

Think Ahead

ACCA

# 道德与专业技能模块介绍 (EPSM)

# 接下来，你将听到什么？

1 什么是当今世界决定成功的职商？

2 提高这些能力对你的职业发展意味着什么？

3 新模块费用和学习时间安排？

4 新模块帮你get的具体技能有哪些？

5 新模块的教学和测试形式怎么样？

# 决定成功的职商

专业技能&道德

职业经验

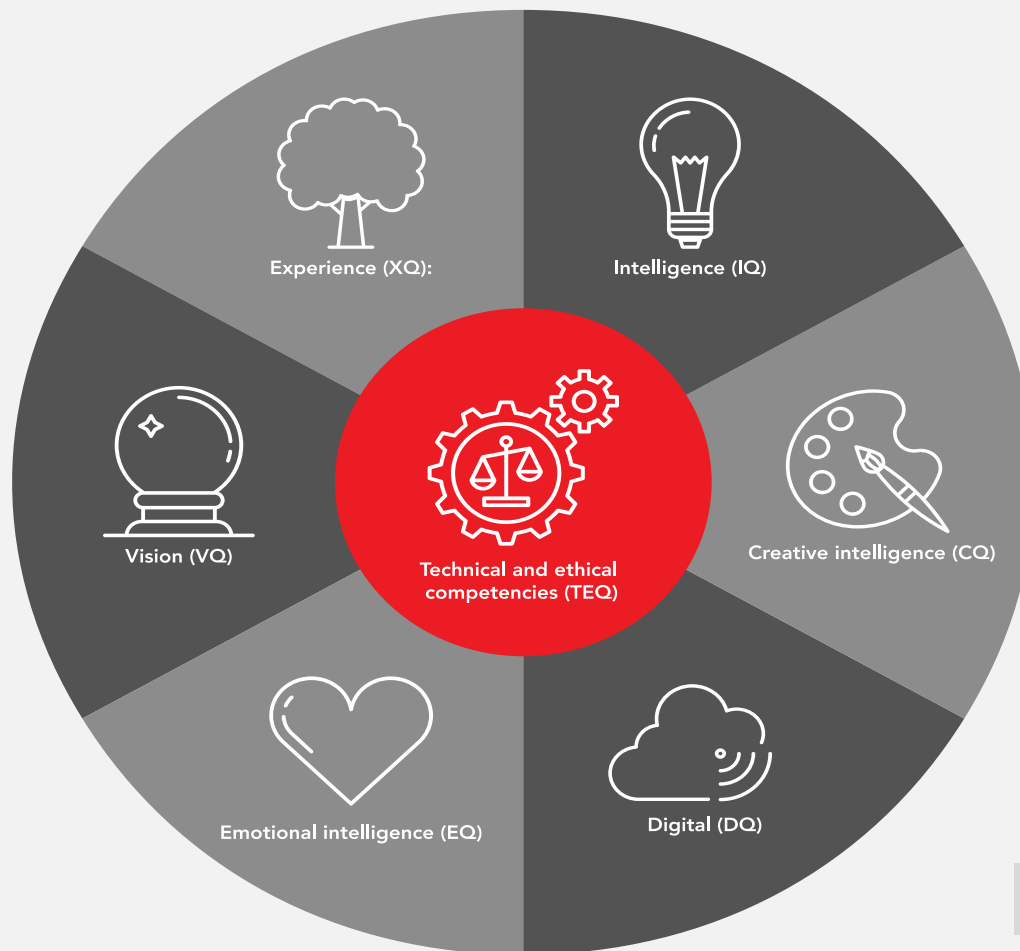
智商

洞察力

创造力

情商

科技力



# 从学生到职员

思考一下：“四大”面试中的常见题目你如何作答？

**职业道德** 如果遇到同事泄露给你机密信息，你会如何处理？

**沟通能力** 在审计工作中，如果客户不配合提供资料应该怎样处理？

**效率管理** 你平时怎样进行时间管理，在多任务情境下如何工作？

**科技商** 作为一名会计研究生，你对审计未来的发展有什么看法？

**洞察力** 对当前中国经济形势的看法？

我该如何在群面中脱颖而出？

是否应该当team leader？

该怎样影响小组讨论进程？

是否要打断组员发言？

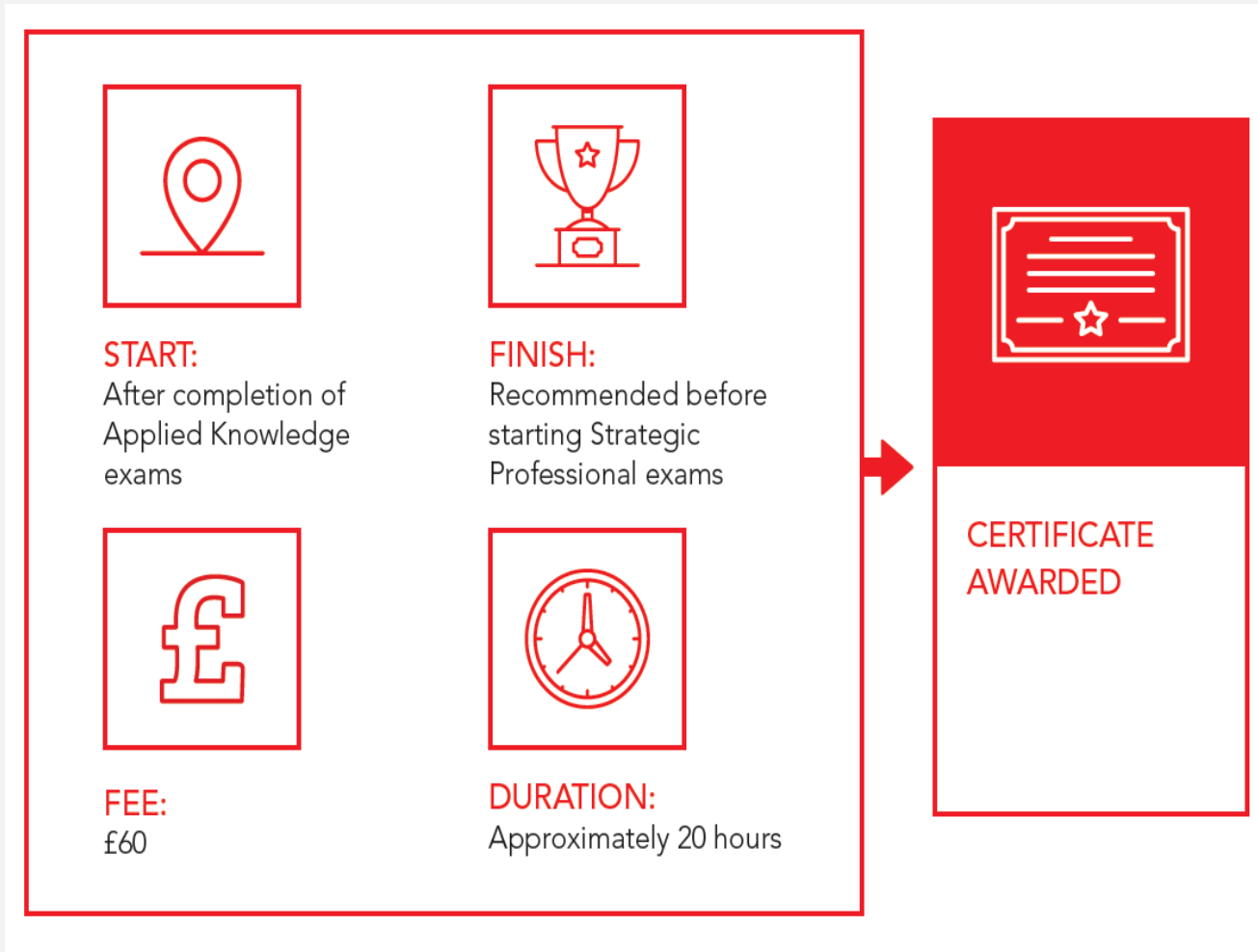
怎样有逻辑地质疑对手的观点？

怎样在团队中提出创见？

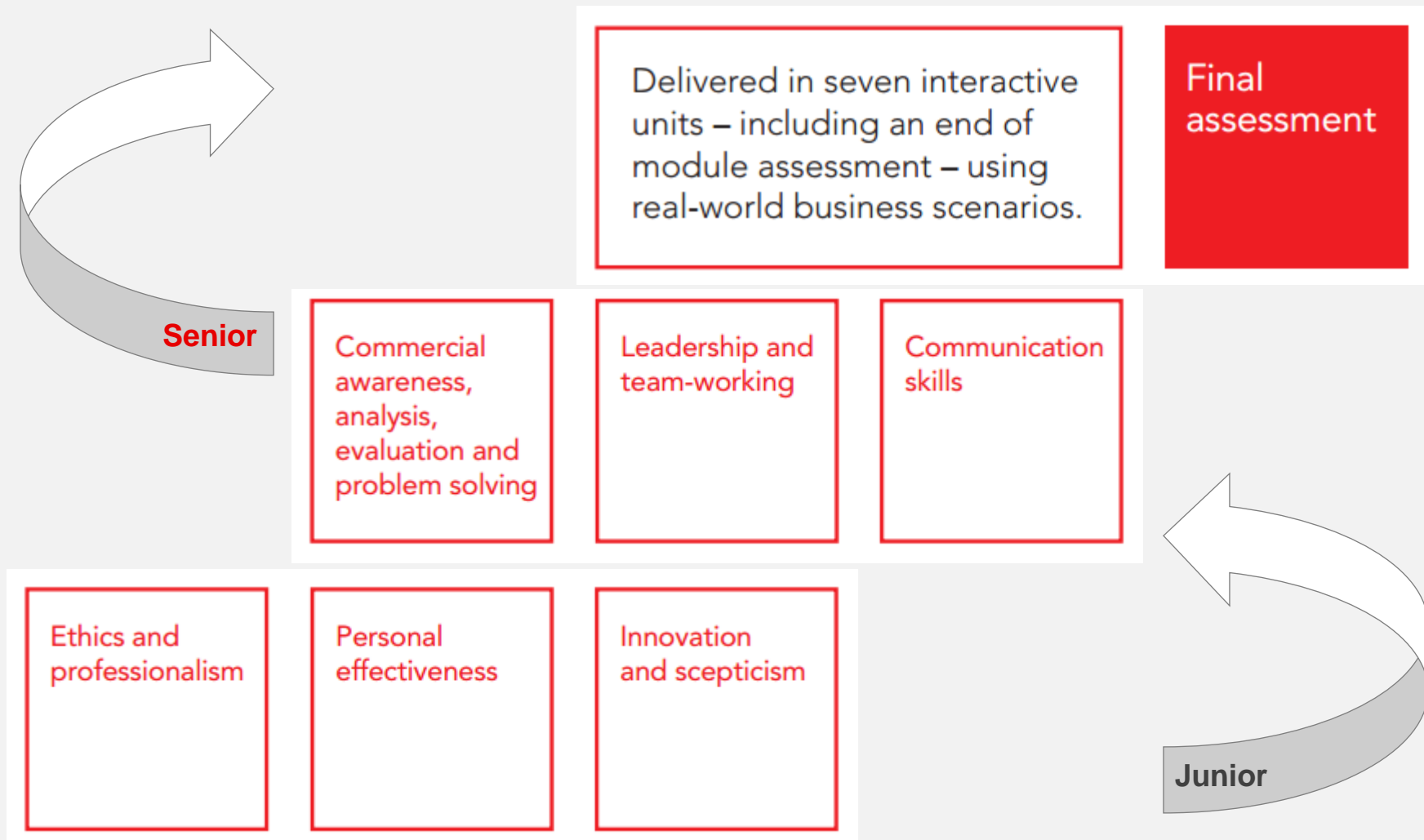
如何给自己和组员中肯的评价？

怎样给考官留下好印象？

# 道德与专业技能模块关键信息



# 一张完整的职业地图



73  
个课题，  
你想知道的  
都在这里：  
关于职业技能，

时间管理 大数据 商业洞察力  
澄清观点 工作决策的道德框架 表达权威  
高效使用表格 Presentation 网络会议软件  
自我评估 网络信息安全 个人简历  
处理人际冲突 4P创新法 正面有效地质疑  
职业人脉网 建立信任 管理团队  
社交媒体战略

# 为战略商业领袖做准备





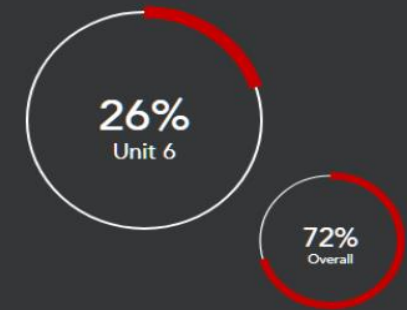
# 章节目录Content

## Unit 1 : Ethics and Professionalism

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sodales, neque eu molestie volutpat, erat mi dignissim leo, eu cursus ante ligula quis sem. Quisque tuctus enim scelerisque, rhoncus nisi at, scelerisque enim.

1	Ethics Guide	✓	2	Judging Guide	✓
3	Rules vs Principles	✓	4	Fundamental Principles	✓
5	The Framework	✓	6	The Personal Ethics Diagnostic And Reflective Exercise	✓

### My progress



Resume learning →

 <p>Unit 1 Ethics and Professionalism complete</p>	 <p>Unit 2 Personal Effectiveness complete</p>	 <p>Unit 3 Innovation and Scepticism complete</p>	 <p>Unit 4 Commercial Awareness complete</p>	 <p>Unit 5 Leadership and Team Working complete</p>	 <p>Unit 6 Communication and interpretation in-progress</p>	 <p>Unit 7 End of module assessment locked</p>
--	--	--	--	---	---	--

# 课题引入 Introduction video



# 多媒体展示与互动教学 Interactive learning

## The Basics of Presentations

Activity

Consider a presentation that you attended which still stands out in your memory. What made it outstanding? What skills did the presenter display? What audio-visuals did that person use, if any? What made it different to other presentations you have attended?

Please type your answer in the form field provided and keep your answer brief and to the point. You will be able to see your answer as you read the feedback that follows.

customized for the audience/  
Clear outline/  
Fun details/  
Summary keypoints/

0/2000

Presentations : The Basics of Pre...

## The Basics of Presentations

Activity feedback

Your answer  
customized for the audience/ Clear outline/ Fun details/ Summary keypoints/

Slick, professional presentation, good use of visual aids or supporting papers, audience involvement and having a person who really knows the subject are all ingredients of effective presentations.


Stand-out features which differentiate good from poor presentations include:

- Novelty and surprise, if used without detracting from the purpose of the presentation.
- Unusual delivery style, which may include off-beat humour, extravagant gestures, a lot of personal enthusiasm.
- Inspirational language, conveying the passion of the presenter.
- Use of emotions, which create empathy with the audience.

Presentations : The Basics of Pre...

## Big Business Failures

Examples



Nokia  
Kodak  
Blockbuster  
HMV

Planning Ahead and Future Proo...



Yea, it was easy. It was only for a week.

Maintaining Professional compet...

# 自动记录学习进度


## How to Enhance Your Commercial Awareness

There are many resources available to help you with improving your commercial awareness. You will need to invest time and effort into improving knowledge but you will become a better professional by doing so. Select each item to reveal more information.

*You must select each section before being able to proceed.*

- Review company websites
- Review competitor websites
- Read the business and professional press
- Watch TV and listen to the radio
- 5 Relate your own experiences to business
- 6 Review the internet
- 7 Watch YouTube videos

Commercial Awareness and Bus...



# 章节训练与综合测验Test

### Professional self-awareness

Activity

CurrentRole	Examinations
Promotion	AdvisingClients
Recruitment	

**Clues**

**Across**

- The next rung of the career ladder.
- Formal assessments, testing professional knowledge and skills.

**Down**

- A professional informing and helping their customers.
- The process of attracting and selecting new staff.

Professional self-awareness : Pr...

### Quiz

Screen 1 of 7

Rate the following statements:

I clear out my inbox

Not at all      Sometimes      Often      Very Often      Always

Big Data Analytics : Quiz

### Personal Effectiveness Test

You have now reached the 'Personal Effectiveness Test'. Select 'start test' to begin.

Start test →

Big Data Analytics : Personal Effe...

### Test results

Well done – you've passed

Your score	Passing score
71%	50%

Results breakdown

Total questions	7
Questions correct	5

Questions breakdown

- Question 1 ✓
- Question 2 ✓
- Question 3 ✓
- Question 4 ✗
- Question 5 ✓
- Question 6 ✓
- Question 7 ✗

Big Data Analytics : Personal Effe...

ACCA

Ethics and Professional Skills module

## Certificate of success

ACCA registration number: [REDACTED]

has successfully completed  
the ACCA Ethics and Professional Skills module.

Date: 20 November 2017



**Judith Bennett**  
Director • Professional Qualifications

**Association of Chartered Certified Accountants**

This certificate remains the property of ACCA and must not in any circumstances be copied, altered or otherwise defaced.  
ACCA reserves the right to demand the return of this certificate at any time and without giving reason.

Think Ahead

Think Ahead

