

workshop
skills
business

Event Code
BSW20081022

ACCA

CPD units
3.5

Scientific Tool that helps improve Communication Power - MBTI® Introduction and Application (RERUN)

Date
22 October 2008
Wednesday

Venue
ACCA Hong Kong
Conference Room
Room 1901, 19/F
World Wide House
19 Des Voeux Road
Central, Hong Kong

Rundown
18.00 Registration &
Refreshments
18.30 Workshop begins
21.30 Q&A session
22.00 End

Fee (in HK\$)
ACCA Member : 330
(online enrolment)
ACCA Member/ : 350
Affiliate/ Student/ Member
of The Hong Kong
Institute of
Directors (HKIoD)

Staff of : 450
Approved
Employer

Non-member : 550
(refreshments included)

Enrolment Deadline
8 October 2008

**ONLINE ENROLMENT is
available for members**

Organised by
Professional Development
Sub-committee, ACCA HK

In this half-day workshop, you will gain insight into yourself and others by exploring personality theory. Identify personality preferences and type using the Myers Briggs Type Indicator (MBTI®). Learn to communicate more effectively with others by understanding how they solve problems, make decisions, relate to others, organise time and process information. You will be provided with skills in speed-reading people of their personality types and addressing some of the most difficult communication issues that managers face in daily work situation.

Course outline:

Understanding Communication

- Communication Process
- Essential Elements for effective communication
- Major barriers to effective communication
- What does one usually overlook in communication
- Some Misconception about Communication

Relationship Between Personality and Communication Styles

- How do people with different "Codes" perceive and express during communication
- Understanding the communication style and needs of different types
- Understand the source of misunderstanding during communication process and its relationship to type

Effective Communication Strategies

- Simplifying MBTI® for practical use – Temperaments and Type-watching skills
- Communication strategies with different people
 - How to understand your boss and how you can make him/her understand you
 - How to make your subordinates get what you say, and do what you mean
 - How you understand and build rapport with different types of internal clients
- Further enhancing communication effectiveness

Trainer:

Mr Terence Yeung, Managing Director, TACSEN Management Consultants Limited

Terence has over 15 years of experience in management consulting and corporate training. He once was a manager of Andersen Business Consulting, providing service for both mainland and multinational enterprises. Before that, he was a Senior Training Consultant of Giordano International Limited. From 2002 to now, he is the Managing Director of TACSEN Management Consultants Limited. In 2006, Hong Kong Daily News has awarded Terence in the Asian Top 10 Corporate Trainers Competition as The Most Outstanding Trainer in Personality Studies. Terence is an accredited MBTI® administrator and trainer recognised by the official MBTI® organisation, Asianic Psychological Press. He is also a member of the Association of Psychological Type of USA.

Language: Cantonese

Capacity Limit: max 40

Online enrolment (for MEMBERS only) is now available for THIS event, please visit hongkong.accaglobal.com/hongkong/members/events/

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Enrolment form for business skills workshop on Scientific Tool that helps improve Communication Power - MBTI® Introduction and Application (RERUN) (20081022)



Participants' Particulars (Please use ENGLISH BLOCK letters to complete the form)

Name of Participant		Membership No (if any)							
Company		Position							
Email (for confirmation) <small>(see note 11)</small>		Tel		Mobile No (for emergency)					
If the enrolment of your accompanying guest, if any, is unsuccessful, do you still prefer to process your enrolment? Y / N ¹									
Name of Participant		Membership No (if any)							
Company		Position							

¹ Please circle where appropriate

If the contact person is different from the above, please provide the details here

Contact person		Tel		Mobile No (for emergency)					
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Fee

	No. of participant(s)	Total
HK\$350 (ACCA Member/Affiliate/Student/HKIoD Member) ¹		
HK\$450 (Staff of Approved Employer)		
HK\$550 (Non-member)		
Grand Total:		\$

Payment Method ²

Cheque (payable to "The Association of Chartered Certified Accountants")

Cheque No.		Bank	
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Visa / MasterCard

Card No.		Expiry Date (MM / YY)	
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Cardholder's Name (pls print)		Cardholder's signature		Date	
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² Please tick the appropriate box

Important notes:

- ACCA Hong Kong reserves the right to cancel or make any changes to the event. No refund will be made unless the event is cancelled.
- Enrolment by fax is ONLY acceptable for payments by credit cards. Only VISA and MASTERCARD will be accepted.**
- For cheque payment, a cheque **MUST** be attached to the completed enrolment form, otherwise the enrolment will be rejected.
- Please issue **separate cheques** for different seminars/workshops and/ or activities you enrol, otherwise ACCA Hong Kong reserves the right to reject the enrolment.
- Reservation is on a first-come-first-served basis. In case of over-subscription, the preference for enrolment will be in the following order: ACCA Members, Affiliates, Students, HKIoD Members, Staff of Approved Employers and Non-members.
- Members must fill in their membership no. for verification of their status. **Enrolment forms with incomplete information will not be accepted.**
- Each enrollee will be notified via **EMAIL** of the result of their application for enrolment within five working days after the deadline of enrolment.
- If you do not receive any notifications regarding the enrolment status prior to the commencement of the event, please contact the ACCA office.** All unsuccessful application forms will be shredded after the event unless those which are paid by cheque will be returned to the enrollees. **REVISED**
- The number of CPD units granted is corresponding to the number of hours of the seminar/workshop scheduled. For those who arrive late and/or depart early from the scheduled time, the CPD units will have to be discounted corresponding to the actual time of attendance by the attendee.
- The new on-line enrolment system is on a trial run period, it will be temporarily applicable on selected CPD events. The launching date of the system will be announced later.
- If you do not have an email address for receiving the seminar/workshop confirmation, please provide your fax no. here: _____
- The event may be cancelled/re-scheduled when typhoon no. 8 or black rainstorm warning is hoisted. Please refer to ACCA Hong Kong website for detailed arrangements. **NEW**
- Promotional discount for online enrolment is subject to review without prior notice. **NEW**

MUST FILL IN (for returning materials)
Name: _____
Address: _____

FOR OFFICE USE ONLY (BSW20081022)
Authorisation code: _____
Handled by: _____