

UNRESTRICTED **PRACTISING CERTIFICATE**

A practice management course to meet the requirements
of the Law Society of New South Wales

SPECIAL FEATURE
FOR SMALL FIRMS:
EXCLUSIVE ACCESS TO
ONLINE
BENCHMARKING



2012 PROGRAM

A COURSE **SPECIFIC** TO YOUR NEEDS

We offer four distinct courses that satisfy the requirements of the Law Society of New South Wales for solicitors seeking an unrestricted practising certificate.

HOW YOU WILL BENEFIT:

Enjoy a refreshing, practical, no-nonsense approach to adult learning. You will:

- » Know the practice management strategies and methods used by successful law firms
- » Have the opportunity to discuss contemporary practice management issues with experienced legal business advisers.

3 DAY PROGRAM

Conducted over three consecutive days to minimise disruption to your schedule. Key topic areas addressed in each course are:

DAY 1:

- Introduction to practice management – the keys to success
- The financial mechanics of a legal practice
- Profit and cash flow maximisation
- Attracting, managing and motivating staff
- Stress management



VENUE

All programs will be conducted in the Sydney CBD.

ACCREDITATION

These programs are for solicitors and partners of firms who wish to comply with the Law Society of New South Wales' requirements for obtaining an unrestricted practising certificate.

SATISFACTORY COMPLETION

Satisfactory completion of the course requires prompt attendance at all sessions. Each day of the course begins at 9:00 am and concludes at 5:30 pm. Should circumstances preclude attendance at any session, delegates are able to complete these sessions at a future course.

MCLE

These tax deductible courses enable attendees to claim 10 MCLE points.

WORKSHOP FEE

\$1,500 (GST free). The fee covers all tuition and a dedicated course manual. It also covers lunch on each day. (FMRC reserves the right to cancel courses due to insufficient registrations).

SOLE PRACTITIONERS

Learn the systems essential for running a successful sole practice. This highly practical course provides you with the skill set necessary to achieve your aims. Leave the course with a properly constructed business plan for your practice. This plan will cover the key operational areas of:

- » Strategic direction
- » Practice development
- » Financial management
- » People management

Special feature - Ongoing Financial Management Support

Free access to the FMRC Legal Business Monitor which allows you to:

- » Benchmark the performance of your firm against KPI's from the FMRC database;
- » Calculate the cost of production of the fee earners in your firm; and
- » Provide online practice management training for you and your staff.

Course dates - 2012

Feb.....	Wed 8 / Thur 9 / Fri 10	Jul.....	Wed 4 / Thur 5 / Fri 6
Mar.....	Wed 14 / Thur 15 / Fri 16	Sept.....	Wed 19 / Thur 20 / Fri 21
Apr.....	Wed 18 / Thur 19 / Fri 20	Nov.....	Wed 7 / Thur 8 / Fri 9

CORPORATE & GOVERNMENT SOLICITORS' COURSE

This course tailors the Law Society's key curriculum to relate specifically to in-house counsel, both corporate and government. A special feature of the course is the Open Forum.

Course dates - 2012

Feb.....	Wed 15 / Thur 16 / Fri 17
May.....	Wed 2 / Thur 3 / Fri 4
Aug.....	Wed 8 / Thur 9 / Fri 10
Oct.....	Wed 17 / Thur 18 / Fri 19

DAY 2:

- Trust accounting
- LawCover and risk management
- Taxation implications for new owners
- Cost of production and pricing your legal services



SMALL PARTNERSHIPS

This program focuses on increasing the managerial skill set of new and aspiring partners. You will know how to contribute effectively to the partnership from a fee generation and business management perspective. Key topics include:

- » Financial mechanics of a legal practice and how they are applied to your firm
- » Building an enviable client base that results in constant referrals
- » Partnership management issues to enable you to drive the performance of your fellow partners

Special feature - Ongoing Financial Management Support

Free access to the FMRC Legal Business Monitor which allows you to:

- » Benchmark the performance of your firm against KPI's from the FMRC database;
- » Calculate the cost of production of the fee earners in your firm; and
- » Provide online practice management training for you and your staff.

Course dates - 2012

Feb..... Wed 1 / Thur 2 / Fri 3

Jul Wed 25 / Thur 26 / Fri 27

Mar..... Wed 21 / Thur 22 / Fri 23

Oct Wed 3 / Thur 4 / Fri 5

May Wed 23 / Thur 24 / Fri 25

Nov Wed 21 / Thur 22 / Fri 23

LARGE FIRMS (35+ Partners)

You will examine the strategic management issues relevant to new partners of Australia's largest legal firms. A separate program has been devised for this course. For details see www.fmrc.com.au. Key areas covered are:

- » Financial performance
- » Partnership issues
- » Managing staff
- » Professional conduct issues

Course dates - 2012

Feb.....Wed 22 & Thur 23

AugWed 22 & Thur 23

Oct.....Wed 24 & Thur 25



DAY 3:

- Managing controlled monies
- Marketing and practice development
- Partnership management issues
- Practice growth and valuation



PRESENTER

SAM COUPLAND

FMRC



Sam is involved in all facets of legal practice management. From his research, training and consulting activities, Sam understands the issues facing firms of all sizes. From a consulting perspective, he works with practices to achieve profit improvement, effective people management and strategy development. This experience is reflected in his presentations at training workshops.

PRESENTER

ANDREW CHEN

CROWE HORWATH



Andrew provides business advisory, tax and accounting services to professional service firms and professional people. He presents seminars to legal associations and writes regular articles on tax and practice issues for the Australian Dental Association. He is a member of the Institute of Chartered Accountants in Australia.

PRESENTER

ANNIE ROSS



Annie, a practising psychologist, has a special interest in stress & lifestyle management. She conducts stress management seminars and workshops for law firms, banks and schools. Annie's session allows participants to develop a clear understanding of the impacts of stress, both physically and mentally.

PRESENTER

NEIL OAKES

FMRC



Neil has been working almost exclusively as a management consultant with the legal profession for over 20 years. He undertakes consulting assignments for law firms throughout Australia and New Zealand, specialising in strategic advantage, profit growth strategies, contemporary leadership and change management. Each year he is involved with some 120 law firms of various sizes and speciality areas of practice.

PRESENTER

JANICE PURVIS

LAWCOVER



Janice Purvis is a Risk Services Manager with LawCover. Janice has worked as an Investigations Solicitor with the Professional Standards Department of the Law Society of NSW. She has investigated complaints made to the Office of the Legal Services Commissioner and worked in conjunction with Receivers, Managers and Investigators appointed to solicitors' practices. Janice also worked as an Ethics Solicitor at the Law Society, providing advice to the profession.

PRESENTER

RAY HARTLEY



Ray has held senior marketing and business development roles with Clayton Utz, Phillips Fox, Hunt & Hunt and DibbsBarker and has also consulted with progressive firms of all sizes. Ray has been at the forefront of the evolution of strategies and tactics that provide measurable results for law firm marketing efforts. He has an interest in enhancing client relationships as a path to better production and profitability and is currently a consultant and director of Shared Conversations.

PRESENTER

FRANCES MOFFITT

LAW SOCIETY OF NSW



Frances is a lawyer experienced in taxation, insolvency and proceeds of crime investigations including working with the Inspector General in Bankruptcy in Canberra. She has spoken to lawyers throughout the State about Chapter 3 of the Legal Profession Act 2004. Frances is the author of the "New Trust Account Regime" article in the October 2005 Law Society Journal.

PRESENTER

GAVIN CONNOR

LAW SOCIETY OF NSW



Gavin is a Chartered Accountant who has spent part of his career with Deloitte involved in management and receivership, taxation and public company audit. He was also the Group Internal Audit Manager with a diversified multi-national industrial company. He presents papers on trust accounts for Young Lawyers and regional law societies in NSW.

FMRC – LEADING THE WAY IN LAW FIRM MANAGEMENT

Since 1989 FMRC has conducted these courses. For the past 30 years we have specialised in research, strategy and management training and advice to law firms. We are a major centre for legal practice management training. Participants enjoy the results of our research and consulting activities. They receive empirical, substantive advice rather than anecdotal, theoretical advice.



3 EASY WAYS TO REGISTER



BOOK ONLINE AT
WWW.FMRC.COM.AU



FAX YOUR COMPLETED
REGISTRATION FORM
TO 02 8088 3872



PHONE US ON
02 9262 3377

PAYMENT DETAILS

The workshop fee is \$1,500 (GST free). The deposit for the course is **\$500** (non-refundable, but transferable). The final balance of **\$1,000** is to be paid by the closing date, ie: one month prior to commencement of the nominated course.



REGISTRATION AND TAX INVOICE

PLEASE REGISTER ME IN THE FOLLOWING:

Sole Practitioners

- Feb Wed 8 / Thur 9 / Fri 10
 Mar Wed 14 / Thur 15 / Fri 16
 Apr Wed 18 / Thur 19 / Fri 20
 Jul Wed 4 / Thur 5 / Fri 6
 Sept Wed 19 / Thur 20 / Fri 21
 Nov Wed 7 / Thur 8 / Fri 9

Small Partnerships

- Feb Wed 1 / Thur 2 / Fri 3
 Mar Wed 21 / Thur 22 / Fri 23
 May Wed 23 / Thur 24 / Fri 25
 Jul Wed 25 / Thur 26 / Fri 27
 Oct Wed 3 / Thur 4 / Fri 5
 Nov Wed 21 / Thur 22 / Fri 23

Large Firms (35+ Partners)

- Feb Wed 22 & Thur 23
 Aug Wed 22 & Thur 23
 Oct Wed 24 & Thur 25

Corporate & Government Solicitors

- Feb Wed 15 / Thur 16 / Fri 17
 May Wed 2 / Thur 3 / Fri 4
 Aug Wed 8 / Thur 9 / Fri 10
 Oct Wed 17 / Thur 18 / Fri 19

Name of your firm _____

Mr Mrs Miss Ms

First name _____ Last name _____

Postal address _____

_____ Postcode _____

Telephone _____ Fax _____

Email _____

(Please copy form and complete for additional registrants)

I enclose a cheque made payable to FMRC Pty Ltd **OR**

Please charge my credit card with the amount of \$ _____

Visa Mastercard Amex

Card no. _____

Name on card _____

Expiry date _____ Signature on card _____

CVN no. _____ *Please provide the last 3 digits of your CVN, which is printed on the signature strip on the back of your credit card.*

Tax invoice *Once completed, this form constitutes a tax invoice from FMRC Pty Ltd. ABN 80 083 010 075*

OUR CANCELLATION POLICY: Registrations cancelled within one week of a workshop incur an administration charge. FMRC reserves the right to cancel workshops due to insufficient registrations.



Visit us and find out more: FMRC Pty Ltd ABN 80 083 010 075
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