



THE LAW SOCIETY  
OF NEW SOUTH WALES

# Practice Management Course

Incorporated Legal Practice

# WHY CHOOSE THE LAW SOCIETY'S PRACTICE MANAGEMENT COURSE?

*Are you looking to start your own legal practice? Maybe you plan on joining an already successful practice as its newest principal? There are a few things you need to know first.*

In NSW, lawyers who want to become the principal of a legal practice must first undertake a legal practice management course. The Law Society sets the guidelines for these courses in NSW, so it makes sense to take a course with us. As the governing body and voice of the profession, we offer the highest quality training, discounts for members and ongoing support. The Law Society of NSW Practice Management Course will give you everything you need to run your legal practice.

Register for our Practice Management Course Incorporated Legal Practice and gain the skills you need to succeed as a principal lawyer running a profitable practice. You will be taught how to run an efficient and cost-effective practice by employing business management skills, quality systems, and leadership of your potential employees. Our experienced facilitators will give you the tools you need to provide the highest quality services to clients, to engage your employees and run a successful practice for years to come.

The course is brand new in 2017 and teaches lawyers the most up-to-date practice management techniques.

## Our promise



**Small group sizes** with a maximum 30 participants



**Easily accessible CBD location** near St James and Martin Place stations



**Generous fee discounts** for Law Society of NSW members



**Presentations from real world,** in-touch professionals



**A course developed by legal, business and accounting professionals** in consultation with legal practice principals



**The reliability and reputation** of the Law Society's Professional Development Department, which successfully runs hundreds of seminars each year

# STRUCTURE



## Learn online and face-to-face

Not everyone learns best in a classroom. That's why the Law Society's Practice Management course combines three days of face-to-face workshops with online learning modules that you can complete when it suits you.

Acquire business management skills and technical expertise via our online modules, then workshop your knowledge in our face-to-face sessions. Just three days of classes will give you the soft skills and business acumen you need to manage an incorporated legal practice.

Our online learning modules offer extensive follow-up materials that support the face-to-face sessions. We post readings, learning activities and short assessments. These materials remain available to lawyers after class, so new principals can continue to tap into Law Society resources as you launch your new practice.



## Build your business knowledge

Though you may have worked as a lawyer for many years, running a practice as principal requires a lot of non-legal skills. The Law Society often receives calls from lawyers who are attempting to "make it" in their own practice but need help with the business and accounting principles. Undertaking the Law Society's Practice Management Course will give you the tools you need to avoid making such calls. We will take you through the essential aspects of running a profitable practice including:

- business planning
- finance essentials and taxation strategies
- pricing your services and billing the client
- avoiding pitfalls in trust money and trust records
- leadership and management techniques
- hiring and training reliable staff
- managing risk
- marketing methods to grow your business
- attracting and retaining clients
- ethics and responsibility

Our face-to-face sessions give you the opportunity to not only discuss these topics but workshop real-life examples. We practise with accounting and management templates that you can use in your own practice.



## Maximise results

Participants in our Practice Management Course can expect a close and interactive learning environment. We keep class sizes small (less than 30 people) and handpick experienced legal and business professionals to present each session. You will be free to ask questions, network with your peers, and drive your own learning.



## Hone your skills

The assessment structure of the Law Society's Practice Management Course is designed to maximise class time without intruding on your personal life after hours. Busy professionals will be pleased to know you can complete most assessment tasks in person during the face-to-face sessions. Facilitators will assess your knowledge with short, practical tasks that mirror the practice management responsibilities of real principals. This process will help you hone essential skills to perform them successfully in the future.

# PRESENTERS

## **Duncan Young**

**Director** – Duncan Young Consulting

Duncan Young has been working with organisations for the past 15 years and was a senior leader in large consultancy firms before stepping out on his own and founding Duncan Young Consulting. He has implemented training programs throughout Asia Pacific and Europe, across a broad range of industries and clients from both the private and public sector.

## **Linden Barnes**

**Senior Ethics Solicitor** –  
The Law Society of NSW

Linden Barnes is a solicitor in the Professional Standards Department of the Law Society of NSW where she provides guidance to lawyers in NSW on professional ethical obligations. She regularly presents at training sessions for solicitors working in all types of practices, including sole practices, major firms, government and in-house.

## **Glenda Carry**

**Regulatory Compliance Solicitor** –  
The Law Society of NSW

Glenda Carry is a solicitor in the Professional Support Unit of the Law Society of NSW, where she regularly assists legal professionals by providing advice on practice management and development. She holds extensive qualifications in law, business and marketing. Glenda worked in private practice and marketing prior to joining the Law Society.

## **Greg Pazmandy**

**Senior Lecturer** –  
University of Technology Sydney

Greg Pazmandy is a senior lecturer in accounting and specialises in business analysis and valuation. He also consults with small to medium sized businesses to help them develop efficient business practices.

## **Frances Moffitt**

**Regulatory Compliance Solicitor** –  
The Law Society of NSW

Fran is a solicitor in the Professional Standards Department at the Law Society of NSW. She is an Adjunct Lecturer at the College of Law and has served under the Attorney General's Department in NSW and the ACT and the Inspector General in Bankruptcy, ACT.

## **Malcolm Heath**

**Legal Risk Manager** – Lawcover

Malcolm Heath assists legal practices to reduce their exposure to professional negligence claims by conducting claims causation analyses, comprehensive risk reviews, law practice visits, practitioner consultations, action plans and follow-up reviews. He regularly presents on a broad range of risk management topics to practitioners in the legal industry.

## **Greg Livermore**

**Trust Accounts Investigator** –  
The Law Society of NSW

Greg is a certified practising accountant with a background in audit and investigations with the ATO. He has also worked in internal audit for the NSW Law Society, in addition to his primary responsibilities as an Investigator with the Trust Accounts Department. Greg is a regular presenter on trust accounts for unrestricted practising certificate courses.

## **Anne Siddons**

**Fidelity Fund Manager** –  
The Law Society of NSW

Anne Siddons began working for the Law Society of NSW in November 1981 as a member of the Legal Practitioners Fidelity Fund team. She has been the manager of the Fidelity Fund since 1995. Anne brings with her over 30 years of real experience and knowledge in her field.

## **Janice Purvis**

**Practice Support Services Manager** –  
Lawcover

Before joining Lawcover as a Claims Solicitor in 2001, Janice worked in private practice and at the Law Society of NSW as an Investigations Solicitor with the Professional Standards Department. In 2006 she became the Risk Services Manager where she is responsible for the development and delivery of a risk education program comprising courses, presentations, publications, practice visitation schemes, claims research analysis and practice tools.

## **John Fleming**

**Professional Support Solicitor** –  
The Law Society of NSW

John Fleming is a solicitor in the Legal Costs Unit at the Law Society of NSW and provides advice to practitioners on legal costs, deals with policy issues, writes articles for legal publications and lectures in taxation law. He is also a qualified principal who has personally faced the challenges of operating as sole-trader for many years.

## Essential information

### Course dates

Visit [lawsociety.com.au/pmc](http://lawsociety.com.au/pmc) for upcoming course dates.

### Venue

The course runs at the Law Society of NSW building, 170 Phillip Street, Sydney. Buses and trains regularly service Martin Place and St James station, which are both a short walk away.

### Catering

Morning tea, lunch and afternoon tea provided.

### CPD units

Participants will be eligible to claim up to 10 CPD units.

### Cost (incl GST)

\$1,550 for members of the Law Society of NSW  
\$1,700 non-members

## Frequently Asked Questions

### What equipment do I need?

Participants must have access to the internet via a computer or tablet device, in order to complete online learning modules and assessment tasks in their own time. Email will serve as the primary communication medium for the course.

### What is required to pass the course?

You are required to attend three full days of face-to-face workshops and complete all assessment tasks both online and offline in order to pass the Practice Management Course. If you are unable to attend or complete parts of the course due to adverse circumstances, the Law Society may allow you to make up those requirements at a later date.

### What if I missed enrolment?

Don't worry – the Law Society of NSW will be running multiple practice management courses throughout the year. Please stay tuned if you are planning to take a practice management course in the future, as we continue to announce new enrolment dates.

Visit: [lawsociety.com.au/pmc](http://lawsociety.com.au/pmc)

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Follow: [twitter.com/LawSocietyNSW](https://twitter.com/LawSocietyNSW)

## Need more information?

If you would like further information about the course or registration, please contact the Professional Development Department.

Email: [education@lawsociety.com.au](mailto:education@lawsociety.com.au)

Phone: 02 9926 0250

Care has been taken to ensure that information contained in this brochure is true and correct at the time of publication. Changes to the course and related details after the time of publication may impact on the accuracy of this information. The Law Society of New South Wales cannot guarantee and makes no representation as to the accuracy or reliability of any information in this brochure.

