

PRACTICE MANAGEMENT COURSE: 2-9 and 10-34 PARTNER FIRMS

TIMETABLE

Day 1 — Facilitator: Michael Appleby

Time	Module	Content	Presenter
8.30am – 9.00am	Registration & Coffee		
9.00am – 9.45am	Welcome & Module 1 <i>Intro to Practice Management & Going into Partnership</i>	<ul style="list-style-type: none"> • Introductions • Overview of course • Why practice management? • Partners, partnership & leadership 	Michael Appleby College of Law
9.45am – 10.45am	Module 3 <i>Strategic & Business Planning</i> Session 1	<ul style="list-style-type: none"> • The role of business planning in law firm management • The elements of a business plan and how they operate together • Review of some strategic models – eg Balanced Scorecard 	Dr Rosemary Howell Strategic Action
10.45am – 11.00am	Morning tea		
11.00am – 1.00pm	Module 3 <i>Strategic & Business Planning</i> Session 2	<ul style="list-style-type: none"> • A statement of purpose (including concepts such as 'vision', 'mission' and 'values') • A SWOT analysis and a strategic audit • An action plan • Success measures 	Dr Rosemary Howell Strategic Action
1.00pm – 1.45pm	Lunch		
1.45pm – 3.15pm	Module 12 <i>People Management</i>	<ul style="list-style-type: none"> • Recruiting and retaining • Managing performance • Career development 	Stephanie Abbott Kitsune Consulting
3.15pm – 3.30pm	Afternoon tea		
3.30pm – 5.00 pm	Module 11 <i>Marketing & Business Development</i>	<ul style="list-style-type: none"> • Marketing fundamentals • Client development and marketing • Marketing strategies • Price and value 	Linda Julian Julian Midwinter & Associates

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Day 2 — Facilitator: Greg Dwyer

Time	Module	Content	Presenter
8.45am – 9.00am	<i>Coffee</i>		
9.00am – 10.30am	Module 4 <i>Financial Management 1</i>	<ul style="list-style-type: none"> • Chargeout rates • Budgets • Cash Flows • WIP 	Natasha Playne Playne Speaking
10.30am – 10.45am	<i>Morning Tea</i>		
10.45am – 12.15pm	Module 4 cont. <i>Financial Management 2</i>	<ul style="list-style-type: none"> • Billings • Debtors • Financial Planning • Measurements for Profitability • Reading Financial Statements & Reports 	Natasha Playne Playne Speaking
12.15pm – 12.30pm	<i>A brief talk by Norman Lyall of LAP</i>		
12.30pm – 1.15pm	<i>Lunch</i>		
1.15pm – 3.00pm	Module 5 <i>Ethics & Professional Responsibility</i>	<ul style="list-style-type: none"> • Conflicts of interest • Confidentiality • Practice Rules 	Virginia Shirvington Solicitor, Legal Ethics Consultant
3.00pm – 3.15pm	<i>Afternoon Tea</i>		
3.15pm – 5.00pm	Module 1 <i>Work Management</i>	<ul style="list-style-type: none"> • Personal style and approach • Management systems • Personal work management 	Greg Dwyer College of Law

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Day 3 — Facilitator — Judy Bourke

Time	Module	Content	Presenter
8.45am – 9.00am	Coffee		
9.00pm – 10.30pm	Module 2 Stresses of Practice	<ul style="list-style-type: none"> • What is Stress • Stress Management Techniques 	Dr Ian Chung LawCare Counsellor
10.30am – 10.45am	Morning tea		
10.45am – 12.00pm	Module 1 Practice Management Practice Finances	<ul style="list-style-type: none"> • Managing Practice Finances • Assets and Leasing • Super, Phillips Trusts and Everett Assignments 	Donal Griffin Centric Wealth Advisers Limited
12.00pm – 12.45pm	Lunch		
12.45pm – 1.45pm	Modules 6 & 7 LawCover & Risk Management	<ul style="list-style-type: none"> • What is LawCover • Solicitors' compulsory insurance cover • Claims statistics & causes of claims • Some strategies to avoid Claims 	Janice Purvis LawCover
1.45pm – 3.15pm	Modules 8 & 9 Trust Account Rules & Practice	<ul style="list-style-type: none"> • Trust Accounting • Requirements, Regulations • Bookkeeping • Controlled Moneys • Trust Records • Statutory Interest 	Susan Jones & Greg Upex - LawWare
3.15pm – 3.30pm	Afternoon tea		
3.30pm – 5.00pm	Module 10 Trust Account Pitfalls & Problems	Current Thinking from the Law Society on Trust Account Issues	Fran Moffit Law Society of New South Wales
5.00pm - 5.15pm	Review / Evaluations/ Certificates		Judy Bourke College of Law