Jointly Organised

SERAPHCORP INSTITUTE

e-Masterclass: What Does Succession Planning Mean for Your Law Firm?

1 December 2020, Tuesday
9.15am – 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

Each year, 10-15% of all corporations must appoint a new CEO, whether because of executives' retirement, resignation, dismissal, or ill health. (HBR, December 2016) Corporations also fail to realise that the process of succession planning, be it at the strategic leadership level or supervisory level, takes years not months.

In this 1-day e-masterclass, participants will learn about fundamentals of succession planning and how they can develop a talent strategy for their firm. Through the learning activities, participants will get to develop a robust and resilient succession plan for different positions in their firm.

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:

- Succession planning—how succession planning can be conducted in a law firm
- Risk assessment to identify critical positions in a firm and how to manage talent-related risk in the firm

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

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 succession planning for their law firms (for those who have none at the moment) or to allow them the opportunity to enhance on 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
9.00am – 9.15am	Participants log on
9.15am – 10.30am	**Succession Planning and How it can be done in a Law Firm (Part 1)** - Introduction - Key Components - Three types of Success Planning James Westberry – Seraphcorp Institute
10.30am – 10.45am	**Break**

10.45am – 12.30pm	**Succession Planning and How it can be done in a Law Firm (Part 2)** - Key design aspects of a succession planning strategy - Different models of succession planning and related processes - Formulating a succession planning strategy for your firm Colin Lee – SeraphCorp Institute
12.30pm – 1.30pm	**Lunch Break (Lunch is <u>not</u> provided)**
1.30pm – 3.00pm	**Succession Planning and How it can be done in a Law Firm (Part 3)** - Formulating a succession planning strategy for your firm **Participants will formulate a succession plan for their firms and discuss the strengths and vulnerabilities of their firms.* James Westberry – Seraphcorp Institute
3.00pm – 3.15pm	Break
3.15pm – 5.00 pm	**Risk Assessment to Identify Critical Positions in the Firm** - Which are the critical positions? - How to identify critical positions? - Talent-related risks faced by firms - Conducting a risk assessment for your firm ** Participants will conduct a talent-related risk assessment for their firms* Colin Lee – SeraphCorp Institute

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.