



Legal Practice Management Course

New South Wales

Own your career.

Programs that deliver the skills to own your career.



Own your career.

The College of Law programs are developed and run by practitioners who manage legal businesses. Broaden your career options with the understanding and skills to manage your own business.

About The College of Law

The College of Law has been at the forefront of practical legal education since 1974 and over 60,000 of our graduates now work across all facets of our industry.

Across Australia, New Zealand and Asia we have 400+ education and support staff, with the majority comprising of practising lawyers and legal professionals from all levels. This ensures our programs are always relevant to real world practice.

We have a full suite of offerings to further your career at every stage, from completing your studies through to running your own law firm. These are:

- Admission to Practice
- Professional Development
- Postgraduate Specialisation
- Legal Business Management

The Legal Practice Management Course

The course is developed and run by leaders who also manage legal businesses – so you can broaden your career options with the understanding and skills you need to manage your own firm.

Our course has been approved and accredited by the Law Society of New South Wales.



Why study with us?



Quality teaching

Our presenters have a passion for practice management and have extensive legal experience.

They will help bridge the gap between theory and real-world experience so you can understand how the subject matter translates into practical application.



Flexible learning

We recognise that your life is busy, and you need to balance your career, personal life and other commitments with study. Our course is offered via a flexible delivery model of online and face-to-face learning. With up to 14 start dates throughout the year, you will be able to find a course that suits your needs.



Interactive classes

Our interactive classes ensure that you won't get lost in the crowd. You will have the opportunity to ask questions, share ideas and get to know your fellow students and presenters.



Convenient

Your face-to-face learning will take place in the heart of the Sydney CBD. Our campus sits within walking distance of Sydney's courts, tribunals and law firms.



Coaching and Feedback

We want to help you maximise the potential of your practice management course. Our teaching and support staff are available to guide you through the course from enrolment right through to completion.



Take away resources

This course will equip you with practical take-home templates, checklists and resources so you are armed with the tools to lead a cost-efficient and client-focused practice.



Tax Deductible

You may be entitled to a tax deduction.

The College of Law also offers a 10% discount to College alumni and NSW Law Society Members.



Upgrade Your Qualification

Completing your Legal Practice Management Course with The College of Law can be just the beginning. Your course may be counted as one subject's credit towards our Master of Laws program. Our LLM is designed to enhance your on-the-job skills and take your career to the next level.

Who is it for?

Our course has been designed specifically for legal practitioners who want to practise as a:

- sole practitioner
- partner of a law firm
- supervisor of a community legal service
- director of an incorporated legal practice

The course is also beneficial for:

- in-house lawyers with management responsibilities or who are looking to gain an understanding about legal services
- experienced practitioners who are looking for techniques to grow their practice and update practice management skills
- Legal Practice Managers and other professionals working in law firms

How you will learn

The Legal Practice Management Course has three components:

- Online learning
- Three-day workshop
- Online assessment

Online learning

Prepare yourself to get the most out of your three-day workshop by completing an online self-assessment. The self-assessment allows you to assess your current legal practice management skills and capabilities.

Three-day workshop

The three-day face-to-face workshop is usually held over Thursday, Friday and Saturday.

The workshop is not only an opportunity for you to engage in practical exercises and tutorials with legal industry experts, it is also a great chance to mix and connect with other legal professionals.

During the workshop, you will focus on six core subjects:

- General principles of management
- Financial management
- Practice management systems
- Managing technology & innovation
- Risk Management and Professional standards & ethics
- Business development & marketing

Assessment

We want you to finish the course with the knowledge and skills to be a competent and successful practice manager.

At the end of the workshop, you will have two weeks to undertake a self-paced online assessment so you can feel confident that you have developed the expertise to excel in the practice of law.

How LPMC will equip you

At the end of your course you will be able to:

- understand the dynamics of current legal practice
- implement effective management techniques
- apply professional responsibility and ethical practice requirements
- develop and market your practice
- understand the financial mechanics of your practice
- manage legal practice risk and avoid negligence
- incorporate practice management systems and new technologies
- better manage and supervise staff
- maximise your daily output
- understand the causes of stress and balance personal and professional objectives

Courses

Sole practitioners

Experienced practitioners will guide you through the challenges and pitfalls of running your own practice with a focus on:

- business planning and development
- work and people management
- financial management and profitability
- financing your practice – taxation strategies
- ethics and professional responsibility
- trust money and trust records
- setting up the trust account
- trust account pitfalls and problems
- Lawcover and risk management
- stress management

Course dates

Workshop dates	Assessment date	Completion date
1–3 Feb 2018	19 Feb 2018	5 Mar 2018
5–7 Apr 2018	23 Apr 2018	7 May 2018
31 May–2 Jun 2018	18 Jun 2018	2 Jul 2018
6–8 Sept 2018	24 Sept 2018	8 Oct 2018
18–20 October	5 Nov 2018	19 Nov 2018
22–24 Nov 2018	10 Dec 2018	14 Jan 2019

Partners

Learn the role and responsibilities of partners in:

- strategic and business planning
- management systems and technology
- work and people management
- effective partnership relations
- marketing and business development
- financial management and profitability
- ethics and professional responsibility
- trust money – responsibility, pitfalls and problems
- Lawcover and risk management
- financing your practice – taxation strategies
- stress management

Course dates

Workshop dates	Assessment date	Completion date
15–17 Mar 2018	3 Apr 2018	16 Apr 2018
28–30 Jun 2018	16 Jul 2018	30 Jul 2018
20–22 Sept 2018	8 Oct 2018	22 Oct 2018

Large firm partners

With a strong emphasis on strategic and business issues confronting partners in national legal practices, learn the role and responsibilities of partners in:

- strategic and business planning
- maintaining positive partner relations
- business development and client relationship strategies
- managing time and planning
- financial mechanics and costing
- staff management, motivation and IR
- personal performance and stress management
- trust money – responsibility, pitfalls and problems
- ethics and professional responsibility
- risk management – the insurer's perspective
- risk management – prevention strategies

Course dates

Workshop dates	Assessment date	Completion date
26–28 Jul 2018	13 August 2018	27 August 2018

Corporate and Government

This course is designed for in-house lawyers and focuses on legal and organisational strategy.

This course covers the role of in-house lawyers in:

- strategic management – challenges for corporate and government lawyers
- people management
- work and systems management
- developing an ethical business culture
- financial mechanics – budgets and balance sheets
- client relationship strategies – delivering value
- ethics and professional responsibility
- risk management – the insurer's perspective
- risk management – prevention strategies
- stress management

Course dates

Workshop dates	Assessment date	Completion date
15–17 Feb 2018	5 Mar 2018	19 Mar 2018
10–12 May 2018	28 May 2018	12 Jun 2018
15–17 Aug 2018	3 Sept 2018	17 Sept 2018

Community legal sector

This course is tailored for lawyers who are, or aspire to be a supervisor of a community legal centre.

You will be taught by presenters with experience in the CLC sector.

We support the important work of community legal centres by offering this course at a reduced rate. If you work in the CLC sector, you may qualify for an additional discount. Email lpmc@collaw.edu.au for more details.

Topics include:

- management challenges for CLC lawyers
- insurance, risk and work management
- managing difficult clients
- trust account issues
- financial management – budgets and balance sheets
- ethics and professional responsibility in a CLC
- managing people – including volunteers
- understanding governance and management
- time and personal work management
- trauma-informed practice
- managing stress

Course dates

Workshop dates	Assessment date	Completion date
7 – 9 Nov 2018	26 Nov 2018	10 Dec 2018

Presenters

- Martine Barclay, Managing Director, Interconnected Development
- Joshua Box, Business Development and Marketing Director, Wotton + Kearney
- Stephen Burke, Practice Management Consultant, Stephen Burke Management
- Malcolm Campbell, Managing Partner, Dooley & Associates
- Trish Carroll, Principal, Galt Advisory Pty Ltd
- Andrew Chen, Principal, Crowe Horwath
- Glenn Dennett, Executive Coach and Lawyer
- Jennifer Duxbury, Senior Legal Manager and Policy Advisor
- Kevin Fox, Norton Rose Fulbright
- Ray Gould, Consultant
- Frances Moffitt, Professional Standards Department, Law Society of NSW
- Ronwyn North, Managing Director, Streeton Consulting
- Andrew Perry, Managing Director, legal.consult pty ltd
- Janice Purvis, Manager, Practice Support Services, Lawcover
- Jeffrey Roth, The College of Law
- Neil Watt, Neil Watt Consulting

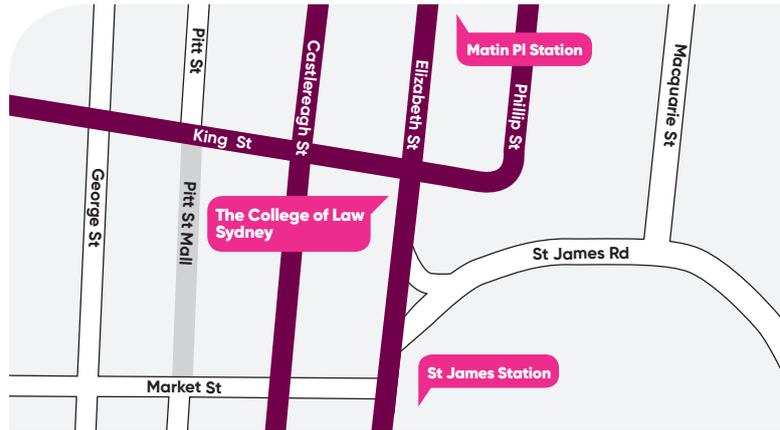


Location, price and enrolment



Location

The workshop will be held at
The College of Law City
Level 16, St James Centre 111
Elizabeth Street, Sydney



Price

Alumni/Members price: \$1,620 (Save 10% If you are a College of Law alumni or NSW Law Society member)

Full price: \$1,800

The Community Legal Sector Course is discounted \$300 with voucher.
Refreshments and lunch are provided.



CPD Units

You can claim up to 10 CPD units (excluding Substantive Law) in the areas of:

- Professional skills
- Practice management and business skills
- Ethics and professional responsibility



How to enrol

Visit www.collaw.edu.au/LPMC today to commence your online application.

“

The course provided me with a relevant and timely update on key areas that were critical to my day-to-day role.

Peter Dixon

General Counsel, Moelis Australia

Legal Practice Management Course customer,
The College of Law



Contact us

For further information or questions visit
www.collaw.edu.au/LPMC

Alternatively you can call us on
1300 506 402 or email lpmc@collaw.edu.au