

Soft Skills Series

(June 2018)



HKICPA continues to run Soft Skills Series of workshops in June 2018. Do not miss the chance to sharpen yourself with different types of soft skills to further your business development or career advancement.

Topic/ Programme code	Date and time	CPD hours	Language	Rating*	Participants	Trainers
Positive Management – Modern Way of Motivational & Supervisory Techniques (WSHP18061901)	Tue., 19 Jun 2018 6:30 p.m. – 9:30 p.m.	3	Cantonese	Advanced	Managers and leaders	Mr. Victor Ching MA, MAP, BBA, BA
Fostering Innovation Through Effective Conflict Management (WSHP18062501)	Mon., 25 Jun 2018 6:30 p.m. – 10:00 p.m.	3.5	Cantonese	Intermediate	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

Format Workshop

Fee (for each)

HKICPA member or student:	HK\$750
HKICPA member or student (online enrolment)	HK\$740
IA/ HKIAAT member or student:	HK\$750
Non-member:	HK\$1,500

Participants Persons who want to enhance soft skills in the pursuit of individual or business success

Competency* Management, leadership and soft skills

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



About the programme

Positive Management – Modern Way of Motivational & Supervisory Techniques (WSHP18061901)

Workshop outline

“Positive Management” is combining both Positive Psychology and Practical Supervisory Techniques. With practical applications, by establishing positive culture in a team, management could manage and motivate staffs to raise the influencing power for even better team results! This workshop covers:

- Learning the importance of positive management strategies and establishing strength-based team to raise team performance by management strategies
- Knowing how to establish positive team culture to raise the motivation for staffs and hence reflect in the daily performance
- Raising positive influencing power with scientific methods to raise the influencing powers of management, and hence the management effectiveness

Trainer

Mr. Victor Ching, MA, MAP, BBA, BA, National Psychological Counsellor (China), Graduate Member (The HK Psychological Society), Certified Trainer, Mental Toughness® Coach (USA), Registered Hypnotherapist (England, Canada), NLP Practitioner, Certificate in Coaching, Certified Hypnotherapist

Mr. Ching has more than 15 years of experience in talent development and training field, with the capacity of head position in giant companies. His knowledge and concepts towards talent development, and also in-class delivery skills are highly recognized by the management as well as the participants that he has been awarded the Excellent Staff in a multi-national and globally listed company.

With his leadership, his team was awarded the Best Practice Award-Training & Talent Development, and ManPower Development First Award in 2012. These were the first time his group won such awards.

Mr. Ching has HK and China experience, and also is a professional in talent management area. During his service at New World Development, he was responsible for talent identification, development, and engagement projects at corporate office level in HK region (serving around 40,000 staff), as well as assisting in cultural change initiatives. Also, when Mr. Ching was working at AEON Credit Service (Asia), he was heading all training & development activities, succession planning, and set up a qualification scheme in Southern China and Hong Kong region.

Mr. Ching earns a MA degree (credit) in global business management, Master in Applied Psychology (credit), BBA (Honour) in Human Resources Management, BA (Honour) in Applied Psychology with scholarship awarded for 2 consecutive years and a lot different professional qualifications, including Certified Hypnotherapist (Registered in England and Canada), and National Psychological Counsellor (China) etc. His strengths are to integrate psychological techniques into commercial practice, utilize real business case studies to enhance the practicability of the theories discussed in class, and adopt a flexible training style so as to arouse the participants' attention and interest.

Mr. Ching is now operating a few companies including a business consultant company, a kindergarten, a chained-retail shop, a chained-playgroup centre, and a training school. He has published a book on entrepreneurship in 2014. He is also a visiting lecturer at The Hong Kong Polytechnic University (SPEED), a guest lecturer at Upper Iowa University, and a career mentor at Hong Kong Baptist University and City University of Hong Kong. His contribution and passion towards talent development is highly appreciated by various organizations.



About the programme

Fostering Innovation Through Effective Conflict Management (WSHP18062501)

Workshop outline

In the era of today, with the open culture of the Internet spreading to every corner of the society, conflict amongst people seem inevitable. Resolving conflict is not an easy task especially when there are hidden agendas and multiple motives. Be able to handle conflict effectively will require the working team to acquire a useful attitude and skills. This programme is designed to expand the ability to resolve conflicts constructively and confidently. One can develop alternative ways in order to moderate disturbances in the professional environment and in a cooperative manner. One can also recognize personal conflict behavior and practice, which may lead to difficult and emotional discussions.

This workshop covers:

- How conflicts arise in societal scenarios and how to manage conflicts effectively to lead to constructive improvement
- Conflict Stage Model (i.e. how conflicts emerge, escalate and peak with deadlock, and how to get prepared for conflicts)
- Techniques in coping with conflicts (e.g. how to prevent conflicts from escalating, resolve deadlocks, manage emotions in conflicting situations and lead to collaborative actions)

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)

To confirm your CPD booking,
 just log on to "My CPA" at
<http://www.hkicpa.org.hk>

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:	
<i>Payment receipt will be sent to your email address provided above once the payment is confirmed.</i>											

- 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: