

Legal Practice Management Workshop

Preparing for unrestricted practice

Introduction

The ACT Law Society is proud to present our three-day Practice Management Workshop.

This workshop is a requirement for solicitors who are applying for Unrestricted Practising Certificates in order to practise as a partner, legal practitioner director, sole practitioner, or solicitor on the record for a corporation or government department.

The workshop covers topics that are essential to the successful operation of an effective legal practice (private or government) and sustainable business.

Requirements

The Council of the Law Society has resolved pursuant to section 47 of the Legal Profession Act 2006 that before being granted an unrestricted certificate, a practitioner must satisfactorily complete, or undertake to satisfactorily complete, within a specified time, an approved practice management course.

The course requires punctual and full attendance at all modules. If for any reason you are likely to be late, or unable to attend a module, please advise Liz Francis. Other arrangements can be discussed to assist you in satisfactorily completing the course.

You will be issued with a completion certificate at the conclusion of the course. If you are unable to complete any of the modules, you will be issued with a partial completion certificate and arrangements will be made for you to complete the outstanding modules at the next course.

Unrestricted practising certificate

If you haven't yet applied for your unrestricted practising certificate, completion of this course entitles you to satisfy this requirement for five years. After that time has elapsed, you may be requested to attend a refresher of the trust accounting and costing modules.

Completion of this, or an equivalent, course is one of the requirements of the Society in considering your application for a first unrestricted certificate.

Most of you are here today as you are embarking on an exciting new stage in your career by becoming first-time holders of an unrestricted practising certificate.

Course aims

The aim of this course is to provide members of the Society with enriched preparation in their transition from employed solicitor to identifying and coping with the demands of managing a legal practice.

As we wish to provide you with a challenging and stimulating learning environment, you are encouraged to participate in robust discussions.

Audience

You are a diverse group – some of you will be setting up your own practice, some will be becoming partners in existing firms and others will be heading up legal sections of government departments or private industry bodies.

I am sure that you will all find this course relevant to your particular circumstances.

Contacts

If you have questions, please phone Casey Magnussen on (02) 6274 0300.

Sponsor

The Legal Practice Management Workshop is sponsored by Legalsuper.

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Day 1 — Tuesday 29 November 2022

Time	Topic	Speaker/s
8.30am	Registration	
8.45am	Welcome and introduction	Simone Carton , Chief Executive Officer, ACT Law Society
9am	1. Risk management	Rob Reis , Professional Standards Manager, ACT Law Society
12.30pm	Lunch	
1.30pm	2. Employment issues	Rebecca Richardson , Senior Associate; and John Wilson , Managing Legal Director, BAL Lawyers
2.45pm	Break	
3.15pm	3. Tax effectiveness	Michael Bannon , Partner, Nexia Australia
5.15pm	Close	

Day 2 — Wednesday 30 November 2022

Time	Topic	Speaker/s
8.30am	4. Trust accounting	Rob Reis , ACT Law Society; and Lea McLean , Finance & Business Services Manager, ACT Law Society
12pm	Lunch	
12.45pm	5. Costs	James Hall and Duncan Harrington , Partners, Canberra Costing Consultants
2.15pm	Break	
2.30pm	6. Cyber security	Alexandra Wedutenko , Consultant, Sparke Helmore
3.30pm	Superannuation update	Guy Mahoney , Client Service Manager, Legalsuper
4.15pm	Networking session	
5.30pm	Close	

Day 3 — Thursday 1 December 2022

Time	Topic	Speaker/s
9am	7. Attracting, managing, and motivating staff	Lisa Keeling , General Counsel, Australian Digital Health Agency
10.30am	Break	
11am	8. Profitability and business management	Kalista Pakkiyaretnam and Rodney Johnston , Senior Managers, Business Advisory Division, Nexia Australia
12.30pm	Lunch	
1.30pm	9. Ethical dilemmas	Rob Reis , ACT Law Society
4.30pm	Conclusion	Rob Reis , ACT Law Society
5pm	Close	