FutureSkills Acquire the skills to succeed and grow

HKPC Academy 生產力學院

Growth Mindset

- **Personal Effectiveness**
  - Positive Communication & Effective Time Management
  - Maximising Productive Time through Focus
  - How to Handle Multiple Demands
  - Purpose Play for Performance
  - Building Resilience through Stress Management
  - Understand Self & Others via DISC
  - Problem Solving with Creative and Critical Thinking

- **Communication and Presentation**
  - Presenting with Impact
  - Virtual Presentation Skills
  - Navigating Difficult Conversations
  - Speak like a "Ted"
  - The Art of Story Telling
  - Effective Meeting Facilitation
  - Stakeholder Engagement and Persuasive Influencing Skills
  - Executive Presence and Confidence
  - Media Spokesperson Training
  - Networking Skills for Leaders
  - Data Visualisation and Storytelling

- **Management Foundations**
  - Positive Psychology (Leadership / Communication)
  - Mentoring & Coaching 101
  - Managing Team Effectively via DISC
  - Building Trust and Psychological Safety Within Teams
  - Nurturing and Engaging High-Performing Teams
  - Giving and Receiving Feedback
  - Finance for Non-Finance Managers
  - Lego Serious Play for Managers
  - Purpose Play for Performance

- **Leadership**
  - Servant Leadership
  - Neuroscience in the Leadership
  - Positive Psychology in Leadership
  - Coaching Gym for Leaders
  - Managing Team Effectively
  - Fostering a Culture of Open Dialogue
  - Inclusive Leadership Strategies
  - Strategic Thinking with Design Thinking Tools
  - Negotiation Strategics for Success

- **Leading Change**
  - Engaging Staff for Change
  - Emotional Intelligence in Change Leadership
  - Hybrid Workforce Management
  - Data-Driven Change Management
  - Agile Change Management

- **Sales Mastery**
  - Social Selling Strategies
  - The Winning Pitch and Sales Presentations
  - Relationship & Consultative Selling
  - Handling Objections and Closing Techniques
  - Account & Pipeline Management

- **Sales Management**
  - Essential Sales Coaching
  - Sales and Pipeline Management

裝備未來 裝備成功和成長所需的技能

成長思維

- **個人效能**
  - 溝通的積極性& 時間管理的效能
  - 提高專注力及善用時間以提升工作效率
  - 處理多重需求
  - 實現目標的方式
  - 透過學會壓力管理來建立抗壓性
  - 透過 DISC 了解自己及他人
  - 運用創造力和批判性思維解決問題

- **溝通及表達**
  - 有影響力的表達
  - 虛擬演示技巧
  - 帶有異議性對話的應對
  - 成為「TED」演講者
  - 說故事技巧的藝術
  - 會議引導的有效性
  - 利益相關方的參與及有影響力的說服性技巧
  - 管理層的形象及自信心
  - 媒體發言培訓
  - 領導者的人際網絡技能
  - 數據可視化與數據敘事

- **管理基礎**
  - 正向心理學（領導力/溝通）
  - 指導和領導 101
  - 透過 DISC 有效地管理團隊
  - 團隊內建立信任和安全感
  - 培養和吸引高績效團隊
  - 給予和接受反饋
  - 非財務專長經理的財務知識
  - 面向經理級別的 Lego Serious Play 課程
  - 實現目標的方式

- **領導力**
  - 服務領導學
  - 神經領導學
  - 正向領導學
  - 領導者的教練訓練營
  - 有效地管理團隊
  - 培養開放式對話的文化
  - 包容性領導策略
  - 使用設計思維工具進行策略思考
  - 成功的談判策略

- **變革的引領**
  - 引領員工參與變革
  - 變革領導力的情商應用
  - 混合工作模式的管理
  - 資料驅動變革的管理
  - 敏捷式項目管理

- **銷售精髓**
  - 社群銷售的策略
  - 成功的銷售演練
  - 關係式和顧問式銷售
  - 處理異議和彌合的技巧
  - 客戶和銷售管道的管理

- **銷售管理**
  - 銷售教練的必備技能
  - 銷售流程的管理