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
Clients' 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

21 June 2012 (Thursday)
8:30 am to 6:00 pm
Raja Aziz Addruse Auditorium, Bar Council
15 Leboh Pasar Besar, 50050 Kuala Lumpur

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.

Circular No 096/2012 Dated 9 May 2012 Issued by: Ragunath Kesavan, Chairperson, Professional Indemnity Insurance Committee

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	Email	Mobile	Veg

Name of Firm: _____

Address:

_____

Telephone: _____ **Fax:** _____

Email: _____

Normal Rate: RM100 | Early Bird Rate (By 7 June 2012): RM70

Sign up with the START Planner Form at RM50

Please complete your payment details: **Total 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 & Conditions

1. Registered participants can request for substitute attendees by writing in to the Professional Indemnity Insurance & Risk Management Department at least three days before the Workshop.
2. Cancellations made by 7 June 2012 (Thursday) will be accepted with full refunds. No refunds will be given for cancellations made after 7 June 2012 (Thursday).
3. Deadline for registration is by **8 June 2012 (Friday)**.
4. Limited seats are available. Registrations made after **8 June 2012 (Friday)** is subject to availability.
5. Bar Council retains the right to reschedule or modify the programme without prior notice, and shall accept no liability for any loss or inconvenience as a result of any amendment.

For all enquiries, please contact

Mysahra Shawkat or Syahizan Md Din by telephone at 03-2032 4511

or by email at pirm@malaysianbar.org.my

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