



# RM4Staff Focus

Are you seeking to improve the skills and knowledge of your firm's administrative staff? Look no further!

As part of the risk management initiative, the Bar Council Risk Management Committee is organising a series of talks designed for the support staff of law firms. These talks will focus on improving best practices within law firms and creating a better risk-aware culture.

This series of talks will be conducted physically to give participants an opportunity to interact with the trainer. The topic scheduled for the first quarter of 2025 is:

## ADMIN 101

**23 Jan 2025 (Thursday) | 9:30 am to 12:30 pm**

### Raja Aziz Addruse Auditorium

2<sup>nd</sup> Floor, Wisma Badan Peguam Malaysia  
2 Leboh Pasar Besar, 50050 Kuala Lumpur

CPD Code: T3/23012025/BC/BC252033/2 | 2 CPD Points

In this talk, participants will learn how to be more effective and efficient in carrying out their duties as well as how to best manage and prioritise their workload.

### Speaker



**Clarice Loh** is a retired human resource and administration professional with over 30 years of experience in the local private and multinational sectors throughout corporate, manufacturing, logistics and service industries in the areas of strategy, administration, human resources, business excellence and innovations.

She has held vice president positions in the corporate industry. She was recently a group senior human resources and administration manager in the logistics industry.

She is passionate in human capital growth and has developed several of her former teams into trainers and managers.

She has also carried out several in-house training programs and interactive workshops in areas such as leadership and transformation, human resources and talent management, team and personal effectiveness, effective supervisory skills and communications, as well as team building for managers and potential leaders.

She is open, direct and believes that there is no limitation to learning and that nothing is impossible if we put our mind and effort to achieving our goals.

Registration will be confirmed once proof of payment and full payment is received.

Registration will close on **22 Jan 2025 (Wednesday)**.

Please note that **no** additional registration will be accepted once the closing date has passed, or if the workshop is full (whichever comes first).

We may not permit future registration if you fail to attend the workshop after registering, unless you provide an acceptable and valid reason(s).

**Registration Fee | RM50**

[Register online here](#)

**Should you have any enquiries,  
please contact:**

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