

[WEBINAR] Looking Forward: Allied Legal Professionals in the Next Normal

21 July 2020, Tuesday

12.00pm – 1.10pm

This programme is conducted as a live webinar.

Registration Fees	
Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member	\$32.10 Free*
Others	\$32.10

About the Programme

The Covid-19 disruption has boosted firms into focusing on the agility of their teams, both lawyers and allied legal professionals (ALPs).

Hear from Stephanie Beard, on lessons learnt from the disruption and what changes support staff and lawyers should maintain as the world moves into a new normal. Looking ahead, Barbara Livermore will then share tips on supporting remote team members as WFH or a hybrid office environment looks to be the norm for the near future and perhaps beyond as well. Stephanie and Barbara will then be joined by Yasho Dhoraisingam as they discuss role changes and skills needed for a successful post-pandemic transition.

Programme Outline

Time	Programme
11.30am – 12.00pm	Participants log on
12.00pm – 12.20pm	The Next Normal – Lessons Learnt from the COVID-19 Disruption Stephanie Beard – General Manager (People), Harwood Andrews
12.20pm – 12.40pm	Maintaining Productivity and Efficiency in a Disrupted World Barbara Livermore – Legal Systems & Risk Manager, Carroll & O’Dea Lawyers
12.40pm – 1.10pm	Panel Discussion – Skills Needed for the Next Normal Yasho Dhoraisingam
1.10pm	End

Speakers' Profile



Stephanie Beard – General Manager (People), Harwood Andrews

Stephanie Beard is Harwood Andrews Human Resource professional who provides both strategic and operational human resource solutions.

She has a pragmatic approach to her role and is conscious of being proactive. She is passionate about partnering with the business leaders to ensure that through appropriate human resource solutions, the business is able to meet and exceed its objectives and goals.

Stephanie holds a Masters of Business with a major in Human Resources together with a Masters of Business Coaching. Whilst studying Stephanie was introduced to positive psychology and positive leadership which has changed her perspective on life, both personally and professionally. Stephanie is passionate about coaching people, helping them achieve their goals and assisting them to discover places they didn't know they could go.

As General Manager – People, Stephanie works closely with the CEO and the shareholders of the business to ensure that a positive culture is provided for our people to work in. The role is a diverse role which supports both the operational and strategic goals of the business.



Barbara Livermore – Legal Systems & Risk Manager, Carroll & O'Dea Lawyers

Barbara joined Carroll & O'Dea Lawyers in 2014 after more than 30 years in the Legal Department of a large Financial Institution.

She is passionate about all things equestrian, enjoys studying animal behaviour and is a supporter of the work of zoos in saving endangered animals.

Barbara has extensive skills in client management, team management, knowledge management and risk management and has specialised in legal applications.

Her role as Legal Systems Manager at Carroll & O'Dea Lawyers is to coordinate the development and deployment of legal applications across the firm from end to end. This includes analysis, development, deployment, training and ongoing support and maintenance.

Barbara oversees risk management across the firm and proactively works with the firm's Best Practice Standards to continuously improve the firm's processes and procedures. She manages the annual internal Audit Program and provides leadership to internal staff who carry out internal audits.

Barbara oversaw the administration of a large in-house legal department including the management of a panel of law firms. Barbara also was responsible for managing projects from gathering business requirements, customizing software to meet those requirements, change management and end user training. Barbara also oversaw office management including premises relations and maintenance. Barbara also used six sigma methodology to improve processes and increase productivity.



Yasho Dhoraisingam

Yasho had headed the Conduct and Compliance departments of the Law Society for 10 years and was the CEO of the Law Society from 2002 to 2006. She thereafter was a Senior Director and Consultant with the Law Society until 2009.

She joined the law firm KSCGP Juris LLP in March 2010 till March 2016.

During her time at the Law Society, Yasho worked on the Law Society's Legal Practice Management quality mark Primelaw and the Anti Money Laundering Practice Rules and Practice Direction of the Council. She has lectured on Solicitors' Accounts, ethics, practice management and the anti-money laundering rules to both lawyers and support staff for several years. During her employment at the Law Society she was a regular writer on the Law Society's rules of ethics and professional practice for the Singapore Law Gazette.

Yasho has been the lead trainer for the Law Society's Certificate in Legal Secretarial Skills since 2010.

Admin Note to Singapore Practitioners and s36B Foreign Lawyers in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 1.0

Practice Area: Others

Training Level: General

Participants who wish to obtain CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, this includes logging in at the start of the webinar and logging out at the conclusion of the webinar in the manner required by the organiser, and not being away from the entire activity for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.sileCPDcentre.sg> for more information.

Note: In the course of the event, photographs/videos/interviews of participants could be taken/conducted by the Law Society or parties appointed by the Law Society for the purpose of post event publicity, either in the Law Society's official publication/website, social media platforms or any third party's publication/website/social media platforms approved by the Law Society.

Registration

To register, please visit our website at: <https://www.lawsociety.org.sg/CPD-Portal/Law-Society-Events>.

For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0255.

1. General Terms and Conditions

- 1.1. **"Free" registration tickets are extended only to Law Society of Singapore Members under the "Extraordinary Relief Package". Note: Other employees of law firms are not eligible**
- 1.2. **"Free" Registration tickets are strictly non-transferable.**
- 1.3. **If a Member is found to have lapsed in attendance of 3 free webinars, without cancellation of registration at least 3 working days prior to the event, their subsequent free registrations will be rejected and the usual registration fee will apply. Strictly no exemptions will be considered.**
- 1.4. Registration closes on the date as stipulated on the registration page or when all seats are filled.
- 1.5. Allocation of seats is on a first-come-first-served basis and there are limited seats for each programme.
- 1.6. The registration fee is due and payable upon registration and must be received prior to the programme.
- 1.7. Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- 1.8. The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the programme.
- 1.9. For paid registrations, a substitute delegate is welcome, provided that The Law Society is notified in writing of the substitute delegate's name and particulars at least 3 working days before the programme. Substitution of registrant is not applicable for "Free" registration tickets.

2. Cancellation and Refund of Fees

- 2.1. Participants who cancel their registration before the commencement date shall be liable to pay the percentage of the registration fee set out as follows:
 - i. 20 calendar days before commencement date: 25% of registration fee.
 - ii. 8 to 19 calendar days before commencement date: 50% of registration fee.
 - iii. 7 calendar days or less before commencement date: 100% of registration fee.
 - 2.2. Participants who cancel their registration without prior payment shall also be liable to the cancellation fee set out in
 - 2.1. In the event that the payment for cancellation fee is not received despite multiple chasers, a tax invoice will be issued and mailed to your law practice/organisation.
 - 2.3. Participants who are unable to attend the programme due to medical exigencies will be subject to a cancellation fee of 50% of the registration fee.
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