

## **Presenting with High Impact**

Programme Code: W120929S

The ability to communicate and present precisely may be the most important skill professional accountants and business managers need. The need for you to establish and maintain trust with seamless communication and harmonious relationship becomes essential and critical, for achieving success both *internally* within your company and *externally* with your clients and other stakeholders at work.

This workshop enables you to make your next presentation with high impact at work. This is done through giving you tailored tips in structuring and presenting your materials as professional accountants and business managers. A small class size allows feedback to be given to all participants for personal improvement.

Date	Saturday, 29 September 2012							
Time	9:00 a.m. – 5:00 p.m.							
Venue	Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.							
Format	Workshop							
Language	English							
Fee	HK\$1,700 for HKICPA member or student; and IA/ HKIAAT member or student HK\$2,000 for non-member							
Objectives	<ul> <li>Appreciate the importance of gaining good understanding of your audiences</li> <li>Know ways to effectively carry out an audience analysis</li> <li>Be able to own the purpose of the presentation</li> <li>Arouse the attention and interest of clients at the start of the presentation</li> <li>Be able to polish own presentation style</li> <li>Feel confident about standing up in front of any group and project a professional image</li> </ul>							
Speaker	Dr. Harry Wong, FCPA, MAcc, China 1st Certified NLP Coach Trainer at Master Level							
Participants	Individuals who would need to make boardroom presentations with complex data to important stakeholders and desire to have better confidence and competence in doing so							
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	7							



## 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

Course Information Enquiry:		FOR OFFICE USE
2287 7386 / 2287 7253		
e-mail: cpd@hkicpa.org.hk		
	2287 7386 / 2287 7253	2287 7386 / 2287 7253

## Deadline: 7 working days before the date of the programme

	Membership		Full Name of Participant(s)		Email address * <sup>(2)</sup>	Programme	Fee
No.	No.	Status	(Block Letters)	Company	Code	(HK\$)	
1							
2							
3							
4							
5							
* En	nail address i	Total (HK\$)					

I am unemployed and not working. I am 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.

\_\_\_\_\_ Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_ Contact Person :

**Payment Method** (*Please tick the appropriate box*)

Cheque (payable to "Hong Kong Institute of Certified Public Accountants")																				
Cheque No.:			Bank:																	
Visa / Master Credit Card	Card Nur	mber :																		
Cardholder's Name : (Block Letters)								ate (month/year) :												
Date :	Cardhold	ler's Sig	nature	e :																
FOR OFFICE USE	Auth. Code No.			).		Handled by						Date								
Please put a "\" if you require a receipt and indicate your choice of delivery: by email by post (to the address as shown below									w)											
Name : Nam			me :																	
Address: Add			ddress :																	
Notes: 1. Membership Status: NP = Non-Practising, P = Practising, IA = International Affiliate, S = Student, HKIAAT = HKIAAT Student or Member,																				

GAA = GAA Passport holder, NM = Non-Member.

NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose. 3.

4 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. 5. 6.

NO REFUND/CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a 7. 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 8. hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.

9. 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 10. 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 other uses internally.

<sup>2.</sup> 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.