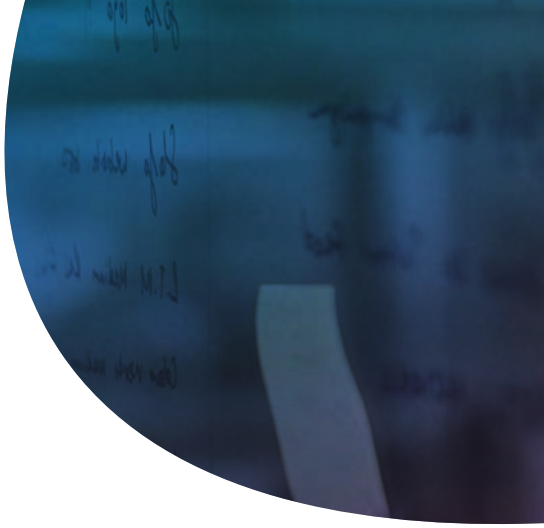
SHORT COURSES
College of Law

LAW PRACTICE MANAGEMENT COURSE GUIDE

South Australia



DEFINE THE NEXT CHAPTER OF YOUR CAREER

When you choose The College of Law, your LPMC will do so much more than just tick a box.

It will give you immediate, real-world value – opening you up to a world of new opportunities. That's because our courses are practical by design and taught by legal business professionals with boots-on-the-ground experience.

You'll learn about everything from pricing strategy to client management; giving you the skills and confidence you need to transition from employed lawyer to business owner or practice leader.

Whether you want to start your own firm, become a partner or principal, or expand your career prospects, an LPMC with the College will help you get there.

Learn with the best. Learn with the College.

25 YEARS
of LPMC teaching

5,000+
LPMC grads

16+
LPMC staff

WHAT'S INSIDE?

The thrill of new skills
Discover where an LPMC can take you.

What you will learn
Explore our courses and key outcomes.

Why choose The College of Law?
Develop your skills alongside the very best.

Course dates and fees
Find all the key information you need.

How to enrol
Secure your place at The College of Law.

THE THRILL OF NEW SKILLS

Are you ready and eager to get your hands on the business and operational side of law? If so, our LPMC is the answer.

With the College, you can expect less theory – and more dynamic, interactive learning.

You'll cover everything from innovation in legal tech to how you can attract the right type of clients for your business.

The result? The skills and confidence to run a successful, efficient and sustainable legal practice.

Who is the LPMC for?

- Sole practitioners
- Law firm partners
- Inhouse and government lawyers with management responsibilities
- Community legal centre supervisors
- Directors of incorporated legal practices
- Practice managers and professionals working in legal firms
- Experienced practitioners looking to grow their practice and update their management skills

Study your way

We understand that practising law could be stressful and fitting a course into your schedule can be difficult while you're busy advising and representing clients, analysing problems, deciphering rules, and chasing deadlines.

We run several Law Practice Management courses through the year, so you have the flexibility to choose a program that best suits your requirements. Our blended course model also lets you work around your schedule when preparing for the workshops. With this flexibility, you can build a study plan around your schedule. Simply find the course that's right for you.

TODAY, NEARLY SEVEN YEARS ON, I HAVE AN AWARD-WINNING BUSINESS IN A PROFESSION THAT I LOVE.

Amanda Mead
Principal Lawyer, Co-owner, Everyday-Legal

Read Amanda's Story

WHAT YOU WILL LEARN

The LPMC is designed to arm you with the knowledge needed to operate a thriving legal business. You'll therefore work on practical tasks and scenarios that you're likely to encounter day-to-day.

During the workshop, you will focus on and learn about eight core subjects:

1. Business Development and Marketing
2. Financial Management
3. Ethics and Professional Standards
4. Leadership, Management and Self-management
5. Business Strategy and Succession Planning
6. Trust Accounting
7. Risk Management
8. Innovation and legal technology
9. Practice Management and Workflow Systems

Learn more about our courses →

MODULES

Business Development and Marketing	At the end of this module you will be able to: • Develop strategies to maintain existing clients and attract new clients • Apply knowledge and skills to ensure positive client relations • Develop and implement an effective marketing plan • Grow a practice by using appropriate marketing strategies, including the use of social media • Understand and comply with the advertising rules
Ethics and Professional Standards	At the end of this module you will be able to: • Outline the legislation, conduct rules and practice rules that govern legal practice and lawyers' conduct • Analyse and critically discuss common areas of complaint and how these can be avoided • Develop systems and programs that promote ethical decision-making, taking into account the range of regulatory tools and professional values
Financial Management	At the end of this module you will be able to: • Understand financial statements, budgeting methodology, cash flow management, debtor management, optimal borrowing ratios, profit drivers and taxation requirements • Review and critically compare different billing methods, and implement ethical billing practices • Analyse and estimate costs, and demonstrate understanding of costs disclosure requirements • Meet financial objectives and operate profitably
Leadership and Management	At the end of this module you will be able to: • Use general principles of effective leadership and management for the sustainability and success of your law practice • Develop and promote a supportive, open and ethical office culture • Develop a framework to achieve a psychologically healthy workplace • Develop staff selection, training, supervision, and delegation strategies to ensure that staff act professionally and ethically • Comply with the requirements of employment legislation and best practice • Develop strategies for stress and personal management
Business Strategy and Succession Planning	At the end of this module you will be able to: • Develop a strategic business plan and understand how to action it • Compare different legal practices and business models, including incorporated legal practices, and identify the requirements for each of the different models to be successful • Develop partnership agreements and partner relations • Develop a business strategy for succession planning and contingency planning

Risk Management	At the end of this module you will be able to: • Develop strategies, policies and processes to manage risk • Identify, manage and mitigate risks in the area of technology, including cyber security and privacy • Understand professional negligence and the role of the professional indemnity insurer
Trust Accounting	At the end of this module you will be able to: • Review and self-assess understanding of the regulatory framework governing trust money and records, and good operating practices to comply with these obligations • Use appropriate and compliant billing methods for practices with and without trust authorisation • Explain obligations regarding the statutory deposit account • Review and critically discuss the role of the fidelity fund and its implications for a law practice, including liability to repay the fidelity fund in the event of a successful consumer claim
Innovation and Technology	At the end of this module you will be able to: • Identify the current key trends in legaltech/AI and data in the future proofing of legal practices. • Understand how legaltech/AI can enable improved internal operational efficiencies and deliver services/products that meet client expectations. • Analyse potential changes to your business model, workforce and workplace to improve agility and create the know-how needed for sustained and continuous improvement to your practice.
Practice Management and Workflow Systems	• At the end of the module, you will be able to: • develop processes for controlling the effective delivery of legal services • select appropriate practice management systems and technologies for your practice • evaluate new and innovative technology for the delivery of legal services, and • develop policies for the ethical and professional use of technology in your legal practice, and • design procedures for maintaining technological currency in your legal practice.

Assessment structure

Assessment	Activity	Format
Attendance and participation	Workshop and online component	Attendance and satisfactory participation
Assessment	Business Plan	Online submission - templates will be made available at the start of the course. Participants will develop the plan during each workshop and submit the finished plan by a specified date following the workshops
Assessment	Trust accounting and Ethics	Satisfactory completion following the three-day workshop

Once you have successfully completed the assessment items, you will be awarded a certificate of completion to be submitted to the Law Society of South Australia.

I FORGED PROFESSIONAL BONDS THAT HAVE CONTINUED WELL BEYOND MY STUDIES.

Zita Allen
Solicitor Director, Lantern Legal

Brought to you by passionate presenters

Our courses are run by a dedicated team with real experience managing and supporting legal businesses.

Graham Jobling
Executive Director, College of Law South Australia

Kelly Morgan
Principal, Kelly Kelly Legal

Bianca Hale
Principal Consultant, Cosan

Megan Hender
Megan Hender Consulting

Neil McInnes
Principal, Sovereign Bookkeeping Solutions SA

Jo Cecere
Lecturer, College of Law South Australia

Russell Colbourne
FCCA, GAICD, Chartered Accountant and Entrepreneur

Tim Sargent
Director, Moore Australia

THE COURSE HELPED ME UNDERSTAND WHAT GOES ON BEHIND THE SCENES OF A LAW FIRM.

Carla Vinciullo
Director, Kennedy Vinciullo

Read Carla's Story

WHY CHOOSE THE COLLEGE OF LAW?

Our courses are developed by business and legal leaders with real experience. This means you can hone your skillset and step towards the next chapter of your career, sooner.

As a national organisation with access to best-in-industry research and resources, the College delivers cutting-edge programs underpinned by local knowledge for each market.

But we also have an eye for what's to come.

For instance, our Centre for Legal Innovation is pioneering thought leadership by exploring the impact of new legal technologies and more.

Rest assured we know what's required for legal practitioners to excel today – and into the future.

"I GAINED VALUABLE INSIGHTS INTO WHAT CAN GO WRONG IN A LAW PRACTICE, DAY IN DAY OUT - PREPARING ME FOR WHAT MIGHT BE THROWN MY WAY."

Brett Halliwell
LPMC graduate

Read Brett's Story

This Law Practice Management Course is accredited by the Legal Practitioners Education and Admission Council for Category A and B practising certificates.

TAUGHT BY INDUSTRY INSIDERS

Our presenters are passionate and experienced. They will help you bridge the gap between theory and the real world.

TAKE-HOME RESOURCES

Enjoy our take-home templates, checklists and resources for years to come.

CONVENIENCE

Your face-to-face learning will take place on campus in the heart of the Adelaide CBD. Your online learning will be conducted by video conference and through our learning portal.

INTERACTIVE CLASSES

You'll get to know your fellow participants and presenters in an active learning environment.

COACHING AND FEEDBACK

Our teaching and support staff will be there to guide you throughout the entire course – from enrolment to completion.

TAX DEDUCTIONS AND DISCOUNTS

You may be entitled to a tax deduction. The College of Law also offers a 10% discount to College Alumni members of most law societies.

CPD UNITS

You can claim up to 22 MCPD units across Ethics and Professional Responsibility, Practice Management and Business Skills, Professional Skills and Bullying, Discrimination and Harassment.

PATHWAY TO A POSTGRADUATE PROGRAM

Completing your Legal Practice Management Course with The College of Law is just the beginning. Your course can count as one subject's credit towards our Graduate Diploma of Legal Business or Master of Legal Business postgraduate programs.*

* To be eligible for the credit you must have completed your LPMC successfully within the last 5 years.

COURSE DATES AND FEES 2024-25

Key dates

For course dates, please refer to the College of Law website.

Course	Workshop Dates	End Date	Delivery Mode
July	8 - 10 August 2024	30 August 2024	Blended
October	31 October - 2 November	22 November 2024	Blended
March	20 - 22 March 2025	11 April 2025	Blended

Course fees

Alumni & Members (You save 10% if you are a College of Law alumni or members of most law societies)	$1,620
Full price	$1,800

Dates and pricing are subject to change. Please refer to the College of Law website for the most current information.

Location

Face to face workshops will be held at: The College of Law at Level 9, 19 Grenfell St, Adelaide, SA 5000.

HOW TO ENROL

Want to develop your skills alongside our industry leaders?

Enrol Online Now

Or get in touch to learn more:

Call 1300 506 402

Email lpmc@collaw.edu.au

Visit collaw.edu.au/LPMC

In-house training

For group bookings, LPMC can be delivered on-site in your offices or at our campuses to practitioners from all states across Australia. For more information please contact:

Kerry Nguyen, Business Development Manager
+61 3 8689 8614 or b2b@collaw.edu.au

SA specific In-house training

For SA specific in-house training needs, please contact:

Graham Jobling, Executive Director, South Australia
Direct: +618 7100 7000 | Internal: Ext 5001 or
gjobling@collaw.edu.au

COLLEGE OF LAW | LEGAL BUSINESS MANAGEMENT

WHERE'S NEXT?

Take your learning further with legal business management courses

Are you looking to gain an edge in the legal world? Our Legal Business Management courses will take your learning further – so you can transform your mindset and bring true value to the table.

Learn how to penetrate innovation barriers. Unlock the psychology behind pricing strategy.
And master the art of attracting your dream clients - plus so much more.

These aren't traditional management courses. It's a road to ongoing business success that you can't afford to ignore.

Claim your subject credit

Successfully complete your Legal Practice Management Course at the College of Law within the last five years to be entitled to one subject unspecified credit to enrol in the Graduate Diploma of Legal Business Management or Master of Legal Business Management courses.

Explore our subjects

- Business strategy
- Leadership
- Innovation
- Fundamental Legal Technologies
- Legal Operations
- Why and How Clients Buy Legal Services
- Attracting and Retaining Clients
- Master of Legal Business Capstone

Choose your pathway

Graduate Certificate in Legal Business Management (2 subjects)

Graduate Diploma of Legal Business Management (4 subjects)

Master of Legal Business Management (8 subjects)

Graduate Certificate in Legal Operations (2 subjects)

Want to find out more?

Explore our MLB pathways

Correct as of September 11, 2024