



# Practice Support Services

## Risk Management Education Program

January to June 2018



Register  
NOW

# 11th Annual One Day Claims Prevention Seminar 9 March 2018 | Rydges World Square, Sydney

The 2018 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)

**Please register early as this conference is always fully subscribed.**

\*For more information about premium discounts visit our website at [lawcover.com.au](http://lawcover.com.au)

👍 This is a truly excellent seminar. Really useful and practical information from all sessions. 🗨️

## How much?

\$250 per person (inc GST)

Payment required at time of registration. Your place cannot be confirmed until payment has been received.

## HOW TO REGISTER:

Online at [lawcover.com.au/events](http://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](mailto:practicesupportservices@lawcover.com.au) or fax to (02) 9264 8844

# 11th Annual One Day Claims Prevention Seminar Program

## “A Collection of Classics”

Friday, **9th March 2018**, Rydges World Square, 389 Pitt Street, Sydney

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**8.00 am**     **Registration & Coffee**

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**9.00 am**     **“Opening Credits”**

*Welcome and Lawcover Update*

**Michael Halliday**, CEO and **Kerrie Lalich**, COO, Lawcover

**9.20 am**     **“The Good, the Bad and the Ugly”**

*Claims and Case Roundup*

**Jen McMillan**, Accredited Specialist in Wills & Estates

Legal Practice Consultant, Lawcover

**Roland Everingham**, Specialises in professional indemnity, property and energy, regulatory compliance and policy review

Special Counsel, Wotton & Kearney

**10.15 am**     **“Gone with the Wind”**

*Risks and Issues in Bankruptcy and Insolvency*

**Sally Nash**, Specialises in debt recovery, bankruptcy and corporate insolvency

Consultant Solicitor, O’Neill Partners incorporating Sally Nash & Co

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**11.00 am**     **Morning Tea**

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**11.20 am**     **“Get Smart”**

*Practice Health - Problems and Solutions*

**Robyn Bradey**, Mental Health Accredited Social Worker specialising in trauma, work related stress and injury

RB Counselling & Consultancy Services

**12.20 pm**     **“Lost in Space”**

*The Reality of Cyber Risk and how it relates to your Practice*

**Simone Herbert-Lowe**, Senior Claims Solicitor, Lawcover

**Keith Bethlehem**, Specialises in cyber risk insurance

Partner in the Insurance Team, Colin Biggers & Paisley

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**1.00 pm**     **Lunch**

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**2.00 pm**     **“Driving Miss Daisy”**

*Elder Abuse - The Changing Role of the Lawyer*

**Brian Herd**, Expert in elder law, aged care, retirement, disability and estate planning

Partner, CRH Law

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**4.00 pm**     **Close**

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## **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 legal practice in reducing their exposure to professional negligence claim 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:**

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

👍 **Very informative and engaging.**  
Highlighted a number of areas for improvement in my practice. I wish I did these years ago. 🗨️

### **Qualify for insurance premium discounts?**

For more information about discounts, visit our website at [lawcover.com.au](http://lawcover.com.au)

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.

### **How much?**

\$325 per person (inc GST)

### **HOW TO REGISTER:**

Online at [lawcover.com.au/events](http://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](mailto: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 examining issues and challenges unique to their role, how risk relates to them and what they can do to manage it.

### Employed Solicitors Workshop

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

#### Issues include:

- Casual symptoms and contributing factors of 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](http://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](mailto: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, see our calendar on page 8 or visit our website at [lawcover.com.au/events](http://lawcover.com.au/events)

👍 Gave me a better understanding of what systems should and need to be in place for consistency throughout the support staff and to work better with your solicitor. 🗨️

# 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.

#### 2018 Roadshow topics:

- Emerging practice risks, traps and tips
- Tales from Lawcover's "war-story" chest

#### Locations and dates:

**Ballina | Friday, 23 February | 9am to 12pm**  
**Armidale | Friday, 23 March | 11am to 2pm**  
**Coffs Harbour | Friday, 13 April | 11am to 2pm**  
**Goulburn | Friday, 25 May | 11am to 2pm**

#### 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 visit our website at [lawcover.com.au](http://lawcover.com.au)

👍 Interesting and eye-opening as usual. Real world discussion of claim issues and topics. 🗨️

#### How much?

\$60 per person (inc GST)

#### HOW TO REGISTER:

Online at [lawcover.com.au/events](http://lawcover.com.au/events)

By phone on (02) 9286 8877 OR

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# 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**

*Jacqueline Highfield, Head of Chambers at Clarence Professional Group and Costs Law Specialist*

- **Traps in Family Law**

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

- **Traps in Litigation**

*Melissa Fenton, Partner, Colin Biggers & Paisley*

- **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 & Estates**

*Jen McMillan, Legal Practice Consultant, Lawcover and Accredited Specialist in Wills & Estates*

**Reasons to attend:**

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

For further details, see our calendar on page 8 or visit our website at [lawcover.com.au](http://lawcover.com.au)

\*For more information about premium discounts visit our website at [lawcover.com.au](http://lawcover.com.au)

## How much?

\$75 per person (inc GST)

### HOW TO REGISTER:

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👍 **Very informative. A complete eye opener regarding risks. Will be hurrying back to my office to put systems in place to avoid problems.** 🗨️



# 2018 Calendar and Registration Form

Register and pay online at [lawcover.com.au/events](http://lawcover.com.au/events) or return this form by email, fax or post

Law Society No.: \_\_\_\_\_ First Name: \_\_\_\_\_ Last name: \_\_\_\_\_

Law Practice No.: \_\_\_\_\_ Law Practice / Organisation: \_\_\_\_\_

Mailing address: (DX or Postal) \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

## February

<input type="checkbox"/>	6	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	7	Risk Briefing - Traps in Property: Mortgages & Leases	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	8	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	9	Support Staff Workshop	9:00am - 1:00pm	Sydney (CA)	\$100
<input type="checkbox"/>	13	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	14	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	15	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	16	Risk Briefing - Traps in Sale and Purchase of Business	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	20	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	21	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	21	Risk Briefing - Traps in Wills & Estates (Dubbo)	10:00am - 12:00pm	Dubbo RSL	\$50
<input type="checkbox"/>	22	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	23	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	23	Claims Prevention Roadshow: Ballina	9:00am - 12:00pm	Ramada Hotel, Ballina	\$60
<input type="checkbox"/>	27	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	28	Employed Solicitors Workshop	9:00am - 1:00pm	Sydney (CA)	\$100

## March

<input type="checkbox"/>	1	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	2	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	6	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	7	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	9	One Day Claims Prevention Seminar	9:00am - 4:00pm	Rydges World Square, Sydney	\$250
<input type="checkbox"/>	13	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	15	Risk Briefing - Traps in Property: Conveyancing	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	20	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	21	Risk Briefing - Traps in Litigation	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	23	Claims Prevention Roadshow: Armidale	11:00am - 2:00pm	Armidale Ex-Services Club	\$60
<input type="checkbox"/>	27	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	28	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	29	Risk Briefing - Traps in Wills & Estates	9:00am - 11:00am	Sydney (CA)	\$75

## April

<input type="checkbox"/>	4	Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	5	Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	10	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	11	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	12	Risk Briefing - Traps in Costs	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	13	Claims Prevention Roadshow: Coffs Harbour	11:00am - 2:00pm	Surf Club Restaurant & Bar	\$60

## May

<input type="checkbox"/>	1	Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	8	Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	15	Risk Briefing - Traps in Family Law	9.00am - 11.00am	Sydney (CA)	\$75
<input type="checkbox"/>	24	Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	25	Claims Prevention Roadshow: Goulburn	11:00am - 2:00pm	Goulburn Soldiers Club	\$60

## REGISTER NOW - March 2018

<input type="checkbox"/>	9	One Day Claims Prevention Seminar	9:00am - 4:00pm	Rydges World Square, Sydney	\$250
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\*Special discount offer: 5 workshops for \$1,000, (CA - Chartered Accountants, 33 Erskine St, SYDNEY)

**Payment Options:** (Register online if you wish to pay by credit card. A Tax Invoice will be issued once full payment is processed)

- Cheque enclosed payable to "Lawcover Insurance Pty Limited"  
Lawcover Insurance Pty Limited, Attention: Practice Support Services  
Level 13, 383 Kent Street, Sydney NSW 2000, or DX 13013 Sydney Market Street
- Please invoice my law practice / organisation

**Confirmation of registration will be sent upon receipt of payment.**



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Lawcover Insurance Pty Ltd | ABN 15 095 082 509

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