



Essential Skills to Manage Others

The One-Day intensive and interactive in-person workshop provides participants with the **essential** and **correct skills** for **managing people** in an organisation.

Objectives

- To understand an all-rounded manager's role and mentality
- To create a benchmark for good leadership practice
- To share insights on using trust to enhance team collaboration
- To give instructions clearly and solve complex people issues with listening
- To motivate and lead High-Performance Teams
- To establish an effective communication style

Interactive Activities



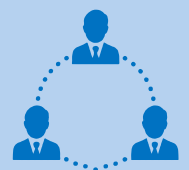
Group Discussion and Brainstorming
with drawing exercise




Interpersonal Styles
Completion of Interpersonal Styles Descriptor (ISD) questionnaire to know yourself and others better




Trust Equation
An exercise to realise the importance of building trust quickly




Role Play Practice
To deal with difficult conversation & tough feedback


 12 Aug 2021 (Thu)

 09:30 – 17:30

 Cantonese (with English Materials)

 **Member : HK\$ 2,000**
Non Member: HK\$ 2,800

 Hong Kong Institute of Human Resource Management
Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road,
Kwun Tong, Kowloon

 Ms Kaki Yan
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learning@hkihrm.org

Mr Tony Ngo

A leading consultant in the field of communications, Tony Ngo obtained a Master Degree of Business Management in Salford University and Bachelor Degree of Economics in Manchester Metropolitan University, England. Tony has more than 39 years of working experience, including various senior positions in the international fast-moving consumer goods industry in the APAC region. He possesses a broad range of business exposure in general management, marketing, advertising, business development, new brand launches, etc. With an enthusiastic personality, Tony is a natural-born trainer who facilitates effectively and has a strong passion in helping other achieve more.



ENROLMENT FORM

Enquiry: Ms Kaki Yan

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Email: learning@hkihrm.org

Essential Skills to Manage Others

CPD: 7 hours

Date: 12 Aug 2021 (Thu)

Time: 09:30 – 17:30

Participant

Fee: Member HK\$2,000 Non-Member HK\$2,800
 HKIHRM HK\$100 e-voucher*

Company: _____ Membership No (if any): _____

Name: Mr/Ms _____ Job Title: _____

Email: _____ Contact No: _____

*Only one HKIHRM e-voucher is accepted on each enrolment.

A. Payment Method

- Cheque:** Mail a crossed cheque payable to "Hong Kong Institute of Human Resource Management Ltd" to "Member Services & Programme Management Department, HKIHRM, Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong". Post-dated cheques are not accepted.
- FPS:** Identifier "161151394" or Phone Number "55702553". Please email your payment record as proof.

Credit Card

Credit Card Type:	VISA / Mastercard / American Express	Expiry Date (MM/YY):	
Card Number:		Amount (HK\$):	
Name of Card Holder:		Signature:	

B. Cancellation Policy

- All participation fees shall be non-refundable and non-transferable under any circumstances. Also, no-shows will incur the full cost of enrolment.
- If the event is cancelled due to any unforeseen circumstances such as adverse weather or natural disasters, the HKIHRM is not responsible for any expenses incurred by the registrant. Notice of the reschedule arrangement will be sent out within a week. For Adverse Weather Arrangements, please refer to the [HKIHRM website](#).
- The HKIHRM reserves the rights to replace the speaker and/or cancel the event, to alter the content, timing, and venue of the event, as well as to reject any enrolment for whatever reasons at any point in time.

C. Disclaimer

The information presented by the speaker(s) does not represent the views or opinions of the Hong Kong Institute of Human Resource Management (HKIHRM), nor constitute an endorsement by the HKIHRM. The HKIHRM hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of the information or advice provided by the speaker(s).

D. Personal Data Collection Statement

- Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
- The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood and agreed to all the details of the above terms and conditions.

Signature of Participant : _____ Date: _____