

# Is Your Team Risk Aware?



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

Lawcover runs specifically designed workshops for Employed Solicitors and Support Staff. These are invaluable sessions for your staff where they can share ideas, learn from their peers and hear practical solutions to utilise back at the office.

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

## Employed Solicitors

This is a condensed version of our principals' workshops, designed specifically for solicitors and experienced paralegals. The practical half day course examines the role solicitors have in managing the risks involved in legal practice and aims to reduce the likelihood of professional indemnity insurance claims being made.

Issues addressed include:

- The causal symptoms and contributory factors of claims
- The effect of claims – the cost to the profession and the costs to individuals
- Identifying the main areas of risk in law practices
- Managing the engagement and client relationship
- Legal and practice management
- Effective communication skills and practice styles

## Support Staff

Protect your practice from complaints or claims by ensuring that sound risk management procedures are followed by all staff in your practice, from the ground up.

The Support Staff workshop addresses the areas of responsibility your support staff have within a practice, including:

- Dealing with solicitors and clients
- File maintenance
- Document creation
- Office systems

**REGISTER NOW** via our website at [lawcover.com.au](http://lawcover.com.au) or call **Practice Support Services** on **02 9286 8877**

