

# Learn the Business of Law



 **THE COLLEGE  
OF LAW**

**LEGAL PRACTICE MANAGEMENT  
2017 COURSES**



Call **02 9965 7111**



Email **[cpd@collaw.edu.au](mailto:cpd@collaw.edu.au)**



Visit **[collaw.edu.au/lpmc](http://collaw.edu.au/lpmc)**

# PURPOSE

To practice as a principal of a law practice in New South Wales you must attend a prescribed Practice Management Course that has been approved and accredited by the Law Society.

The College's Legal Practice Management Course is accredited by the Law Society for this purpose.

The course is ideal for lawyers or senior managers to gain a good grounding in law practice management or as a refresher course for more experienced practitioners.

# WHO SHOULD DO THIS COURSE?

Australian legal practitioners who want to practise as:

- ✓ a sole practitioner
- ✓ a partner of a law firm
- ✓ a supervising legal practitioner of a community legal service
- ✓ a legal practitioner director of an incorporated legal practice.

This course is also beneficial for:

- ▶ in-house lawyers who have management responsibilities or want a better understanding of how the legal function works in public or private sector organisations (see the specially tailored Corporate/ Government course), or
- ▶ practitioners who have been in sole practice or partnership for some time and who are looking for techniques to grow their practice and update their skills and knowledge of practice management.

# COURSE STRUCTURE

The Legal Practice Management Course is based on sound training and educational principles and has three components – preliminary online reading and activities, a 3-day workshop, and online assessment – covering the core subjects required by the Law Society Guidelines:

- ▶ General principles of management
- ▶ Financial management
- ▶ Practice management systems
- ▶ Managing technology & innovation
- ▶ Professional standards & ethics, and
- ▶ Business development & marketing.

You will be given access to the College Learning Portal from the Course start date where you will access materials which form the basis of the assessments required to satisfactorily complete the course.

# COURSE OUTCOMES

At the end of your course you will have satisfied the Law Society Guidelines and 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

## WHY CHOOSE THE COLLEGE OF LAW?

- ▶ **Build your skills** with practical exercises that enable you to reflect on your own practice and think like a principal.
- ▶ **Study with the leader in legal education.** As an organisation aligned with the legal profession, The College of Law knows what you need as a practising legal professional to take your career or practice to the next stage.
- ▶ **Learn from a team of industry experts** on how to build and run a successful practice.





## SOLE PRACTITIONERS

Learn about the challenges and pitfalls of running your own practice, with an emphasis on financial management, strategic planning and business development.

Hear how experienced practitioners have tackled sole practice.

Discuss the typical problems faced by sole practitioners including cash flow and profitability, trust accounts and Lawcover, common ethical dilemmas, and learn about business and risk management systems to address these issues.

### Topics include:

- ▶ 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
- ▶ sole practitioner forum
- ▶ stress management



## PARTNERS

Understand strategic business planning in this course that highlights the role and responsibilities of partners in business development, practice leadership, supervision and mentoring, client development, financial and business performance and ethical and risk management.

### Topics include:

- ▶ 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



## LARGE FIRM PARTNERS

Understand the core issues covered in the Partner course with an emphasis on the strategic and business issues confronting partners in national legal practices.

You will discuss current thinking on partner performance and team management.

### Topics include:

- ▶ 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



## CORPORATE AND GOVERNMENT

This course is specifically adapted for in-house lawyers with a strong emphasis on legal and organisational strategy.

While highlighting the importance of the in-house team's value proposition and delivering effective results, this course also covers the role of in-house lawyers in ethical culture and governance systems, stakeholder relationships, risk assessment and management and the core regulatory curriculum.

### Topics include:

- ▶ 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



## COMMUNITY LEGAL CENTRES

This course is a sector-specific version of the Practice Management Course, designed for those who are or wish to act in the role of supervising legal practitioner of a community legal service.

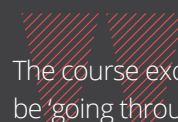
The majority of the presenters on the course either come from or work closely with the CLC sector.

The College offers a substantial discount to the CLC sector for this course.

### Topics include:

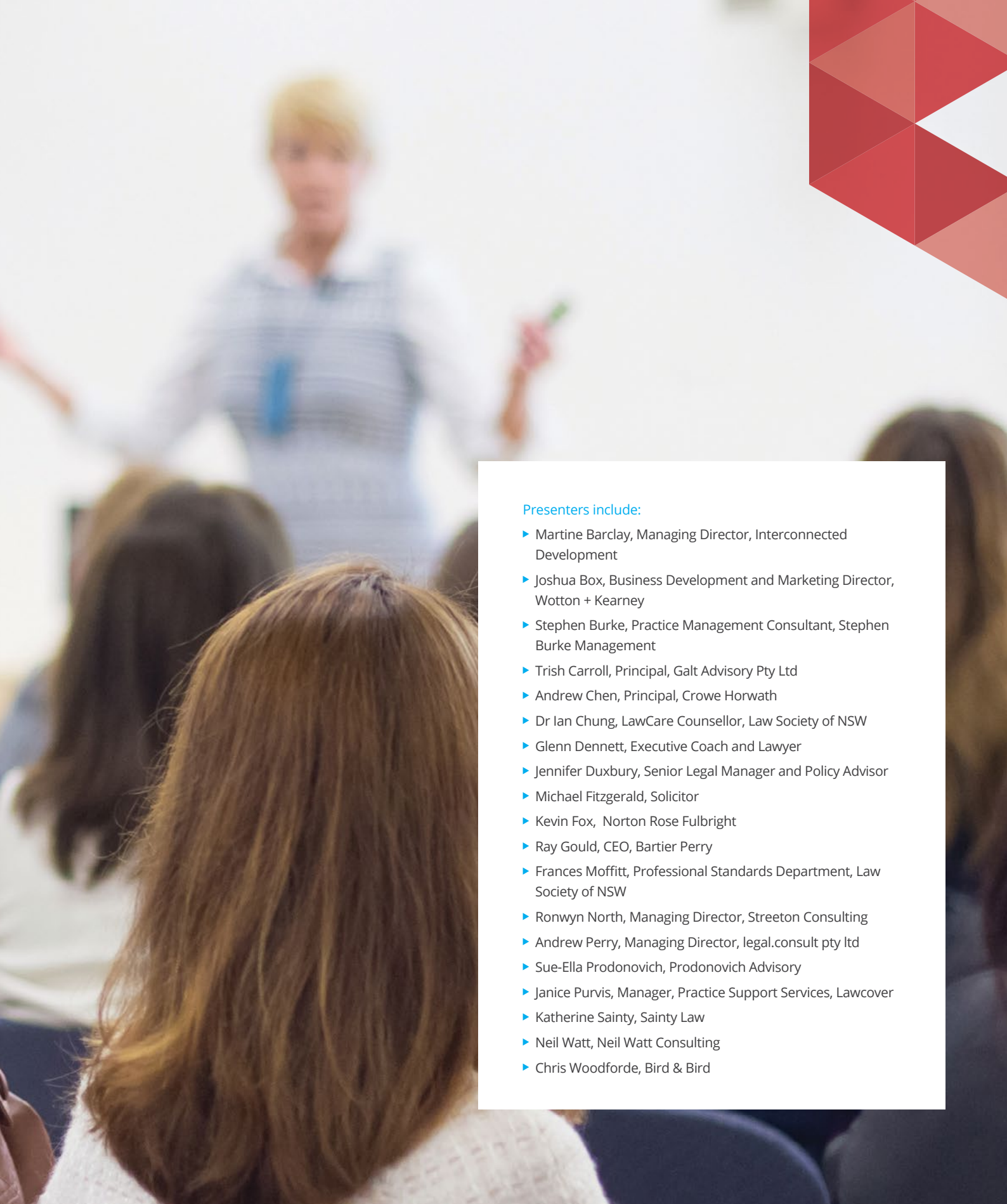
- ▶ management challenges for CLC lawyers
- ▶ insurance, risk and work management
- ▶ managing difficult clients
- ▶ trust account issues
- ▶ financial management – budgets and balance sheets
- ▶ ethics & professional responsibility in a CLC
- ▶ managing people – including volunteers
- ▶ understanding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

## TESTIMONIALS



The course exceeded my expectations. I thought it would be 'going through the motions', but I learned a lot.

- **LEGAL PRACTICE MANAGEMENT** COURSE ATTENDEE



**Presenters include:**

- ▶ Martine Barclay, Managing Director, Interconnected Development
- ▶ Joshua Box, Business Development and Marketing Director, Wotton + Kearney
- ▶ Stephen Burke, Practice Management Consultant, Stephen Burke Management
- ▶ Trish Carroll, Principal, Galt Advisory Pty Ltd
- ▶ Andrew Chen, Principal, Crowe Horwath
- ▶ Dr Ian Chung, LawCare Counsellor, Law Society of NSW
- ▶ Glenn Dennett, Executive Coach and Lawyer
- ▶ Jennifer Duxbury, Senior Legal Manager and Policy Advisor
- ▶ Michael Fitzgerald, Solicitor
- ▶ Kevin Fox, Norton Rose Fulbright
- ▶ Ray Gould, CEO, Bartier Perry
- ▶ Frances Moffitt, Professional Standards Department, Law Society of NSW
- ▶ Ronwyn North, Managing Director, Streeton Consulting
- ▶ Andrew Perry, Managing Director, legal.consult pty ltd
- ▶ Sue-Ella Prodonovich, Prodonovich Advisory
- ▶ Janice Purvis, Manager, Practice Support Services, Lawcover
- ▶ Katherine Sainty, Sainty Law
- ▶ Neil Watt, Neil Watt Consulting
- ▶ Chris Woodforde, Bird & Bird

The best thing about the course was the knowledge and the inside experience of speakers in many aspects of running a law firm.

**- LEGAL PRACTICE MANAGEMENT COURSE ATTENDEE**

The course made me stop and think about my 'ideal client'. I didn't realise that I didn't know. I got a lot out of this course!

**- LEGAL PRACTICE MANAGEMENT COURSE ATTENDEE**

# HOW TO REGISTER

Visit [www.collaw.edu.au/lpmc](http://www.collaw.edu.au/lpmc)

## WANT TO ORDER OFFLINE?

Call Client Services at 02 9965 7111 to place your order offline. Alternatively, email [cpd@collaw.edu.au](mailto:cpd@collaw.edu.au) and a Client Services representative will call to place your order.

# CPD

Participants may claim up to 10 CPD units depending on their CPD needs, including the mandatory areas of professional skills, practice management and business skills and ethics and professional responsibility.

# COURSE FEES

- ▶ NSW Law Society Members and College of Law Alumni - \$1710 (GST free)
- ▶ Non Members \$1900 (GST free).

The fee covers all course tuition, course materials, invaluable business planning checklists and templates. The course fee for the Community Legal Centres Course is discounted to \$1600.

Refreshments and lunch are provided.

# VENUE

Workshops are held at The College of Law City, Level 16, St James Centre, 111 Elizabeth Street, Sydney.

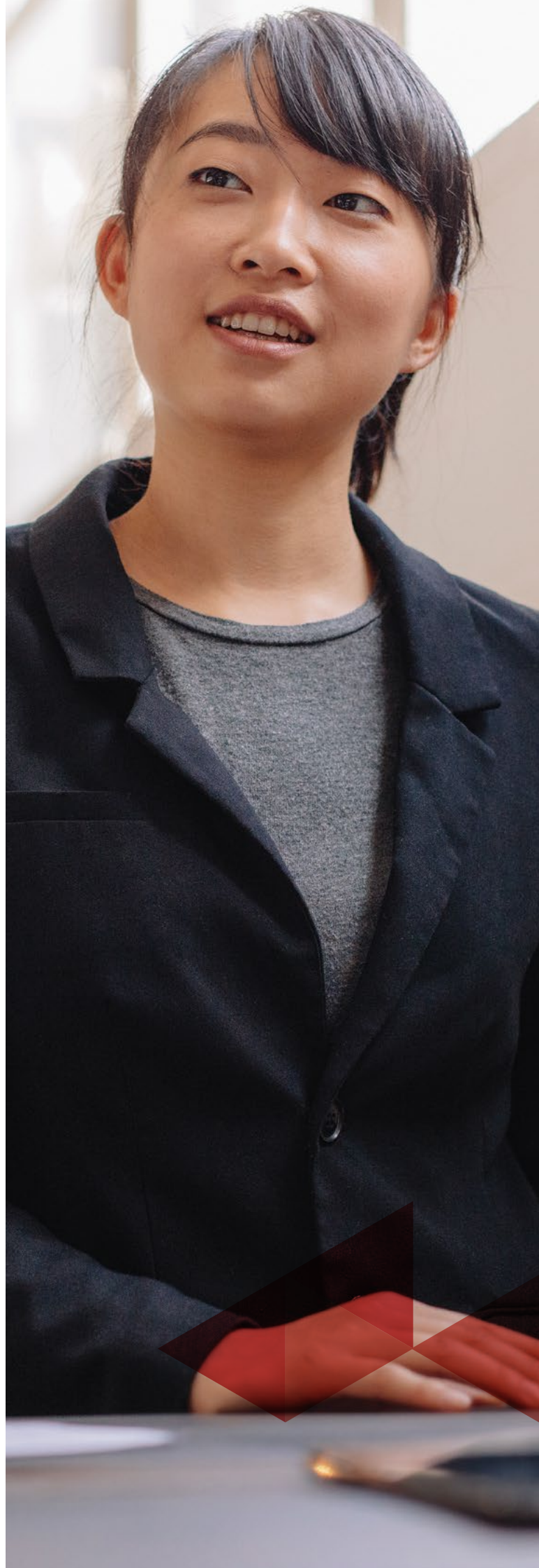
# WORKSHOP TIMING

All workshops run over three days with a range of days and dates (including Fridays and Saturdays) to suit different needs.

# SATISFACTORY COMPLETION

The Law Society of NSW Practice Management Course Guidelines require completion of all components of the course, including preliminary online interactive activities, full attendance at the 3-day workshop, and an online assessment due 2 weeks after the workshop.

See the Course Manual available at [www.collaw.edu.au/lpmc](http://www.collaw.edu.au/lpmc) for more details. If circumstances lead to a delegate missing parts of the workshop these can be made up at an appropriate later course. An administration fee will apply.



# COURSE DATES

PRACTICE MANAGEMENT	START DATE	WORKSHOP DATES	ASSESSMENT DATE	COMPLETION DATE
Sole Practitioners 1	16 January 2017	2-4 February 2017	20 February 2017	6 March 2017
Corporate & Government 1	6 February 2017	23-25 February 2017	13 March 2017	27 March 2017
Partners 1	27 February 2017	16-18 March 2017	3 April 2017	17 April 2017
Sole Practitioners 2	20 March 2017	6-8 April 2017	24 April 2017	8 May 2017
Corporate & Government 2	1 May 2017	18-20 May 2017	5 June 2017	19 June 2017
Sole Practitioners 3	22 May 2017	8-10 June 2017	26 June 2017	10 July 2017
Partners 2	5 June 2017	22-24 June 2017	10 July 2017	24 July 2017
Large Firm Partners 1	10 July 2017	27-29 July 2017	14 August 2017	28 August 2017
Corporate & Government 3	24 July 2017	9-11 August 2017	28 August 2017	11 September 2017
Sole Practitioners 4	14 August 2017	31 Aug - 12 Sep 2017	18 September 2017	2 October 2017
Partners 3	28 August 2017	14-16 September 2017	2 October 2017	16 October 2017
Community Legal Centres	2 October 2017	18-20 October 2017	6 November 2017	20 November 2017
Corporate & Government 4	23 October 2017	8-10 November 2017	27 November 2017	11 December 2017
Sole Practitioners 5	6 November 2017	23-25 November 2017	11 December 2017	8 January 2018

For more information contact us on **02 9965 7111** or [cpd@collaw.edu.au](mailto:cpd@collaw.edu.au).

Register online at [www.collaw.edu.au/lpmc](http://www.collaw.edu.au/lpmc)

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