

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 effectiveness.

No.	Course Code	Course Title	CPD Hours
<u>BUSINESS STRATEGY and OPERATIONS</u>			
Business Law			
<i>Fundamentals of Business Law</i>			
1	LAW0103	Employment and Labor Law*	3.5
2	LAW0105	Intellectual Property and Proprietary Rights*	4
3	LAW0106	Lawsuits and Negotiations*	2.5
Operations Curriculum			
<i>Six Sigma Foundations</i>			
4	OPER0131	Six Sigma Introduction*	3.5
<i>Six Sigma Team Implementation</i>			
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
<i>ISO 9000:2000 Overview</i>			
13	OPER0406	Continual Quality Improvement*	4
14	OPER0407	Steps for Successful ISO Registration*	3
<i>Supply Chain Management</i>			
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
Strategic Planning Curriculum			
<i>The Fundamentals of Globalization</i>			
19	STGY0352	Globalization and Your Company	4
Marketing Curriculum			
<i>Strategic Marketing in Action</i>			
20	MKT0208	Financial Analysis for Successful Marketing*	4.5
<i>Strategic Brand Management</i>			
21	MKT0215	Evaluating Brand Effectiveness	6
22	MKT0216	Managing and Maintaining Brand Equity*	4.5
<i>Online Branding Strategy</i>			
23	MKT0223	Strategies for Building an Online Brand	7
<u>FINANCE, HUMAN RESOURCES and ADMINISTRATION</u>			
Finance & Accounting Curriculum			
<i>Practical Budgeting Skills for Business</i>			
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
<i>Advanced Business Finance</i>			
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
<i>Accounting 102</i>			
33	FIN0224	Master Budgets*	4
<i>Managerial Accounting</i>			
34	FIN0242	Managerial Decisions and Capital Budgeting*	5
<i>Using Financial Statements (co-Developed with Wharton)</i>			
35	FIN0255	Analyzing Cash Flow*	4.5
36	FIN0258	Analyzing an Annual Report*	4.5
Knowledge Management			
<i>The 21st Century Learning Curve</i>			
37	KNOW0111	Knowledge as Strategy: Performance Improvement*	3
Human Resources Curriculum			
<i>Recruiting & Retention Strategies for the Tight Labor Market</i>			
38	HR0222	Recruiting for the 21st Century: Strategies*	4
39	HR0226	Retention*	3

No.	Course Code	Course Title	CPD Hours
MANAGEMENT and LEADERSHIP			
Management Curriculum			
<i>Advanced Management Skills</i>			
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
<i>Moving into Management</i>			
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
<i>Using Change Process to Support Employees</i>			
49	NGMT0010	Managing the Change Process*	3
<i>Essential Skills for Tomorrow's Managers</i>			
50	MGMT0111	Competencies for Tomorrow's Managers*	5.5
<i>Moving from Technical Professional to Management</i>			
51	MGMT0124	Leadership Development for Technical Professionals*	3
<i>The Successful Facilitator</i>			
52	MGMT0273	Facilitating Work Groups and Meetings*	5
<i>Coach with Confidence</i>			
53	MGMT0281	Coaching for Business	4
<i>Managing Technical Professionals</i>			
54	MGMT0292	Attracting, Motivating, and Retaining Technical Professionals*	3.5
<i>Managing Contractors and Temporary Employees</i>			
55	MGMT0701	Doing Business with Independent Contractors*	4.5
Leadership Curriculum			
<i>Going from Management to Leadership</i>			
56	LEAD0141	The Mark of a Leader*	4.5
<i>Business Execution</i>			
57	LEAD0151	Foundations for Business Execution	7
58	LEAD0152	Creating a Business Execution Culture	8

No.	Course Code	Course Title	CPD Hours
PROFESSIONAL EFFECTIVENESS			
Communication Curriculum			
<i>Interpersonal Communication Skills for Business</i>			
59	COMM0002	The Mechanics of Effective Communication*	5
60	COMM0003	Communication Skills for the Workplace	4.5
61	COMM0005	Communication Skills for Leadership	5.5
<i>Business Writing Essentials</i>			
62	COMM0011	Writing with Intention	4
63	COMM0012	Avoiding Errors in Usage and Punctuation	4.5
64	COMM0013	Avoiding Grammatical Errors in Business Writing	4.5
65	COMM0017	The Writing Process	5
<i>International Communications</i>			
66	COMM0022	The Art of Global Communication*	3.5
<i>Business Etiquette and Professionalism</i>			
67	COMM0181	Everyday Business Etiquette	3
<i>Delivering Successful Presentations</i>			
68	COMM0301	Presenting to Succeed	4.5
<i>Dealing with Conflict in the Workplace</i>			
69	COMM0342	Handling Conflict with Others	6
70	COMM0343	Managing Conflict in the Organization	6
<i>Effective Use of Feedback for Business</i>			
71	COMM0522	Coping with Criticism and Feedback*	5
<i>Anger Management in The Workplace</i>			
72	COMM0702	Managing Your Anger*	5.5
<i>How to Write an Effective Internal Business Case</i>			
73	NGCM0001	Writing a Business Case*	2.5
74	NGCM0002	Presenting Your Case*	2.5
Personal Development Curriculum			
<i>Creativity and Innovation in the Workplace</i>			
75	PD0032	Generating Creative and Innovative Ideas	3.5
76	PD0033	Evaluating Creative and Innovative Ideas*	3.5
77	PD0034	Implementing Creative and Innovative Ideas*	5
<i>Working More Effectively - Taking Control of Your Time*</i>			
78	PD0152	Techniques for Better Time Management	5
79	PD0153	Developing Good Time Management Habits*	4.5
<i>Ethics in Business</i>			
80	PD0171	Ethical Decision Making*	3.5
81	PD0172	Managerial Business Ethics	2.5
82	PD0173	Organizational Ethics*	3.5
83	PD0174	Corporate Social Responsibility*	3

No.	Course Code	Course Title	CPD Hours
<i>Working without a Net - The Business of Risk</i>			
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
<u>PROJECT EFFECTIVENESS</u>			
Project Management Curriculum			
<i>Project Management for Non-Project Managers</i>			
88	NGPR0001	Managing a Project*	2.5
<i>Project Integration Management (PMBOK® Guide - Third Edition-aligned)</i>			
89	PROJ0521	Initiating a Project and Preparing the Project Plan*	2.5
<i>Strategic Project Management for IT Projects</i>			
90	PROJ0362	Strategic Approaches to Managing IT Projects*	5
Business Analysis			
<i>Certified Business Analysis Professional (CBAP)</i>			
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
<u>SALES and CUSTOMER FACING SKILLS</u>			
Customer Service Curriculum			
<i>How to Excel at Customer Service</i>			
95	CUST0104	Advancing Your Service Expertise*	4.5
Consulting Skills			
<i>Consulting with the External Client</i>			
96	CONS0111	Essentials of External Consulting	5
97	CONS0113	Diagnosing and Planning*	4
98	CONS0115	Evaluation and Review*	4
<i>Consulting with the Internal Client</i>			
99	CONS0123	Establishing a Relationship with Internal Clients*	4
<i>Internal Consulting for the Technical Professional</i>			
100	CONS0133	Using Data as a Technical Professional Consultant*	4

* New course introduced in November 2008