
Mana	aging Contractors	and Temporary Employees	
55	MGMT0701	Doing Business with Independent Contractors*	4.5
Leadership Curriculum			
Going from Management to Leadership			
56	LEAD0141	The Mark of a Leader*	4.5
Business Execution			
57	LEAD0151	Foundations for Business Execution	7
58	LEAD0152	Creating a Business Execution Culture	8

50  COMM0003  Communication Skills for the Workplace  4.5    61  COMM0005  Communication Skills for Leadership  5.5    Business Writing Essentials	No.	Course Code	Course Title	CPD Hours
Communication Curriculum      Interpersonal Communication Skills for Business        59      COMM0002      The Mechanics of Effective Communication*      5.        60      COMM0003      Communication Skills for Leadership      5.5        61      COMM0005      Communication Skills for Leadership      5.5        62      COMM0011      Writing swith Intention      4        63      COMM0012      Avoiding Grammatical Errors in Business Writing      4.5        64      COMM0013      Avoiding Grammatical Errors in Business Writing      4.5        65      COMM0017      The Writing Process      5        International Communications      3.5      Business Etiquette and Professionalism        66      COMM0012      The Art of Global Communication*      3.5        Business Etiquette and Professionalism      3      3        67      COMM0301      Presenting to Succeed      4.5        68      COMM031      Presenting to Succeed      4.5        Delivering Successful Presentations      6      6        70      COMM0324      Handling Conflict with Others      6        71      CoMM0522	PRO	FESSIONAL EFI	FECTIVENESS	
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74NGCM0002Presenting Your Case*2.5Personal Development CurriculumCreativity and Innovation in the Workplace75PD0032Generating Creative and Innovative Ideas3.576PD0033Evaluating Creative and Innovative Ideas*3.577PD0034Implementing Creative and Innovative Ideas*5Working More Effectively - Taking Control of Your Time*578PD0152Techniques for Better Time Management579PD0153Developing Good Time Management Habits*4.5Ethics in Business80PD0171Ethical Decision Making*3.581PD0172Managerial Business Ethics2.582PD0173Organizational Ethics*3.5	How	to Write an Effectiv	e Internal Business Case	
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Creativity and Innovation in the Workplace75PD0032Generating Creative and Innovative Ideas3.576PD0033Evaluating Creative and Innovative Ideas*3.577PD0034Implementing Creative and Innovative Ideas*5Working More Effectively - Taking Control of Your Time*78PD0152Techniques for Better Time Management579PD0153Developing Good Time Management Habits*4.5Ethics in Business80PD0171Ethical Decision Making*3.581PD0172Managerial Business Ethics2.582PD0173Organizational Ethics*3.5	74	NGCM0002	Presenting Your Case*	2.5
75PD0032Generating Creative and Innovative Ideas3.576PD0033Evaluating Creative and Innovative Ideas*3.577PD0034Implementing Creative and Innovative Ideas*5Working More Effectively - Taking Control of Your Time*78PD0152Techniques for Better Time Management579PD0153Developing Good Time Management Habits*4.5Ethics in Business80PD0171Ethical Decision Making*3.581PD0172Managerial Business Ethics2.582PD0173Organizational Ethics*3.5	Pers	onal Developmen	t Curriculum	
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82  PD0173  Organizational Ethics*  3.5	80	PD0171	Ethical Decision Making*	3.5
	81	PD0172	Managerial Business Ethics	2.5
3 PD0174 Corporate Social Responsibility* 3	82	PD0173	Organizational Ethics*	3.5
	83	PD0174	Corporate Social Responsibility*	3

No.	Course Code	Course Title	CPD Hours
Work	ing without a Net -	The Business of Risk	
84	PD0242	Approaches to Risk Management*	2
85	PD0243	Decisions and Risk*	2
86	PD0244	Strategic Planning and Risk Management	2.5
87	PD0245	Risk Strategies: The Cutting Edge*	2.5
PRO	JECT EFFECTIV	/ENESS	
Proje	ect Management (	Curriculum	
Proje	ct Management for	Non-Project Managers	
88	NGPR0001	Managing a Project*	2.5
Proje	ct Integration Mana	agement (PMBOK® Guide - Third Edition-aligned)	
89	PROJ0521	Initiating a Project and Preparing the Project Plan*	2.5
Strate	egic Project Manag	ement for IT Projects	
90	PROJ0362	Strategic Approaches to Managing IT Projects*	5
Busi	ness Analysis		
Certi	fied Business Anal	ysis Professional (CBAP)	
91	NGCN0001	Enterprise Analysis and Making a Business Case*	2.5
92	NGCN0002	Requirements Planning and Management*	2.5
93	NGCN0003	Analyzing Requirements Using Models*	3
94	NGCN0004	Communicating and Implementing Requirements*	3
SAL	ES and CUSTON	MER FACING SKILLS	
Cust	omer Service Cur	riculum	
How	to Excel at Custom	er Service	
95	CUST0104	Advancing Your Service Expertise*	4.5
Consulting Skills			
Cons	ulting with the Exte	ernal Client	
96	CONS0111	Essentials of External Consulting	5
97	CONS0113	Diagnosing and Planning*	4
98	CONS0115	Evaluation and Review*	4
Consulting with the Internal Client			
99	CONS0123	Establishing a Relationship with Internal Clients*	4
		he Technical Professional	
100	CONS0133	Using Data as a Technical Professional Consultant*	4

\* New course introduced in November 2008