



**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
Regular Rate: RM100
Early Bird Rate (Payment by 10 June 2013): RM70
Event code: 20062013/BC/BC1137/7 | 7 CPD Points

**20 June 2013 (Thursday)
9:00 am to 5:30 pm (Registration starts at 8:15 am)**

**Raja Aziz Addruse Auditorium
Bar Council, 15 Leboh Pasar Besar
50050 Kuala Lumpur**

** Please note that the parking lot beside the Bar Council building has been closed due to ongoing construction.*

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 **03-2031 6124** or by email to **pirm@malaysianbar.org.my**. Registration will be confirmed once full payment is received. Please provide participants' details, and tick "Veg" if vegetarian food is required.

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

Name of Firm: _____
Address: _____

Tel No: _____ Fax No: _____

Email Add: _____ Date: _____

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Please complete your payment details: **Total of RM** _____

- Enclosed cheque / PO / MO / Draft No:** _____ (Payable to "Bar Council")
- TT (HSBC: 301-022-166-001)** (Please fax payment slip to 03-2031 6124)
- Cash** (Ground Floor, Bar Council Secretariat, 15 Leboh Pasar Besar, 50050 Kuala Lumpur)

Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Registration made after **10 June 2013 (Monday)** is subject to availability.
4. Cancellation on the part of the participant must be made in writing to the Professional Indemnity Insurance and Risk Management Department by **10 June 2013 (Monday)** and will be given full refund. No refunds will be given for cancellations made after **10 June 2013 (Monday)**.
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:
Mysahra Shawkat or Syahizan Md Din
by telephone at 03-2032 4511 or by email at pirm@malaysianbar.org.my