



Practice Support Services

Risk Management Education Program

July to December 2019



SPECIAL OFFER

5 workshops for \$1,000

Register for all 5 Principals Workshops at the same time and pay just \$1,000 (inc GST), normally \$325 each.

Risk Management Workshops

Lawcover's Risk Management Education Program consists of a series of interactive workshops designed to assist a law practice in reducing its exposure to claims prone situations and enhance the quality of legal services delivered. During the workshops participants review and re-evaluate their practice processes through case studies and the sharing of information with other practitioners.

The program includes:

Principals Workshops (see Special Offer)

1. All about the Client
2. All about the Matter
3. All about the Communication
4. All about the Business
5. All about the Dollar

Reasons to attend:

- ✓ Enhances your overall practice management and profitability
- ✓ 4 hour duration (9:00am-1:00pm)
- ✓ 4 CPD units for solicitors per workshop
- ✓ Rule 6 compliance
- ✓ Includes morning tea

For further details, visit our website at lawcover.com.au/risk-management-education-program/

“The course of 5 workshops has been high quality and I have learned much of practical value.”

Qualify for insurance premium discounts?

For more information about discounts, see page 7 or visit our website at lawcover.com.au/practice-support-services/

Lawcover's workshops are delivered extensively throughout NSW including Sydney CBD, metropolitan areas, coastal and rural NSW, as well as the ACT and interstate. Should you be interested in having workshops delivered in your area, please contact us on (02) 9286 8877.

“The workshops have been very beneficial to me in the conduct of my practice. I'm leaving with new ways of addressing risk management.”

How much?

\$325 per person (inc GST)

HOW TO REGISTER:

Online at lawcover.com.au/events

By phone on (02) 9286 8877 OR

Complete the registration form on page 8 and email to practicesupportservices@lawcover.com.au or fax to (02) 9264 8844

SPECIAL OFFER

Book 2 employees and the rest attend free

Special group discount only applies when more than 2 employees from the same law practice register.

Is Your Team Risk Aware?

When it comes to Risk Management, it's as much about your team as it is about you.

Specifically designed workshops for employed solicitors and support staff which examine challenges unique to their role, how risk relates to them and what they can do to manage it.

Solicitors Workshop

For solicitors and experienced paralegals, this practical half day workshop examines the challenges and risks that are unique to these individuals within a law practice.

Issues include:

- Causal and contributing factors to claims
- The effect of claims on the individual, law practice and the profession
- Recognising, preventing and identifying risk areas
- Communication, engagement and client relationships

How much?

\$100 per person (inc GST)

HOW TO REGISTER:

Online at lawcover.com.au/events

By phone on (02) 9286 8877 OR

Complete the registration form on page 8 and email to practicesupportservices@lawcover.com.au or fax to (02) 9264 8844

Support Staff Workshop

For support staff, this practical half day workshop examines the role of support staff in managing risk, how risk relates to the individual, common traps and practical tips.

Issues include:

- Dealing with solicitors and clients
- Document creation and management
- File maintenance and office systems

Reasons to attend:

- ✓ 4 hour duration (9:00am-1:00pm)
- ✓ 4 CPD units for solicitors
- ✓ Certificate of Attendance for Support Staff
- ✓ Includes morning tea

For further details, visit our website at lawcover.com.au/risk-management-education-program/

👍 Fantastic workshop! I picked up some really useful, helpful and important pointers that I certainly plan to put into practice at work! 💬



Risk Briefings

Learn what, where and why claims occur, common traps and pitfalls specific to each area of law and how these can be prevented, in Lawcover's two hour Risk Briefings.

- **Traps in Costs**

Anna Cox, Principal Solicitor at Helping Hand Legal

- **Traps in Family Law**

Jackie Jones, Solicitor/Clinical Practitioner, UTS, Accredited Specialist in Family Law

- **Traps in Litigation**

Melissa Fenton, Partner, Colin Biggers & Paisley

- **NEW Traps in Powers of Attorney**

Jen McMillan, Legal Risk Manager, Lawcover, Accredited Specialist in Wills & Estates

- **Traps in Property: Conveyancing**

Mike Devitt, Solicitor and Accredited Specialist in Property Law

- **Traps in Property: Mortgages & Leases**

Mike Devitt, Solicitor and Accredited Specialist in Property Law

- **Traps in Sale and Purchase of Business**

Mike Devitt, Solicitor and Accredited Specialist in Property Law

- **Traps in Wills and Estates**

Jen McMillan, Legal Risk Manager, Lawcover Accredited Specialist in Wills & Estates

👍 **Brilliant! Very relevant and useful for my practice with plenty of case law references to help illustrate various principles.** 🗨️

Reasons to attend:

- ✓ Represents great value
- ✓ 2 CPD units for solicitors
- ✓ Rule 6 compliance
- ✓ Maintenance event for premium discount eligibility*

For further details, visit our website at lawcover.com.au/risk-management-education-program/

*For more information about premium discounts, see page 7 or visit our website at lawcover.com.au/practice-support-services/

👍 **Exceptionally well presented, pragmatic and down to earth. Practical every day issues and crystalized by speakers! Excellent presentation.** 🗨️

How much?

\$75 per person (inc GST)

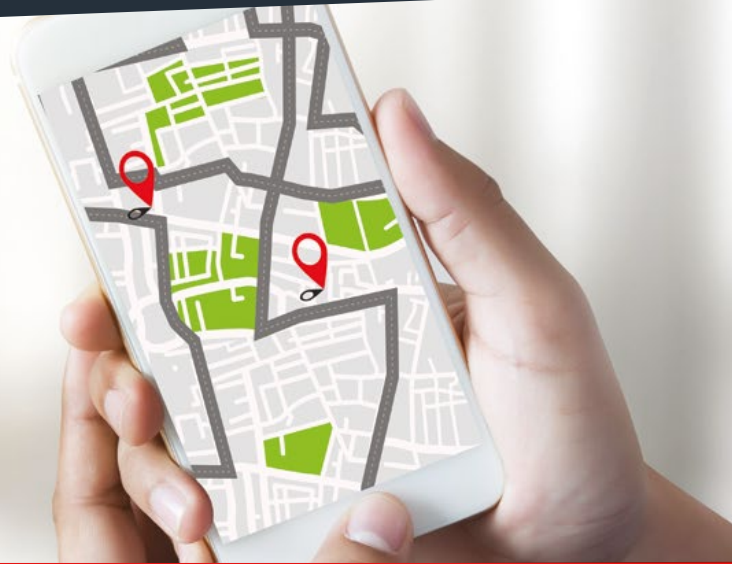
HOW TO REGISTER:

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By phone on (02) 9286 8877 OR

Complete the registration form on page 8 and email to practicesupportservices@lawcover.com.au or fax to (02) 9264 8844

Claims Prevention Roadshows



From Albury to Tweed Heads, Lawcover's Claim Prevention Roadshows provide the opportunity for every solicitor to access face to face risk management education.

2019 Roadshow topics:

- **Tales from Lawcover's "War-Story" Chest**
Presented by Peter Moran, Partner, Colin Biggers & Paisley
- **Emerging Practice Risks, Traps and Tips**
Presented by Jen McMillan, Legal Risk Manager, Lawcover Accredited Specialist in Wills & Estates

👍 Very helpful, enjoyed listening to the case examples. Thought provoking and always very handy tips for practice. 🗨️

How much?

\$60 per person (inc GST)

HOW TO REGISTER:

Online at lawcover.com.au/events
By phone on (02) 9286 8877 OR
Complete the registration form on page 8 and email to practicesupportservices@lawcover.com.au or fax to (02) 9264 8844

Locations and dates:

- Hornsby** | Friday, 30 August | 11am to 2pm
- Cronulla** | Friday, 20 September | 11am to 2pm
- Fairfield** | Friday, 25 October | 11am to 2pm
- Dee Why** | Friday, 29 November | 11am to 2pm

For further details, visit our website at lawcover.com.au/risk-management-education-program/

Reasons to attend:

- ✓ Current and relatable
- ✓ 3 CPD units for solicitors
- ✓ Rule 6 compliance
- ✓ Succinct three-hour sessions
- ✓ Maintenance event for premium discount eligibility*
- ✓ Either morning tea or working lunch provided

*For more information about premium discounts, see page 7 or visit our website at lawcover.com.au/practice-support-services/

👍 Always worth attending, great experienced speakers with current information. 🗨️



Register
NOW

13th Annual One Day Claims Prevention Seminar 6 March 2020 | Rydges World Square, Sydney

The 2020 One Day Claims Prevention seminar will address emerging and current risks in law practices as evidenced by Lawcover claims over the past 12 months. Highly experienced presenters will address a variety of topics.

Who should attend?

Designed specifically for solicitors from sole practices and law practices of up to 10 partners / directors. Experienced administration support staff would also benefit from attending.

Lawcover's annual One Day Claims Prevention Seminar is recognised by the profession for its relevance, interest and great value.

Reasons to attend:

- ✓ Interesting and relevant program
- ✓ 6 CPD units for solicitors
- ✓ Rule 6 compliance
- ✓ Maintenance event for premium discount eligibility*
- ✓ Includes morning tea, lunch and refreshments
- ✓ Valet parking at Rydges Hotel for \$45 all day
(via main entrance on 389 Pitt St, Sydney)

👍 Great venue, great presenters and very informative presentations. Look forward to next year. 🗨️

👍 A very high quality seminar - every speaker was excellent with superb content. Really appreciate reasonable cost. 🗨️

Please register early as this seminar is always a sellout event!

*For more information about premium discounts, see page 7 or visit our website at lawcover.com.au/practice-support-services/

How much?

\$250 per person (inc GST)

HOW TO REGISTER:

Online at lawcover.com.au/events

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Complete the registration form on page 8 and email to practicesupportservices@lawcover.com.au or fax to (02) 9264 8844

Qualify for Insurance Premium Discounts?

Risk Management Education Program Premium Discounts – 2020/21

Initial Eligibility

Category	Discount	Conditions
3 x Principals Workshops	7.5%	All principals of a law practice must complete at least 3 Principals Workshops within 3 policy years.
5 x Principals Workshops	10%	All principals of a law practice must complete all 5 Principals Workshops within 3 policy years.

Practices that achieve an initial discount of 7.5% can increase the discount by completing the remaining 1 or 2 Principals Workshops within 1 year.

Principals Workshops

- Workshop 1 | All about the Client
- Workshop 2 | All about the Matter
- Workshop 3 | All about the Communication
- Workshop 4 | All about the Business
- Workshop 5 | All about the Dollar

Ongoing Eligibility

After a law practice has become eligible for a premium discount by completing the workshops above, it can maintain its eligibility in future policy years provided all principals successfully complete one of the Maintenance Events each policy year.

In order to obtain the RMEP discount, **all principals** must have successfully completed the required Risk Management Workshops or Maintenance Events **before 30 June 2020**.

Where a law practice satisfies the requirements for **initial eligibility**, but one or more of the principals fails to successfully complete at least **1 Maintenance Event before 30 June 2020**, the law practice will **lose its premium discount** in 2020/21. The discount may be reinstated in the following policy year if the one or more principals who failed to complete the Maintenance Event attend **2 Maintenance Events** in the following policy year. The remaining principals will be required to attend only 1 Maintenance Event.

Maintenance Events

Principals Workshops
(see page 2 for details)

Claims Prevention Roadshows & Seminar

- Regional and Suburban Roadshows
- One Day Claims Prevention Seminar
(see pages 5 and 6 for details)

Risk Briefings

(see page 4 for details)

Where a law practice fails to complete its maintenance requirements for 2 or more policy years, it will be required to comply with the **initial eligibility** requirements to again be eligible for the discount.



2019 Calendar and Registration Form

Register and pay online at lawcover.com.au/events or return this form to us by email or fax

Law Society No.: _____ First Name: _____ Last name: _____

Law Practice No.: _____ Law Practice / Organisation: _____

Mailing address: (DX or Postal) _____

Mobile No: _____ Email: _____

(CA - Chartered Accountants, 33 Erskine St, SYDNEY) (LS - The Law Society of NSW, 170 Phillip St, SYDNEY)

July

<input type="checkbox"/>	2	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	3	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	4	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	23	Risk Briefing - Traps in Costs	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	30	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	31	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*

August

<input type="checkbox"/>	2	Support Staff Workshop	9.00am - 1:00pm	Sydney (CA)	\$100
<input type="checkbox"/>	7	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	15	Risk Briefing - Traps in Wills and Estates	11:00am - 1:00pm	Sydney (CA)	\$75
<input type="checkbox"/>	20	Risk Briefing - Traps in Property: Mortgages & Leases	11:00am - 1:00pm	Sydney (CA)	\$75
<input type="checkbox"/>	29	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	30	Claims Prevention Roadshow: Hornsby	11:00am - 2:00pm	Hornsby RSL Club	\$60

September

<input type="checkbox"/>	4	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	6	Risk Briefing - Traps in Sale and Purchase of Business	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	12	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	17	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	19	Solicitors Workshop	9.00am - 1:00pm	Sydney (CA)	\$100
<input type="checkbox"/>	20	Claims Prevention Roadshow: Cronulla	11:00am - 2:00pm	Club Cronulla	\$60

October

<input type="checkbox"/>	15	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	17	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	24	Risk Briefing - Traps in Litigation	11:00am - 1:00pm	Sydney (CA)	\$75
<input type="checkbox"/>	24	Risk Briefing - Traps in Powers of Attorney	10:00am - 12:00pm	Sydney (LS)	\$75
<input type="checkbox"/>	24	Tales from Lawcover's "War Story" Chest	2:00pm - 4:00pm	Sydney (LS)	\$75
<input type="checkbox"/>	25	Claims Prevention Roadshow: Fairfield	11:00am - 2:00pm	Fairfield RSL Club	\$60

November

<input type="checkbox"/>	7	Risk Briefing - Traps in Family Law	11:00am - 1:00pm	Sydney (CA)	\$75
<input type="checkbox"/>	8	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	12	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	20	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	21	Risk Briefing - Traps in Property: Conveyancing	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	29	Claims Prevention Roadshow: Dee Why	11:00am - 2:00pm	Dee Why RSL	\$60

*Special discount offer: 5 workshops for \$1,000

Credit Card Authorisation

Accepted: AMEX | VISA | MASTERCARD

Cardholder's Name: _____

Credit Card No: _____

Expiry Date: _____ / _____ CVV: _____ Amount: \$ _____

Cardholder's Authorised Signature: _____

For information about Lawcover's Privacy Policy, please visit lawcover.com.au/privacy-policy/

Booking confirmation and tax invoice will be issued once full payment is processed.

