

MANAGEMENT ESSENTIALS FOR LAWYERS 2007

NUTS 'N BOLTS LEADERSHIP IN ACTION

Monday, 12 November 2007, 2-6pm

About this Workshop

For the first time, the Law Society together with the renowned Dale Carnegie Training® are pleased to present an interactive and practical workshop designed for all in leadership positions, including in law practices, corporate legal departments and other professional services firms.

If you've been in management for any length of time, you've undoubtedly come to realize that it's a multi-faceted profession - a somewhat complex calling that includes the classic and academically-described duties of "planning, directing, controlling"... and much more.

Your success - your very job itself - depends upon motivation! It's a critical component of leadership... something deserving of your constant attention and focus. You can create conditions where employees want to be motivated and therefore motivate themselves. With few exceptions, all people want to achieve, contribute, and be a part of something special. Our inherent drive challenges us to achieve. The task of the leader, then, is to harness and nurture that drive; to feed it and encourage it to grow.

This premium programme benefits anyone who interacts with internal or external customers, project team leaders, employees who serve on teams and managers who want to achieve outstanding results. Participants will receive:

- Workshop Materials
- Supplement
- A Certified Dale Carnegie Trainer
- "Carnegie Coach" Post Course continuous advisory support
- A Joint "Dale Carnegie® - Law Society" Certificate of Completion

Workshop Outline

1.45-2.00pm	Registrations & Refreshments
2.00-3.30pm	Workshop Part 1
3.30-3.45pm	Tea Break
3.45-5.15pm	Workshop Part 2
5.30-6.00pm	Q&A Session

Workshop Objectives

At the end of workshop you will learn how to:

- Motivate people to achieve maximum results
- Communicate clearly and effectively
- Improve trust through active listening
- Handle performance issues
- Manage your time effectively
- Use recognition to boost results
- Coach employees without creating resentment
- Lay a foundation for success with ethics and values

Who Must Attend

Lawyers, professional law practice managers, business managers and executives, as well as anyone with a desire to enhance their personal and professional performance.

Workshop Methodology

Dale Carnegie® draws from its extensive classroom experience to facilitate learning in a variety of contexts. Participants are encouraged to make connections between classroom learning and professional interaction at work. Dale Carnegie® emphasizes the business relevance of training concepts, which facilitates understanding and eventual behavior change.

Trainers will use a balance of presentation, practice, coaching, open discussion, and real-life experiences to help the participants to improve their skills "in the moment." In this environment, participants apply the training and can produce results. Participants are held accountable for results in a positive way. Best practices are shared. New habits and skills are developed over time.

About the Workshop Leader

Mr. Tim Egold - Managing Director, Dale Carnegie Training®, Singapore

Tim Egold has trained well over 15,000 professionals in a number of different Dale Carnegie® programs internationally. He is a licensed instructor of the Dale Carnegie® High Impact Presentations workshop, Leadership Training for Managers, Dale Carnegie® Sales Advantage, the Dale Carnegie Course® in Effective Communication & Interpersonal Skills, Dale Carnegie® High performance Teams / World Class Customer Service, as well as several Customized Corporate Solutions programs. Tim is also one of only 100 Master Trainers for the Dale Carnegie Course® and High Impact Presentations programs worldwide. Tim has helped numerous executives, salespeople, managers, and general staff sharpen their communication, management, sales and presentation skills.

As an international, award-winning training consultant / sales manager / franchisee for the past thirteen years in Dale Carnegie Training®, Tim has spent time in China, Singapore, Hong Kong, Taiwan, the Philippines, Australia, Thailand, Vietnam, Malaysia, Poland and the United States presenting skills training, updating his instructional skills and working in conjunction with other instructors. Tim is well-regarded, has appeared on television, and has contributed to and been featured by magazines and newspapers in Asia.

Tim was born in the United States, grew up in Taiwan, and now lives as a permanent resident in Singapore. He has lived in Asia for over eighteen years and speaks conversational Mandarin. He attended the University of California, Irvine, and graduated with a Bachelor's degree in Social Ecology. Tim is currently the managing director for Dale Carnegie Training® in Singapore.

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Venue:
Dale Carnegie Training
137 Cecil Street, #04-00,
Aviva @ Cecil, Singapore 069537
(Registrations will begin at 1.45pm)

REGISTRATION FORM

NB: The Law Society reserves the right to postpone or cancel this programme in the event fewer than 15 registrations are received.

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** ☐ **Cheque** ☐ **Credit Card** ☐
(Only for law practices with GIRO accounts with the Law Society)

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, SCCA MEMBERS & EMPLOYEES OF LOCAL LAW PRACTICES	NON-MEMBER RATES
	\$192.60	\$267.50

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, Monday, 5 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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