

PRACTICE MANAGEMENT COURSE: Corporate & Government Lawyers

TIMETABLE

Day 1 — Facilitator: Greg Dwyer

Time	Module	Content	Presenter
8.30am – 9.00am	Registration & Coffee		
9.00am – 9.30am	Welcome	<ul style="list-style-type: none"> • Introductions • Overview of course • Why practice management? 	Greg Dwyer College of Law
9.30 am – 11.00 am	Strategic Management - Challenges for Corporate & Government Lawyers Module 3	<ul style="list-style-type: none"> • Understanding the corporate strategy • Aligning the legal unit's strategy • Developing & managing the business plan • Operational models • Risk management 	Jennifer Duxbury General Counsel Lonely Planet
11.00am – 11.15am	Morning tea		
11.15am – 12.45pm	People Management Module 12	<ul style="list-style-type: none"> • What in-house legal managers should provide to staff • What staff want from their legal managers • Setting performance management and development strategies 	Jennifer Duxbury General Counsel Lonely Planet
12.45pm – 1.30pm	Lunch		
1.30pm – 3.00pm	Risk Management – the Insurers' Perspective Module 7	<ul style="list-style-type: none"> • Why worry about PII? • Professional obligations & Prac Certs • Exposure and limits of cover • Incident management • Notification obligation • Claims statistics ; D & O Insurance 	Ronwyn North Streeton Consulting
3.00pm – 3.15pm	Afternoon Tea		
3.15pm – 5.00pm	Risk Management – Prevention Strategies Module 6	<ul style="list-style-type: none"> • Importance of managing risk & quality • Managing “business” risks • Managing professional risk • Working with external lawyers • Are you a good client? • Do you need to do anything differently 	Ronwyn North Streeton Consulting

PRACTICE MANAGEMENT COURSE: Corporate & Government Lawyers

TIMETABLE

Day 2 — Facilitator: Greg Dwyer

Time	Module	Content	Presenter
8.45 - 9.00am	<i>Coffee</i>		
9.00am – 10.45am	<i>Financial Mechanics & Costing # 1 Module 4</i>	<ul style="list-style-type: none"> • Understanding Financial Statements <ul style="list-style-type: none"> • Profit and Loss Statement • Balance Sheet • Statement of Cash Flows • The Budget Process <ul style="list-style-type: none"> • What is a budget and its purpose • How to develop a budget • How to report on performance against budget 	Natasha Playne Playne Speaking
10.45am – 11.00am	<i>Morning Tea</i>		
11.00am – 12.30pm	<i>Financial Mechanics & Costing # 2 Module 4</i>	<ul style="list-style-type: none"> • Measuring & Reporting on Performance 	Natasha Playne Playne Speaking
12.30pm – 1.15pm	<i>Lunch</i>		
1.15pm – 3.00pm	<i>Developing an Ethical Business Culture Module 1</i>	<ul style="list-style-type: none"> • What is ethics and why does it matter? • Turning theory into real life practice • Ethical decision-making skills • Tools for building organizational ethical performance 	Kerrie Henderson Office of the Legal Services Commissioner
3.00pm – 3.15pm	<i>Afternoon Tea</i>		
3.15pm – 5.00pm	<i>Work Management</i>	<ul style="list-style-type: none"> • Personal style and approach • Management systems • Personal Work Management 	Greg Dwyer College of Law

PRACTICE MANAGEMENT COURSE: Corporate & Government Lawyers

TIMETABLE

Day 3 — Facilitator: Philip Chown

Time	Module	Content	Presenter
8.45am – 9.00 am	Coffee		
9.00am – 10.30am	Trust Account Issues Modules 8 – 10	<ul style="list-style-type: none"> The Trust Account Framework and problems & pitfalls 	Fran Moffitt, Law Society of NSW
10.30am – 10.45 am	Morning Tea		
10.45am – 12.30pm	Stress Management Module 2	<ul style="list-style-type: none"> Understanding stress Lifestyle management for work and home A diagnostic session 	Dr Ian Chung NSW Law Society Law Care Counsellor
12.30pm – 1.15pm	Lunch		
1.15pm – 2.45pm	Marketing Strategies for In House Teams Module 11	<ul style="list-style-type: none"> Developing good client relations Delivering value Service level agreements 	Trish Carroll Galt Advisory
2.45pm – 3.00pm	Afternoon Tea		
3.00pm – 4.45pm	Ethics & Professional Responsibility Module 5	<ul style="list-style-type: none"> The Role of Ethics in Practice The Relationship between Ethics and Law The Consequences of Ignoring Ethics Professional Responsibility “risk” scenarios – some true life stories 	Philip Chown College of Law
4.45pm – 5.00pm	Review/Evaluations/Certificates		Philip Chown