

10 MCLE
POINTS

Make your
move

LEGAL PRACTICE MANAGEMENT COURSE



The College of Law
CENTRE FOR BEST PRACTICE

Felt generally energised and much more confident about specific aspects of the work.

Legal Practice Management Course

If you want to become a sole principal, partner, solicitor-director, or in-house solicitor on the record, the Law Society of NSW requires you to complete a Practice Management Course.

The College's Legal Practice Management Course is designed to meet these requirements.

Additionally, it is an ideal fundamentals course for lawyers or senior managers to gain a good grounding in law practice management or as a refresher course for more experienced practitioners.

Who should do this course?

- ▶ practitioners who have, or are entitled to, an unrestricted practising certificate and want to practise as:
 - ▶ a sole practitioner
 - ▶ a partner
 - ▶ a solicitor on the record of a corporation, government department/instrumentality, Legal Aid organisation or Community Legal Centre or

- ▶ a legal practitioner director of an incorporated legal practice
- ▶ practitioners who have been in sole practice or partnership for some time and who are looking for techniques to grow their practice, and wish to update their skills and knowledge of practice management techniques
- ▶ in-house lawyers who have management responsibilities will benefit from the specially tailored Corporate/Government course, which includes materials from the College's Master of Applied Law (In-house Practice) program.

Course Outcomes

At the end of your course you will be able to:

- ▶ understand the importance of effective management
- ▶ appreciate ethical problems in practice
- ▶ develop and market your practice
- ▶ know how to keep your clients coming back
- ▶ understand the financial mechanics of your practice
- ▶ understand the difference between price and value
- ▶ understand and manage professional risk
- ▶ recruit and train staff
- ▶ manage staff performance to clear objectives
- ▶ understand management systems
- ▶ maximise your daily output
- ▶ balance personal and professional objectives



Contents are very useful for use leading up to the establishment of a sole practice and thereafter.

Course options

The College's Centre for Best Practice offers four tailored course options.

Sole Practitioners

Learn about the challenges and pitfalls of running your own practice, with an emphasis on financial management, strategic planning and business development. Hear how experienced practitioners have tackled sole practice.

Discuss the typical problems faced by sole practitioners including trust accounts and LawCover, common ethical dilemmas, and learn about business and risk management systems to address these issues.

Topics include:

- ▶ Business Planning and Development
- ▶ Work and People Management
- ▶ Trust Account Practice
- ▶ Setting up the Trust Account
- ▶ Trust Account Pitfalls and Problems
- ▶ Financial Management and Profitability
- ▶ Ethics and Professional Responsibility
- ▶ Practice Finances
- ▶ LawCover and Risk Management
- ▶ Sole Practitioner Forum
- ▶ Stress Management

Course materials include business planning checklists and templates.

LawWare software discounts are available – useful if you are starting a new practice.

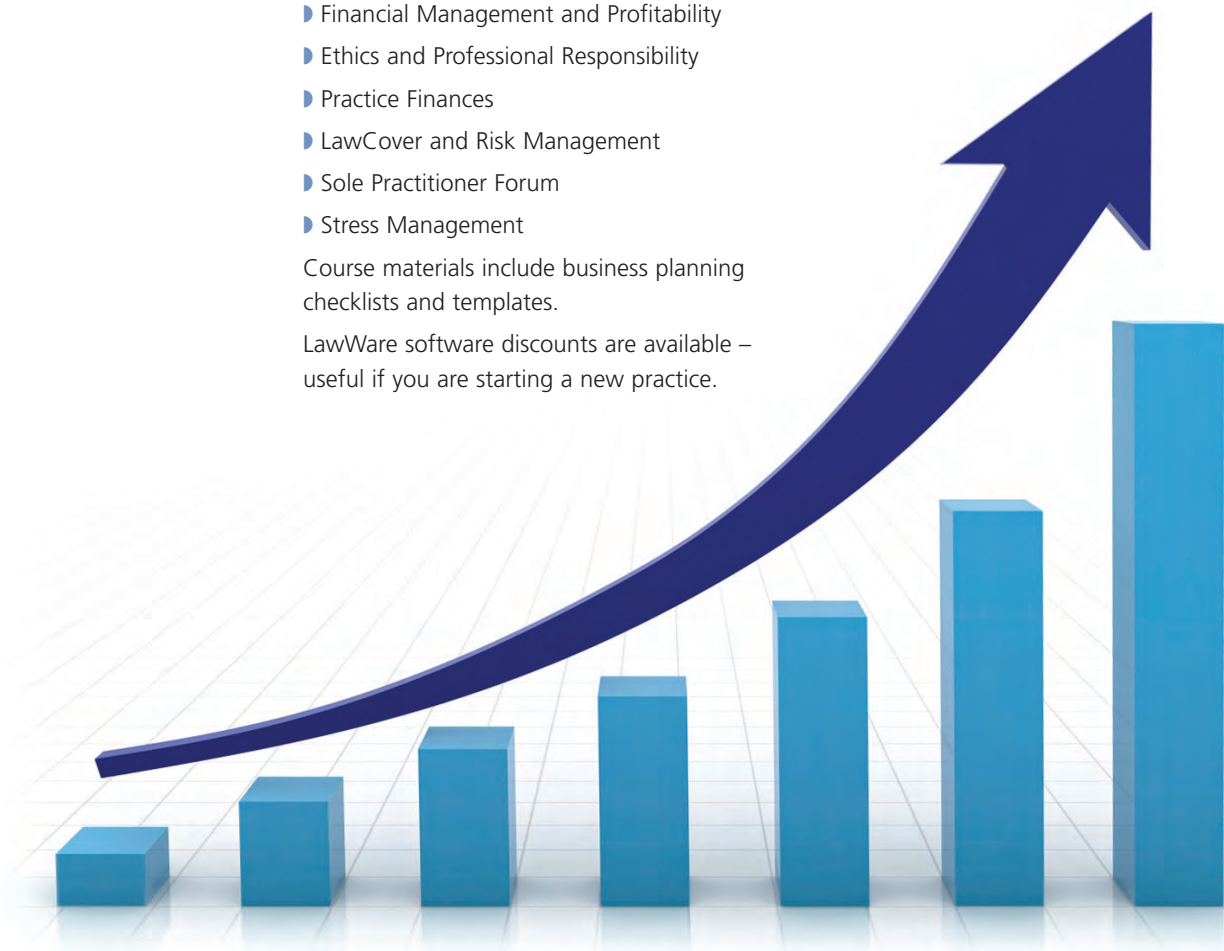
Small-Medium Partner Firms

Discuss current thinking on strategic and business planning, highlighting the role and responsibilities of partners in business development, practice leadership, supervision and mentoring, client development, financial and business performance and ethical and risk management.

Topics include:

- ▶ Strategic and Business Planning
- ▶ Work and People Management
- ▶ Marketing and Business Development
- ▶ Financial Mechanics of Practice
- ▶ Ethics and Professional Responsibility
- ▶ Trust Account Rules and Practice
- ▶ Trust Account Pitfalls and Problems
- ▶ LawCover and Risk Management
- ▶ Practice Finances
- ▶ Stress Management

Course materials include business planning checklists and templates.



Best thing about the course was having access to the range of expertise from presenters.

35+ Partner Firms

Understand the core issues covered in the Partner course with an emphasis on the strategic and business issues confronting partners in national legal practices. Discuss current thinking on partner performance and team management. We can also offer in-house and tailored course options for this course.

Topics include:

- ▶ Strategic and Business Planning
- ▶ Managing Partner Relations
- ▶ Marketing and Client Relationship Strategies
- ▶ Managing Time and Planning
- ▶ Financial Mechanics and Costing
- ▶ Partnership Agreement, Entry and Exit
- ▶ Staff Management, Motivation and IR
- ▶ Stress Management
- ▶ Trust Account Pitfalls and Problems
- ▶ Ethics and Professional Responsibility
 - ▶ Risk Management – the Insurer's Perspective
 - ▶ Risk Management – Prevention Strategies

Corporate and Government

The course is specifically adapted for in-house lawyers and includes materials from The College of Law's Master of Applied Law (In-house Practice) program.

With a strong emphasis on legal and organisational strategy, understanding the in-house team's value proposition and delivering effective results, this course also covers the role of in-house lawyers in ethical culture and governance systems, stakeholder relationships, risk assessment and management and the core regulatory curriculum.

Topics include:

- ▶ Strategic Management – Challenges for Corporate and Government Lawyers
- ▶ People Management
- ▶ Work and Systems Management
- ▶ Developing an Ethical Business Culture
- ▶ Financial Mechanics – budgets and balance sheets
- ▶ Client Relationship Strategies – Delivering Value
- ▶ Ethics and Professional Responsibility
- ▶ Risk Management – the Insurer's Perspective
- ▶ Risk Management – Prevention Strategies
- ▶ Stress Management

Best thing about the course was that it was tailored to in-house - highly relevant.



Why choose The College of Law?

The College of Law is Australia's largest and most experienced provider of practical legal training in Australia. It has specialised in professional legal education for over 35 years and has close links with legal professional associations and legal practices.

High-quality Presenters

All Legal Practice Management Courses involve presenters with a wide range of expertise and depth of experience.

Course programs utilise case studies and interactive presentation methods by experienced legal practitioners, specialist consultants, College lecturers, the Law Society of NSW and LawCover.

Presenters include:

- ▶ **Stephen Burke**, Principal, Practice Builders Pty Ltd
- ▶ **Trish Carroll**, Principal, Galt Advisory Pty Ltd
- ▶ **Andrew Chen**, Principal, WHK Horwath
- ▶ **Philip Chown**, Lecturer, The College of Law
- ▶ **Dr Ian Chung**, LawCare Counsellor, Law Society of NSW
- ▶ **Jennifer Duxbury**, Compliance, Regulatory and Corporate Affairs Director at ninemsn
- ▶ **Kevin Fox**, Human Resources Manager, Corrs Chambers Westgarth Lawyers
- ▶ **Ray Gould**, General Manager, Professional Services
- ▶ **Dr Rosemary Howell**, Chairman, Strategic Action Pty Ltd
- ▶ **Susan Jones**, LawWare
- ▶ **Linda Julian**, Director, Julian Midwinter & Associates Pty Ltd
- ▶ **Carolyn Kessler**, LawWare
- ▶ **Alan McArthur**, Managing Partner, Dibbs Barker
- ▶ **Frances Moffitt**, Professional Standards Department, Law Society of NSW
- ▶ **Ronwyn North**, Managing Director, Streeton Consulting
- ▶ **Andrew Perry**, Director - Legal & Technology, legal.consult pty ltd
- ▶ **Natasha Playne**, Partner, CFO Strategic and Principal, Playne Speaking
- ▶ **Janice Purvis**, Risk Services Manager, LawCover
- ▶ **Virginia Shirvington**, Legal Ethics Education Consultant
- ▶ **Greg Upex**, LawWare
- ▶ **Jane Walton**, The Walton Group

Frequently Asked Questions

MCLE

Participants may claim up to 10 professional development points depending on their MCLE needs, including the new rule 42 requirements.

Course Fees

\$1,575 (gst free) covers all course tuition, course materials, invaluable business planning checklists and templates. Refreshments and lunch are provided over the three days.

Venue

Courses are usually held at The College of Law, 2 Chandos Street, St Leonards. St Leonards station is a 2 minute walk. There is free parking at the College on weekends. Alternatively public parking is available at the Forum or next to the station.

Course Timing

All courses run over three (3) days. A range of course days and dates (including Fridays and Saturdays) is offered to suit different needs. For regional practitioners some courses are offered on consecutive days (Friday – Sunday).

Satisfactory Completion

The Law Society of NSW guidelines require attendance at all sessions unless exempted and the College is required to supply the Society with details of candidates who complete the course. If circumstances lead to a delegate missing parts of the course these can be made up at an appropriate later course. An administration fee may apply.

LawWare discount

Delegates can receive discounts of up to 50% on trust accounting and practice management software LawWare – a saving of around \$1500.

Practice Papers discount

Delegates can receive a discount of 25% on the full set of the College's NSW practice papers – a saving of over \$100.

