



HKICPA Programme - Soft Skills Series

(November 2016 -
January 2017)

Technical skills are essential. Yet, as many world-renowned business leaders and organizations have pointed out, soft skills are also paramountly important for business and individual success, but are often ignored.

HKICPA will continue to launch the Soft Skills Series of workshops and seminar. Do not miss the chance to equip yourself with different types of soft skills to further your business development or career advancement.

Leadership and Management Skills

Topic/ Programme code	Date and time	CPD hours	Language	Format	Participants	Trainers
Leading High Performing Teams (WSHP16111701)	Thur., 17 Nov 2016 6:30 p.m. – 9:30 p.m.	3	English	Workshop	Managers and executives	Mr. Eric Hwang Director, Strategic Change and Leadership Development, Graval Limited
Leading Yourself Before Leading Your Team - The Impact of Self-leadership (SCPD16112801)	Mon., 28 Nov 2016 6:30 p.m. – 9:30 p.m.	3	Cantonese	Seminar	Managers and leaders	Dr. Harry Wong FCPA, MAcc, NLP Master Trainer and Master Coach, ABNLP
Leading to Win (WSHP17010601)	Fri., 6 Jan 2017 6:30 p.m. – 10:00 p.m.	3.5	Cantonese	Workshop	Managers and supervisors	Dr. Michael Kwong Associate Trainer, SGS Academy HK

Venue Hong Kong Institute of CPAs,
27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

Fee (for each)		
	<u>Seminar</u>	<u>Workshop</u>
HKICPA member or student:	HK\$430	HK\$750
HKICPA member (online enrolment):	HK\$420	N/A
IA/ HKIAAT member or student:	HK\$430	HK\$750
Non-member:	HK\$700	HK\$1,500

Competency* Management, leadership and soft skills

Rating* Intermediate level

* Please refer to the [Institute's online CPD Learning Resource Centre](#) for descriptions of competency and rating.



About the programme

Leading High Performing Teams (WSHP16111701)

Workshop outline

Teams are made up of people who have different abilities, strengths and weaknesses. Therefore, understanding the caliber of each team member and using different leadership styles are essential for improving the overall team performance.

This workshop focuses on learning:

- The principles of effective leadership
- Analyzing different leadership styles
- Assessing your team members' performance
- The ways to adjust yourself to lead effectively

Trainer

Mr. Eric Hwang, Director, Strategic Change and Leadership Development, Graval Limited

Mr. Hwang is a corporate management trainer, an MBA lecturer and a management consultant, specializing in Leadership, Strategy and Change Management. He is also a certified trainer in Situational Leadership®. Prior to his career change into the training and education industry, Mr. Hwang was a senior business executive, general P&L manager and business turn-around leader with over 20 years of successful practical business experience. His last corporate position was the President of China for a US life-style company based in Shanghai.

Mr. Hwang's unique combination of solid executive leadership capabilities, extensive and practical business experience across multiple business functions, multiple geographies and in different industries, enable him to excel in the consulting, design and delivery of executive and senior management training and education programs. He attained his BSc in Mechanical Engineering from Imperial College and his MBA from Richard Ivey School of Business.

Leading Yourself Before Leading Your Team – The Impact of Self-leadership (SCPD16112801)

Seminar outline

The maintenance of own well-being in facing various challenges in the workplace has always been a key focus for business managers and accounting professionals. In order to motivate your team at work successfully, you not only need to lead your team but also manage your mindset and administrate your daily routines to stay empowered with positivity.

This seminar aims to foster and refine managers and accounting professionals' well-being, positive mindset and engagement in the workplace. It covers:

- Knowing the keys to effective leadership in nowadays business
- Understanding yourself better as a leader
- Knowing how better to become a role model to your team
- Learning effective tips to sustain your motivation and engagement as a leader

Trainer

Dr. Harry Wong, FCPA, MAcc, NLP Master Trainer and Master Coach, ABNLP

Dr. Wong (aka Dr. Happy) 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 25 years. Dr. Wong is a certified trainer and a success coach who trained over 32,500 professionals and management in the US, Australia and Hong Kong with state of the art techniques on communication enhancement, change management and positivity.



About the programme

Leading to Win (WSHP17010601)

Workshop outline

Business and organizational leaders who work in teams have to collaborate with people within and out of the organization whom you may not have formal authority to command their co-operations.

Leadership has been evolving since the era of manufacturing where the leadership style of command and control was the norm. As the economy is becoming more service-driven, leaders need to be able to engage and empower their staff so that swift and effective decisions can be made in a timely manner.

Today, technology has enabled organizations to work in a globalized manner, and more matrixed organizational structures require a great deal of coordination: that is, one needs to organize work so that good things happen — whether you are in control or not. Also, the more widely spread and looser organizations today require that leaders cultivate and coordinate effectively so as to encourage people's capabilities and ideas — whether they report to you or not.

This workshop aims to provide an updated framework with principles and techniques for matrix leaders to navigate within and out of the organization so that people with whom you do not have any formal authority upon will collaborate to achieve the desired business results. It covers:

- Working in modern organizations
 - The changing dynamics of modern organizations
 - Principles in navigating through modern organizations
 - Assess your leadership inventory
- Critical actions of leaders
 - Understanding the need to lead an innovation team in modern time
 - Deal with the high speed environment
 - Build a shared purpose
- Dealing with conflicts
 - Different types of conflict
 - Strategy in managing conflicts
 - Listening with win-win mindset

Trainer

Dr. Michael Kwong, Associate Trainer, SGS Academy HK

Dr. Kwong has over 15 years of experience in the field of training services and has trained over 20,000 people. He is an experienced trainer and delivers training across a broad range of industries in the areas of customer service, leadership, personal effectiveness and professional selling. His clients include HSBC, Pfizer, Morgan Stanley, Giordano, AIA, Manulife, Standard Chartered Bank, Hong Kong Jockey Club, Ocean Park, etc.

Dr. Kwong is the co-author of "Relationship Marketing: The Business Strategy For E-commerce" published in February 2000 and a contributing author of "The 21st Century Business Strategy" published in January 2001. His latest book, "Talks on Family Legacy" was published in December 2015.



HKICPA Event Enrolment Form (For Support Programme)

(WSHP16111701, SCPD16112801 and WSHP17010601)

Finance & Operations Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

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

Course Information Enquiry:
2287 7386 / 2287 7253
e-mail: 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	Email address ⁽²⁾ (Block Letters)	Programme Code	Fee (HK\$)
	No.	Status (1)					
1							
2							
3							
4							
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.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____
Contact information is used solely for communication of this particular event, without update to your member profile.

Payment Method (Please tick the appropriate box)

<input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" ⁽⁷⁾															
<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard															
Card Number:												Card Expiry Date (MM/YY):			
Cardholder's Name (block letters):										Cardholder's Signature:				Date:	

Payment receipt will be sent to your email address provided above once the payment is confirmed.

- 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.
 - Confirmation of enrolment will be sent to you via email. You can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund.
 - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
 - All applications are on a first-come-first-served basis.
 - Application by fax will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. 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.
 - For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
 - Please issue SEPARATE CHEQUE for each event.
 - In normal circumstances, the event fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the event be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
 - 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.
 - No unauthorized audio or video recording is allowed at CPD events.

Personal Data: Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.

For non-member and firm payment by cheque, please fill-in your postal address for refund.

Name:	Name:
Address:	Address: