

MANAGING A LEGAL PRACTICE — SOLE PRACTITIONERS

Timetable

Day 1 — — Facilitator:

Time	Module	Content	Presenter
8.30am – 9.00am	Registration & Coffee		
9.00am – 9.30am	Welcome & Module 1 Introduction Going into Sole Practice	<ul style="list-style-type: none"> • Introductions • Overview of course • Why practice management? • Sole Practice & leadership 	Greg Dwyer College of Law
9.30am – 11.00am	Module 3 Business Planning # 1	<ul style="list-style-type: none"> • Working out your business concept • Planning, goals & targets 	Greg Dwyer
11.00am – 11.15am	Morning tea		
11.15am – 12.45pm	Module 3 Business Planning # 2	<ul style="list-style-type: none"> • Implementing & measuring • Reflections on Stephen Brown 	Greg Dwyer
12.45 pm – 1.30pm	Lunch		
1.30pm – 3.00pm	Module 5 Ethical Dilemmas	<ul style="list-style-type: none"> • Conflicts of interest • Confidentiality • Practice rules 	Virginia Shirvington Legal Ethics Education Consultant
3.00pm – 3.15pm	Afternoon tea		
3.15pm – 5.00pm	Work & People Management	<ul style="list-style-type: none"> • Work management • People management 	Stephen Burke Stephen Burke Management

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Day 2 — Facilitator:

Time	Module	Content	Presenter
8.45am – 9.00am	Coffee		
9.00am – 10.30am	Module 4 Financial Management #1	<ul style="list-style-type: none"> • Chargeout rates • Budgets • Cash flows • WIP 	Natasha Playne BBus FCA FAICD
10.30am – 10.45am	Morning Tea		
10.45am – 12.30pm	Module 4 (contd) Financial Management 2	<ul style="list-style-type: none"> • Billings • Debtors • Measurements for profitability • Chargeout rates • Reading financial statements and reports 	Natasha Playne BBus FCA FAICD
12.30pm – 1.15pm	Lunch		
1.15pm – 3.00pm	Module 11 Business Development	<ul style="list-style-type: none"> • Marketing and business development • Client relationship management • Tools, techniques & tactics 	Trish Carroll Galt Advisory
3.00pm – 3.15pm	Afternoon Tea		
3.15pm – 4.45pm	Module 2 Stress Management	<ul style="list-style-type: none"> • Recognising and managing stress 	Dr Ian Chung LawCare Counsellor

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Day 3 – Facilitator —

Time	Module	Content	Presenter
8.45am – 9.00am	Coffee		
9.00am – 10.30am	Module 8 <i>Setting up the Trust Account</i>	<ul style="list-style-type: none"> • Trust records • Requirements 	Geoff Bourke College of Law
10.30am – 10.45am	Morning tea		
10.45am – 11.45am	Modules 6 & 7 <i>LawCover & Risk Management</i>	<ul style="list-style-type: none"> • The nature of professional negligence • The role of LawCover • Solicitors' compulsory insurance cover • Causes of claims • Strategies to avoid claims 	Janice Purvis LawCover Pty Ltd
11.45am – 1.00pm	Sole Practitioner Panel Open Forum	<ul style="list-style-type: none"> • Practice snapshot • Systems & technology • Practice development strategy • Victories & successes • Traps & pitfalls 	Michael Fitzgerald Michael John Fitzgerald Marcel Joukhador Thomas Booler & Co
1.00pm – 1.45pm	Lunch – to include a short presentation by Don Junn (Dixon Holmes du Pont Chambers) on Chambers Practices		
1.45pm – 3.15pm	Module 9 <i>Trust Account Practice</i> <i>OR</i> Module 10 <i>Trust Accounting Pitfalls</i>	<ul style="list-style-type: none"> • Trust Accounting • Requirements, Regulations • Bookkeeping • Controlled Moneys • Trust Records • Statutory Interest Problem Analysis	Carolyn Kessler Michael Joyce Susan Jones or Frances Moffitt Law Society of NSW
3.00pm – 3.15pm	Afternoon tea		

3.15pm – 5.00pm	<p style="text-align: center;">Module 10 Trust Accounting Pitfalls</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Module 9 Trust Account Practice</p>	<p>Problem Analysis</p> <p>or</p> <ul style="list-style-type: none"> • Trust Accounting • Requirements, Regulations • Bookkeeping • Controlled Moneys • Trust Records • Statutory Interest 	<p style="text-align: center;">Frances Moffit Law Society of NSW</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Carolyn Kessler Michael Joyce Susan Jones</p>
5.00pm – 5.15pm	Review / Evaluations		Geoff Bourke