

STAFF OF THE MONTH

**A ONE-DAY TRAINING  
FOR ALL LAW FIRM STAFF:  
Office Managers, Paralegals,  
Secretaries, Clerks and Support Staff**

**COMMUNICATION: CONNECTING PEOPLE**

External and Internal Communication  
E-Communication

**ACCOUNTING WITH INTEGRITY**

Lawyers' Financial and Accounting Duties to Clients  
Client Accounts and Accounting Systems  
Avoiding Fraud

**OFFICE ADMINISTRATION: ACE IT!**

Dos and Don'ts  
Front-Line Services  
File and Time Management  
Using Technology  
Conveyancing and Litigation Practice Using Checklists

**RISK MANAGEMENT:**

**PRODUCTIVITY @ WORK**

Risk Management Fundamentals  
Positive Work Nature  
Practice Tools and Self-Development



**Risk Management  
for Staff** 

**Registration fee | RM85**

Event code: 30052013/BC/Pg/1118/7  
7 CPD points for Members of the Bar

**30 May 2013 (Thursday) | 9:00 am to 6:00 pm  
Bayview Hotel Georgetown, 25-A Farquhar Street  
10200 Georgetown, Penang**

For enquiries, please contact  
Charmaine / Sharidah (04-261 5669; [secretariat@penangbar.org](mailto:secretariat@penangbar.org))

Senior lawyers and experts will be on hand to train your staff in office skills, time management, accounting practices, workflow methods, systems and procedures, file management and more.



Complete and submit this form by fax to **04-262 8664** or by email to **secretariat@penangbar.org**. Registration will be confirmed once full payment is received.

Name (and BC Membership No, if applicable)	Email	Mobile

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

## Registration Fee (Payment by 17 May 2013): **RM85**

Please complete your payment details: **Total of RM** \_\_\_\_\_

- Enclosed cheque / PO / MO / Draft No:** \_\_\_\_\_ (Payable to "Penang Bar Committee")
- TT (PBB: 3060545211)** (Please fax payment slip to **04-262 8664**)
- Cash** (1<sup>st</sup> Floor, No. 4, Green Hall 10200 Penang)

### Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. All payments must be made by 17 May 2013 (Friday). Registration will be confirmed once full payment is received.
3. Registration made after 17 May 2013 (Friday) is subject to availability.
4. Cancellation must be made in writing to the Professional Indemnity Insurance and Risk Management Department by 17 May 2013 (Friday) and a full refund will be given. No refunds will be given for cancellations made after 17 May 2013 (Friday).
5. The promotional rate advertised in the START Planner and elsewhere are not applicable.
6. Registered participants can request for substitute attendees by writing to the Professional Indemnity Insurance and Risk Management Department at least three days before the date of the workshop.
7. Certificates of attendance, and points for the Continuing Professional Development Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes. Certificates will be awarded to participants personally upon completion of the workshop; no representative will be entertained.
8. Bar Council retains the right to modify the programme without prior notice, and shall accept no liability for any loss or inconvenience as a result of any amendment.
9. Bar Council reserves the right to cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.

**For enquiries, please contact:**

**Charmaine / Sharidah (04-261 5669; secretariat@penangbar.org)**

An event by

Professional Indemnity Insurance and Risk Management Department, Bar Council Malaysia

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