



e-Masterclass: Engaging and Retaining Top Talent

8 October 2020, Thursday

9.00am – 5.00pm

This programme is conducted as a live webinar.

Registration Fees	
Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member	\$321.00 Free*
SCCA Member	\$577.80
Non-Member	\$642.00



No. of Public
CPD Points:
6.0

Practice Area:
Professional
Skills

Training Level:
General

*From 1 July to 31 December 2020, webinars are free for all eligible LawSoc Members.
Terms and conditions apply.

About the Programme

“It is a business imperative that law firms put in place the talent management structures needed to ensure a sustainable future. These are tasks that require more leadership — and more than a few hours a week devoted to management functions.” - *Law Firms Need to Take Care of Their Talent* by Lauren Stiller Rikleen, *Harvard Business Review*.

The legal profession is not immune to the changing cultural landscape brought about by each new generation’s work expectations. Coupled with technology improvements and the subsequent increased pace of work, and increasing responsibilities of a lawyer, it is ever more important for law firm leaders to put in place talent management structures to manage and develop an engaged workforce.

The contents and context of the programme are specially developed based on findings from focus groups and discussions organised by The Law Society of Singapore with members of the Bar. This programme is suitable for partners/directors that are leading teams or in charge of recruitment in their law firms.

The programme will cover the following:

- Talent management—defining and assessing high potential lawyers
- Developing lawyers who are identified as talent and high potentials
- Engendering employee engagement in law firms

NOTE: As limited seats are available and this is an interactive masterclass, **participants are expected to switch on their video cameras** in order to obtain the CPD points.

Learning Objectives

Through the activities, participants will be able to apply the theory/concepts to their current law firms and from there, either look at designing & implementing a process for talent management for their law firms (for those who have none at the moment) or work on enhancing and improving their current process and practices.

Workshop Facilitation Model

The workshop is facilitated similar to graduate diploma programmes in business schools. Participants will be expected to share their experiences and challenges as leaders in their teams and firms in discussions during the programme. There will also be facilitated discussions on how the management theories introduced during the workshop can be applied in the legal profession. The facilitators will also share examples and best practices from other industries.

Programme Outline

Time	Programme
8.45am – 9.00am	Participants log on
9.00am – 10.45am	<p>Introduction and Talent Management</p> <ul style="list-style-type: none"> - Talent and how it is defined - Estimating Potential - Current Estimated Potential (CEP) model and how it can be implemented in your law firm <p>Colin Lee – Seraphcorp Institute</p>

10.45am – 11.00am	Break
11.00am – 12.30pm	<p>Developing High Potentials in Your Law Firm</p> <ul style="list-style-type: none"> - Methods and activities for developing potential - Learning and development for high potentials <p>James Westberry – Seraphcorp Institute</p>
12.30pm – 1.30pm	Lunch Break (Lunch is <u>not</u> provided)
1.30pm – 3.30pm	<p>Employee engagement</p> <ul style="list-style-type: none"> - Basics of facilitating coaching conversations at the workplace to develop talent - How coaching can be used in a law firm to develop talent and high potentials <p>Colin Lee – Seraphcorp Institute</p>
3.30pm – 3.45pm	Break
3.45pm – 5.00 pm	<p>Employee engagement</p> <ul style="list-style-type: none"> - Drivers of engagement and how to engender engagement in your firm - How can you incentivize lawyers to stay in the firm? - Delegation as a form of empowerment for engagement and for developing talent <p>James Westberry – Seraphcorp Institute</p>

Speaker's Profile

Colin Lee – Seraphcorp Institute

Colin Lee started his career in marketing and sales, leading teams of various sizes, nationalities and cultures serving multinational corporation customers in the telecommunication industry. Thereafter, he was able to pursue his entrepreneurial ambition over two businesses, and exited from the third company that he cofounded and, for a period of six years, operated with offices in two countries. With 20 years of corporate and entrepreneurial experiences, he has developed strong communication skills and now prides himself in a facilitating style that is positive and highly interactive, encouraging participation in creative ways to engage participants in their own learning. He practices infusing personal life experiences to extract key learnings and to demonstrate life practicalities of the lessons.

Colin graduated from Nanyang Technological University with a degree in Civil and Structural Engineering, and supplemented this degree with post graduate diplomas in Marketing Management and, Finance and Accounting. He holds an Executive Masters in Business Administration from Nanyang Business School, Nanyang Technological University, that includes management certifications from Haas School of Business, University of California Berkeley and The Wharton School of the University of Pennsylvania. Colin holds an Advanced Certificate in Training and Assessment (ACTA) from the Institute of Adult Learning and attained the WSQ Specialist Diploma in Leadership and People Management. He is an executive coach, certified and accredited with the International Coaching Federation (ICF).

James Westberry – Seraphcorp Institute

James Westberry has held engineering, training and consulting positions as well as senior management roles in Operations, Human Resources and Administration in companies based in the USA and Singapore over the past 30+ years. He combines his systems, project management and planning strengths with an understanding of individuals and differences in cultures. James has brought structural change, lead mindset transformation, and raised service standards in the companies for which he has been privileged to work.

Based in Singapore for over 20 years, James has trained and consulted extensively in Asia. He has a passion for developing leaders who desire to help their teams enhance strengths, overcome weaknesses, and achieve success through maximizing their potential, with an emphasis on understanding and maximizing the skills of each team member. His personal motto is Life Consists of Relationships.

James employs a combination of personal examples and stories, interactive learning, discussion-based exercises, self-reflection and humor to engage participants and stimulate mindset change in regards to their role in their organization and work team. His expertise is leadership, teambuilding and personal development. He has facilitated training workshops with private and public listed companies, educational institutions and non-profit organizations, with focus on developing leaders from CEO to mid-level management.

James is an ACTA certified professional trainer, DACE certified curriculum developer, and certified Coach. He holds a Bachelor of Industrial Engineering from Auburn University (USA) and a Master of Science (Environmental Engineering) from Nanyang Technological University. He is also certified in Myers-Briggs Psychological Types (MBTI) and Everything DiSC.

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

No of Public CPD Points: 6.0
Practice Area: Professional skills
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.