



THE LAW SOCIETY
OF SINGAPORE

ANNUAL PRACTICE MANAGEMENT SEMINAR: EFFECTIVE BUSINESS & CREDIT MANAGEMENT

Friday, 30 November 2007, 4-7pm

About this Series

The Law Society's practice management seminars started in 1995 as an annual programme of the Practice Management Committee. The aims of the annual event are twofold:

1. create awareness of new initiatives in law practice management and
2. provide opportunities for lawyers and support staff to meet and learn about best practices in law firm management.

About this Seminar

Law practices today face formidable challenges and unparalleled opportunities in a competitive service industry.

The first session will deal with critical lessons for law practices in Credit and Cash Management, including:

1. Financing options available to law practices
2. Documentation required from law practices for loan evaluation
3. Security/collateral requirements
4. Cash management for law practices

The second session will describe how implementing best practices, can take you very far on the road to profitability. Topics covered will include:

1. Reducing Overheads v Increasing Revenue
2. Understanding Your strengths and Your Market
3. Self Assessment and Achievable Actions
4. The Billing Continuum – and its correlation to profitability
5. Valuing your Clients
6. Creating Key Practice Management Goals
7. Applied Technology & Outsourcing

About this Seminar Outline

4.00-4.30pm	Registration & Refreshments
4.30-4.35pm	Chairperson's Opening Remarks - Mr. B Ganeshamoorthy, Chairperson, Practice Management Committee, The Law Society of Singapore
4.35-5.05pm	Credit and Cash Management for Law Practices - Mr. Daniel Lim, Development Bank of Singapore Ltd
5.05-5.30pm	Networking Break
5.30-6.30pm	Profitable Business Management Practices for Law Practices - Ms. Sylvia Low, Bizibody Technology Pte Ltd
6.30-7.00pm	Panel Discussion & Q&A facilitated by Chairperson (featuring speakers and 2 panellists)



About the Chairperson

Mr. B Ganeshamoorthy – Chairperson, Practice Management Committee, The Law Society of Singapore

About the Speakers

Mr. Daniel Lim – Vice President, Enterprise Banking, Corporate & Investment Banking Group, DBS Singapore

Daniel Lim is a Vice President with the Enterprise Banking division of the Corporate & Investment Banking Group, DBS Singapore.

His key portfolio in the bank includes portfolio management and sales and marketing to niche client segments of non-borrowing corporates, not-for-profit organizations and professional practices such as medical and law practices.

He has worked with and assisted various international companies to set up banking accounts and facilities in Singapore as well as in DBS branches in Asian countries such as China, Hong Kong, India and Thailand.

Daniel previously held positions in the Product Marketing department of the Enterprise Banking division and the Sponsorships and Corporate Volunteerism department of the Group Communications division during his 8-year career with DBS.

Ms Sylvia Low – Director, Bizibody Technology Pte Ltd

With over 10 years experience of legal practice, Sylvia is product director of Bizibody's automated document assembly applications and designs automated workflows for bulk transactional work in conveyancing, mortgage financing, debt recovery and personal injury.

As director at Bizibody Technology, Sylvia consults and implements legal technology and practice management projects for law practices in Singapore.

In this role, Sylvia designs courses for the legal community on operational risk management and PRIMELAW. She has written numerous articles on practice management and conducts "technology awareness" and PRIMELAW workshops at the Law Society of Singapore.

The Panellists

Mr. Rajan Chettiar – Proprietor, M/s Rajan Chettiar & Co

Mr. Benjamin Ang – Associate Director, Engelin Teh Practice LLC

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Introductory

Practice Area: N/A

CPD Hours: 2 hrs 5 mins



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Friday, 30 November 2007, 4-7pm

Venue:
The Law Society of Singapore
Conference Room, Level 2
Singapore 058673
(Registrations will begin at 4.00pm)

REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No.: _____ NRIC/Passport No.: _____
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____

Mode of payment: **GIRO DDA** (Only for law practices with GIRO accounts with the Law Society) **Cheque** **Credit Card**

Law Society Member **Employee of Singapore law practice** **SCCA Member** **Non-member**

Credit card: **Mastercard/Visa No.** _____ **Card Expiry Date:** _____ (MM/YY)

Cardholder's Name: _____ **Signature:** _____

Kindly note that an administration charge of 3% is applicable for payments made via credit card.

<i>Please circle as appropriate. All prices are inclusive of 7% GST.</i>	LAW SOCIETY MEMBERS AND EMPLOYEES OF LAW PRACTICES	SCCA MEMBERS AND NON-MEMBER RATES
	\$5.35	\$21.40

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, Friday, 25 November 2007:

For further enquiries, please contact
The Training & CPD Department, The Law Society of Singapore, 39 South Bridge Road (S) 058673
Tel: (65) 6557 2747 Fax: (65) 6557 2751 E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed (e.g. member for member, non-member for non-member), subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.

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