

STAFF OF THE MONTH

**A ONE-DAY TRAINING
TAILORED FOR LAW FIRM STAFF
(Office Managers, Paralegals,
Secretaries, Clerks and Support Staff)**

Lawyers and pupils in chambers are also welcome to attend this training.

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
AMLATFA Briefing

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 (0% GST) | RM60

CPD Code: T3/12072018/BC/KL181086/7

Claimable under the CPD Scheme

This activity carries 7 CPD points

12 July 2018 (Thursday) | 9:00 am to 5:30 pm

Registration starts at 8:30 am

Auditorium 1, Raja Aziz Addruse Auditorium

Wisma Badan Peguam Malaysia

(Formerly known as Wisma Straits Trading)

Unit 2-02A, 2nd Floor, 2 Leboh Pasar Besar, 50050 Kuala Lumpur

For enquiries, please contact:

Azwa Zulsamli (03-2032 4511; pirm@malaysianbar.org.my)

Senior lawyers and experienced professionals will be on hand to provide training on office skills, time management, accounting practices, workflow methods, systems and procedures, file management and more.



Risk Management for Staff

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 details of participants, and tick "Veg" if vegetarian food is required.

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

Name of Firm: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Registration Fee (0% GST) RM60

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

- Enclosed cheque / Draft No:** _____ (Payable to "Malaysian Bar")
- Direct deposit or Internet banking (such as Interbank Giro Transfer) to bank account:**
HSBC 105-723142-101 (Account name: Malaysian Bar) (Please fax payment slip to 03-2031 6124)
- Cash (limit of RM250)** (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. Cancellation on the part of the participant must be made in writing to the Professional Indemnity Insurance ("PII") and Risk Management Department by **6 July 2018 (Friday)** and will be given full refund. No refunds will be given for cancellations made after **6 July 2018 (Friday)**.
4. Registered participants can request for substitute attendees by writing to PII and Risk Management Department at least three days before the date of the workshop.
5. Certificates of attendance, and points for the Continuing Professional Development ("CPD") 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 representatives will be entertained.
6. 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.

The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of facilitation and organisation of this event, research and audit, maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.

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