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“Excellent content. Very practical, useful and extremely relevant”

# PRACTICE MANAGEMENT COURSE

One of the requirements of The Law Society of New South Wales to satisfy the removal of Condition 3 from a practising certificate.

» 2017 PROGRAMME

# 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 to satisfy the removal of Condition 3 from a practising certificate.

“ Excellent content very practical, useful and extremely relevant.

– corporate & government workshop

Worthwhile. Some very useful tools and information.

– corporate & government workshop

Very informative and helpful. Good use of materials and activities to use.

– sole practitioners workshop

Excellent and extremely good value for money.

– sole practitioners workshop

Learnt a lot – actually enjoyed the experience.

– small partnerships workshop

Much more useful than anticipated – thank you.

– large partnerships workshop

So glad this is a compulsory part of a lawyers requirement to open a sole practice. Excellent work.

– sole practitioners workshop ”

## 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 PROGRAMME

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
- › Financial mechanics of a legal practice
- › Profit and cash flow maximisation
- › Attracting, managing & motivating staff
- › Stress management

### DAY 2

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

### DAY 3

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

## VENUE

All programmes will be conducted in the Sydney CBD.

## ACCREDITATION

These programmes are for solicitors and partners of firms who wish to comply with The Law Society of New South Wales' requirements seeking to satisfy the removal of Condition 3 from a practising certificate.

## SATISFACTORY COMPLETION

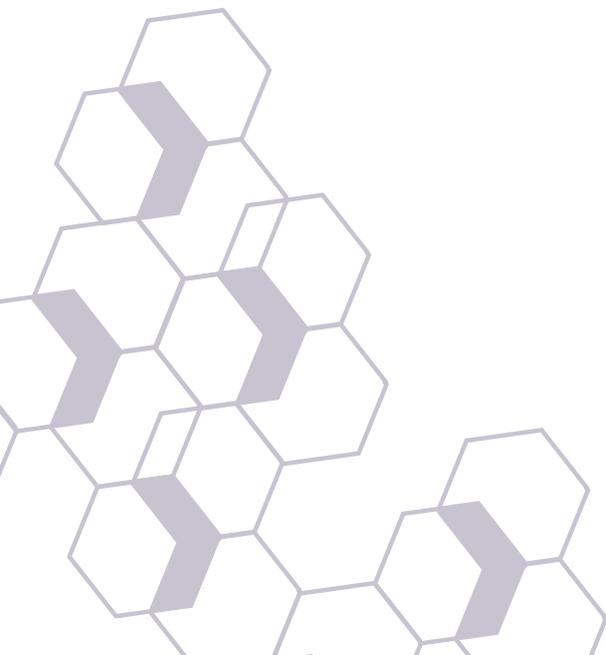
Satisfactory completion of the course requires prompt attendance at all sessions. Should circumstances preclude attendance at any session, delegates are able to complete these sessions at a future course.

## MCLE

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

## WORKSHOP FEE

\$1,750 for all courses excluding the Large Firms course, which is \$2,000 (all are 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).



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## 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
- › Financial management
- › Practice development
- › 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 — 2017

Feb 1 / 2 / 3  
May 3 / 4 / 5  
July 26 / 27 / 28  
Oct 18 / 19 / 20

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## 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 — 2017

Mar 1 / 2 / 3  
Sep 20 / 21 / 22

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## SMALL PARTNERSHIPS

This programme 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

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- › 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 — 2017

Feb 15 / 16 / 17  
May 17 / 18 / 19  
Aug 23 / 24 / 25  
Nov 15 / 16 / 17

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## LARGE FIRMS (35+ PARTNERS)

You will examine the strategic management issues relevant to new partners of Australia's largest legal firms. A separate programme has been devised for this course.

For details see [www.fmrc.com.au](http://www.fmrc.com.au). Key areas covered are:

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

### COURSE DATES — 2017

Mar 22 / 23  
Aug 9 / 10 / 11



# PRESENTERS

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## SAM COUPLAND

*FMRC*

Sam's client facing roles span direct consulting and management training. In any one year he would be engaged by 50+ firms to assist with strategic planning, partner compensation, equity valuation and succession related issues. With industry experience gained since 1999 and the capacity to draw on the many resources of FMRC, Sam has developed unique insights into the workings of a wide range of firms. Sam is considered the foremost authority on law firm valuations having developed a robust valuation methodology and values more than 20 firms each year. Prior to joining FMRC Sam worked at Ernst & Young for four years followed by a stint in London conducting due diligence on businesses listing on the London Stock Exchange.

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## MARINA REID WILSON

*Reid Wilson Consulting*

Marina is a registered psychologist, working as a coach, consultant and facilitator for lawyers and other professionals, focusing on enhancing performance and well-being. Her stress management workshops aim to assist participants to recognise their personal triggers and implement effective strategies to minimise the negative impact of stress.

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## 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.

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## DR NEIL OAKES

*FMRC*

Neil has served the Australasian legal profession since 1989. During this time he has assisted many firms with myriad management challenges. Neil assists firms with strategy and profit growth, partner / director performance management and profit sharing, key talent management, management structures and succession management. Neil conducts planning retreats regularly, assisting firms to plan for and achieve greater success. Neil presents in FMRC workshops and is often invited to present key note addresses at management forums throughout Australia and New Zealand. Neil is a Director at FMRC and a Principal at Edge International.

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## 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.

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## GREG LIVERMORE

*Law Society of NSW*

Greg is a certified practising accountant with a background in audit and investigations with the Australian Taxation Office. He has also worked in internal audit for the NSW Law Society, in addition to his primary responsibilities as an Investigator with the Trust Accounts Department. Greg also gives presentations to External Examiners (of law practice trust records) and individual law practices about trust accounting related matters.

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## SUE-ELLA PRODONOVICH

*Prodonovich Advisory*

Sue-Ella brings more than 20 years of senior level experience in winning and growing business. During this time her roles have included Director of Marketing with Arthur Anderson, Director of Marketing and Business Development with Baker & McKenzie, senior Consultant with Rogen SI, business owner of PTB Consulting, and Partner of Crowe Horwath. Sue-Ella has a particular interest in client feedback programs and business development coaching.

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## RONWYN NORTH

*Streeton Consulting*

Ronwyn is a risk, ethics and practice management consultant with clients in all sectors of the legal profession. She is co-author of a ground breaking study into how lawyers get sued and an award winning risk educator. With experience also as a law firm principal and quality systems evaluator, Ronwyn is well placed to help participants learn how to meet the challenges of legal practice.

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## 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.

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## 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

## FAX COMPLETED FORM

TO AUS +61 2 8188 7506

## BOOK ONLINE

at [www.fmrc.com.au](http://www.fmrc.com.au)

## PHONE US

AUS +61 2 9262 3377

## REGISTRATION AND TAX INVOICE

PLEASE REGISTER ME IN THE FOLLOWING WORKSHOP:

### Sole Practitioners

- 2017  Feb 1 / 2 / 3  
 May 3 / 4 / 5  
 July 26 / 27 / 28  
 Oct 18 / 19 / 20

### Small Partnerships

- 2017  Feb 15 / 16 / 17  
 May 17 / 18 / 19  
 Aug 23 / 24 / 25  
 Nov 15 / 16 / 17

### Corporate & Government Solicitors

- 2017  Mar 1 / 2 / 3  
 Sep 20 / 21 / 22

### Large Firms

- 2017  Mar 22 / 23  
 Aug 9 / 10 / 11

FMRC reserves the right to cancel workshops due to insufficient registrations.

## PAYMENT DETAILS

The workshop fee is \$1,750 for all courses excluding the Large Firms course, which is \$2,000 (all are GST free).  
The deposit for the course is \$750 (non-refundable, but transferable).  
The final balance is to be paid by the closing date, ie: one month prior to commencement of the nominated course.

### PERSONAL DETAILS

Name of your firm .....

Mr  Mrs  Miss  Ms

First name ..... Last name .....

Postal address .....

Suburb ..... Postcode .....

Telephone ..... Fax .....

Email .....

(Please copy form and complete for additional registrants)

### PAYMENT DETAILS

I enclose a cheque made payable to FMRC Pty Ltd OR

EFT: FMRC Legal Pty Ltd BSB: 332 051 Account No: 551 337 937  
PLEASE USE PARTICIPANT SURNAME AND COMPANY NAME AND/OR ORDER NUMBER AS REFERENCE AND EMAIL  
REGISTRATION/ REMITTANCE TO ENQUIRIES@FMRC.COM.AU

OR Please charge my credit card with the amount of \$ .....

Visa  Mastercard  Amex

Card no. / /

Name on card .....

Expiry date ..... Signature on card .....

CVV no ..... Please provide the last 3 digits of your CVV, 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

### TRANSFER, CANCELLATION AND REFUNDS

FMRC reserves the right to cancel workshops due to insufficient registrations. We recognise that busy practitioners lead busy lives. Should you wish to transfer your enrolment to a future course we will facilitate this at no charge. If your circumstances change and you wish to cancel your enrolment prior to the commencement of the course, we will refund any fees paid. Registrations cancelled within one week of a workshop incur an administration charge. Should you find yourself unable to complete the programme in full, you are welcome to attend any future programme, within a twelve month period to complete your requirements at no additional cost.

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