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香港華人會計師公會
The Society of Chinese Accountants & Auditors

(在香港註冊成立之有限公司)
(Incorporated in Hong Kong as a company limited by guarantee)

Code 1020 Webinar 21 Aug 2020 (Fri) @3:00pm



Time & Task Management for Successfully Working from Home

Mr. Wilson Chu

Time & Task Management for Successfully Working from Home

(Course Code 課程編號: 1020)

Highlights: 課程重點:

Due to the coronavirus pandemic, Working From Home (WFH) has become a common practice for many organizations and it provides excellent opportunities for both productivity and distraction. But no matter where you work, time management style and ways of handling tasks are always the key success factors of making the most of your workday. This 1.5-hour online workshop aims to share with participants tips for maximizing the work effectiveness and efficiency at home.

Course Contents

- Introducing the Time Management Concept
- Reasons for Time Wastage of WFH and Ways to Overcome Them
- Identifying Your Time-management Styles
- Transforming Goals to Tangible Action Plan
- Prioritizing Your Tasks: Importance vs. Urgency
- Understanding How Energy Level Affects Your Work Efficiency
- Introducing the Process Improvement Concepts for Task Management
- Field-proven Methods for Optimizing Your Work Effectiveness & Efficiency

Speaker (s): 講者:

Mr. Wilson Chu

Principal Consultant, HMI Consulting Limited

Wilson Chu is currently the Principal Consultant of HMI Consulting Limited, the Consulting Associate of the Hong Kong Baptist University and also the Chairman of Judge Panel for its master degree project in Strategic Human Resources Management. He was the Consulting Associate of Poon Kam Kai Institute of Management of The University of Hong Kong, the Survey Manager (in compensation and benefits) at Watson Wyatt Hong Kong Limited and a senior consultant of Hong Kong Productivity Council. Wilson has extensive consulting and training experience in balanced scorecard implementation, performance management, compensation and benefits design, business process improvement, leadership development, and cultural change, etc.



Date: 日期:

21 August 2020 (Friday)
2020年8月21日 (星期五)



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Time: 時間:	3:00pm – 4:30pm 下午 3:00 - 4:30
Format: 授課形式:	Webinar (Live via zoom) 網路研討會 (zoom 直播)
Language: 語言:	Cantonese 廣東話
CPD hours: CPD 時數:	1.5hrs 1.5 小時
Fee: 費用:	HK\$150 for SCAA member/affiliate/member's staff; HK\$250 for non-member 華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$150; 非會員，每位 HK\$250



Enrolment: 報名:	<p>Online application is on a first-come, first-served basis. Please click HERE to enroll and settle the payment via PayPal, Credit Card or **Cheque.</p> <p>**No seat can be reserved through telephone. Enrolment will be processed upon receipt of payment. Please be reminded to complete the online form and send together with your cheque to the Secretariat.</p> <p>研討會以先到先得形式於網上報名，請按此報名並以 PayPal、信用卡或**支票付款。</p> <p>**本會不設電話留位，報名以收妥支票為準。請完成網上表格連同支票寄回本會秘書處。</p> <p>Enroll Now 現正接受報名</p>
Remarks: 備註:	<p>A zoom account is not required to attend the webinar. However, participant need to install zoom first (The software is compatible with smartphone, tablet and computer). 參加者無須註冊 zoom 帳號也可參與研討會，但必須安裝 zoom 軟體(智能手機及電腦皆可)。</p> <p>User guide on zoom and link of the webinar will be sent to registered participants by email on 20 August. Zoom 安裝與使用教學及研討會連結將於 8 月 20 日發送至參加者的登記電郵地址。</p>
Enquiry: 查詢:	<p>SCAA Secretariat 華師秘書處 Ms Ally Chan 陳小姐 Tel 電話: 2869 6003 Email 電郵: training@scaacpa.org.hk Facebook: www.facebook.com/scaacpa</p>

