



Practice Support Services

Risk Management Education Program

July to December 2018



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 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

👍 **Enjoyed the group discussions and real life examples solicitors face with clients. Workshops planned well with good resources provided.** 🗨️

Qualify for insurance premium discounts?

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

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

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 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:

- Causal 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

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/

👍 It was well presented. Presenter kept it simple, so it was not difficult to follow. I think this presentation is essential for firms wishing to be ahead of the pack, in terms of organisation and technology. 🗨️



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, Senior Solicitor and Costs Consultant at Benjamin Lawyers

- **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

👍 Another very useful and practical presentation by Lawcover to better protect my practice, myself, and clients. Time to further update and improve my practice management. 🗨️

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/risk-management-education-program/

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

How much?

\$75 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

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:

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

Locations and dates:

Wollongong | Friday, 27 July | 11am to 2pm
Gosford | Friday, 31 August | 11am to 2pm
Campbelltown | Friday, 21 Sept | 11am to 2pm
Orange | Friday, 26 October | 11am to 2pm
Griffith | Friday, 30 November | 11am to 2pm

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

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 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/rmep-premium-discounts/

👍 I found this very helpful and it has provided me with a refreshing practical reminder of what to do and what to look out for. 🗨️



Register
NOW

12th Annual One Day Claims Prevention Seminar 8 March 2019 | Rydges World Square, Sydney

The 2019 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)

👍 **Very timely. Have never had a claim. Never want a claim. And each time I attend this seminar it reminds, reinforces and suggests improvements to continue without a claim.** 🗨️

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/rmep-premium-discounts/

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

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

Qualify for Insurance Premium Discounts?

Risk Management Education Program Premium Discounts – 2019/20

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 2019**.

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 2019**, the law practice will **lose its premium discount** in 2019/20. 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.



2018 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: _____

July

(CA) - Chartered Accountants, 33 Erskine St, SYDNEY

<input type="checkbox"/>	23 Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	26 Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	27 Claims Prevention Roadshow: Wollongong	11:00am - 2:00pm	Illawarra Leagues Club	\$60

August

<input type="checkbox"/>	2 Risk Briefing - Traps in Wills & Estates	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	7 Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	8 Support Staff Workshop	9:00am - 1:00pm	Sydney (CA)	\$100
<input type="checkbox"/>	17 Risk Briefing - Traps in Property: Mortgages & Leases	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	17 Port Macquarie Risk Briefings	11:00am - 2:30pm	Panthers Port Macquarie	\$60
<input type="checkbox"/>	21 Principals Workshop 2: All about the Matter	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"/>	29 Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	31 Claims Prevention Roadshow: Gosford	11:00am - 2:00pm	Gosford Golf Club	\$60

September

<input type="checkbox"/>	5 Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	7 Risk Briefing - Traps in Sale and Purchase of Business	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	12 Employed Solicitors Workshop	9:00am - 1:00pm	Sydney (CA)	\$100
<input type="checkbox"/>	19 Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	20 Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	21 Claims Prevention Roadshow: Campbelltown	11:00am - 2:00pm	Campbelltown RSL Club	\$60
<input type="checkbox"/>	27 Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*

October

<input type="checkbox"/>	16 Principals Workshop 1: All about the Client	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	23 Principals Workshop 3: All about the Communication	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	26 Claims Prevention Roadshow: Orange	11:00am - 2:00pm	Orange Ex-Services Club	\$60
<input type="checkbox"/>	30 Risk Briefing - Traps in Costs	9:00am - 11:00am	Sydney (CA)	\$75

November

<input type="checkbox"/>	7 Principals Workshop 2: All about the Matter	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	8 Risk Briefing - Traps in Family Law	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	13 Principals Workshop 4: All about the Business	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	22 Risk Briefing - Traps in Property: Conveyancing	9:00am - 11:00am	Sydney (CA)	\$75
<input type="checkbox"/>	27 Principals Workshop 5: All about the Dollar	9:00am - 1:00pm	Sydney (CA)	\$325*
<input type="checkbox"/>	30 Claims Prevention Roadshow: Griffith	11:00am - 2:00pm	The Griffith Exies Club	\$60

REGISTER NOW - March 2019

<input type="checkbox"/>	8 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

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-lawcover/

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



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