

[WEBINAR] Certificate in Legal Secretarial Skills 2021



Module 1 – 9 June 2021, Wednesday
Module 2 – 16 June 2021, Wednesday
Module 3 – 23 June 2021, Wednesday
Module 4 – 30 June 2021, Wednesday
Module 5 – 9 July 2021, Friday

All modules will be conducted as webinars.

- *Please note that you will be required to view 2 compulsory e-Learning recordings alongside this course.*

Skillsfuture is only applicable for those who **attend and complete all 5 modules of the course**. To submit a claim using Skillsfuture, please visit: [HERE](#).

ABOUT SKILLSFUTURE CREDIT

SkillsFuture is a national movement to provide Singaporeans, 25 years and above, and is a self-sponsored individual, the opportunities to develop their fullest potential throughout life, regardless of their starting points. Individuals who attend this programme may apply their S\$500.00 SkillsFuture credit (or any part thereof) to offset the cost of attending the programme. For more information, please refer to www.skillsfuture.sg.

About the Programme

The “Certificate in Legal Secretarial Skills 2021” course is suitable for staff working in a Singapore Law Practice who wish to understand the foundations and basics to support them in their work as a legal secretary. This course has been enhanced to cover more aspects of law practice and the legal environment, and aims to provide basic and valuable legal, ethical and compliance knowledge and practical skills to enable a legal secretary to effectively support a practitioner.

Participants will gain a better appreciation of the context and parameters of their work in a law practice with case study group discussions which will further help them carry out their functions in line with recommended practices.

Participants will also learn about the common risks which may occur in the course of working in a law practice.

Our experienced practitioners and speakers will share with participants on what their role and duties are in relation to specific practice areas. Participants will understand how they can better assist the lawyers in their respective firms and arm themselves with best practices or useful information that they can apply to their daily work and thus be more effective.

Participants are required to attend all 5 modules in order to qualify for the “e-Certificate of Completion”.

Programme Outline

2 Compulsory e-Learning Recordings

(Access to the e-Learning recordings will be provided closer to the date of course after successful registration and payment.)

1. Legal Technology for Law Practices

Programme Outline
Introduction to Legal Technology Ong Ee Ing - Senior Lecturer of Law, Singapore Management University
Artificial Intelligence and Ethical Issues in Legal Technology Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Building Capability & Boosting Technology Adoption for the Legal Profession <u>Moderator</u> Hannah Lim - Head of Rule of Law & Emerging Markets, LexisNexis <u>Panellists</u> Rajan Chettiar - Founder and Director, Rajan Chettiar LLC Tan Choon Leng – Partner, JurisAsia LLC
Practical Demo by Legal Technology Vendor Sabrina Ghazali - Client Experience & Learning Consultant, LexisNexis

2. Cybersecurity and Data Protection

Programme Outline
Introduction to Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Case Studies in Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore
Best Practices in Cybersecurity and Data Protection Alvin Chen – Director (Legal Research and Development), The Law Society of Singapore

Module 1: Singapore Law Practices (9 June 2021, Wednesday)

Time	Activity
2.00pm – 3.15pm	Overview of the Singapore Legal System
3.15pm – 4.45pm	Introduction and Types of Law Practice Entities in Singapore
4.45pm – 5.05pm	Break
5.05pm – 6.20pm	Role of Lawyers, Paralegal & Support Staff in a Singapore Law Practice
6.20pm	End

Module 2: Introduction to Legal Ethics (16 June 2021, Wednesday)

Time	Activity
2.00pm – 4.00pm	Understanding a Lawyer's Compliance, Professional & Client Care Duties
4.00pm – 4.20pm	Break
4.20pm – 5.20pm	Managing Challenging and Vulnerable Clients Professionally
5.20pm – 6.20pm	Case Study Group Work
6.30pm	End

Module 3: Law Management – Part 1 (23 June 2021, Wednesday)

Time	Activity
2.00pm – 4.00pm	Dealing with Client Documents & Moneys
4.00pm – 4.20pm	Break
4.20pm – 5.20pm	Understanding Case and Risk Management and the Role of Lawyers, Paralegal & Support Staff in Law Firms
5.20pm – 6.20pm	Case Study Group Work
6.20pm	End

Module 4: Law Management – Part 2 (30 June 2021, Wednesday)

Time	Activity
2.00pm – 4.45pm	Overview of Financial Management for a Singapore Law Practice
4.45pm – 5.05pm	Break
5.05pm - 6.20pm	Use of IT for Case Management Serena Lim – Director, Bizibody Technology Pte Ltd
6.20pm	End

Module 5: Role and Duties of Legal Secretaries (9 July 2021, Friday)

At the point of registration, please select only **ONE** session (first-come-first-serve): either *Civil Litigation/Family Law Practice* or *Conveyancing Law Practice* or *Personal Injury and Property Damage Law Practice*

Time	Activity		
2.00pm – 3.15pm	Civil Litigation/ Family Law Practice Mimi Oh – Director, Ethos Law Corporation	Conveyancing Law Practice Suriakala Valli Param – Director, BR Law Corporation	Personal Injury and Property Damage Law Practice Renuka Chettiar – Partner, Karuppan Chettiar & Partners
3.15pm – 3.35pm	Break		
3.35pm – 4.35pm	Types of Claims and Overall Observation from Lockton Based on Claim History Chinnatamby Nandakumar – Director, Lockton Asia		
4.35pm – 5.20pm	Sharing on Risk Management Resources and Legal Practice Management Guide Yasho Dhoraisingam		
5.20pm – 6.00pm	Panel Discussion Yasho Dhoraisingam Chinnatamby Nandakumar – Director, Lockton Asia		
6.00pm	End		

Speakers' Profile

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.

Nandakumar – Director (Professional and Financial Risks), Lockton Companies (Singapore) Private Limited

Nanda had 6 years in legal practice as a litigator involving in commercial and marine litigation, followed by many years of general insurance claims management and insurance broking. He has handled Professional Indemnity claims involving many different professionals and financial institutions.

As an Insurance Broker, he is actively involved in the negotiation, placement and management of Professional Indemnity insurance for many professions and financial institutions. Also involved in broking and placing Directors' & Officers' Liability, Project and Construction Professional Indemnity Insurance and Bankers Blanket Bond risks.

In addition, Nanda has been a key part of the risk management team involved in analysing risk exposures, advising clients on policy wordings and conducting seminars on insurance related topics.

Serena Lim - Director, Bizibody Technology Pte Ltd

Serena is the founder and Director of Bizibody, Litigation Edge and several other companies. Her group of companies services over 250 law firms in Singapore and Malaysia.

As a legal technology and litigation support consultant to law firms, Serena has been helping small and mid-size law firms integrate technology into their practices for over 15 years. Prior to starting Bizibody in 2000, she was the managing partner of Khattar Wong & Partners' Hong Kong office, and specialised in corporate and real estate law.

Serena's legal background, daily dealings with her law firm clients, and her fascination with technology and business trends gives her a bird's eye view of the impact of the information revolution on legal practice, and what law firms need in order to continue to thrive.

Serena has been creating and implementing bespoke and off-the-shelf law firm case management, practice management and document management systems to automate standardised processes, increase efficiency and, increasingly, create new business models and new ways of delivering legal services.

Under her leadership, Bizibody and Litigation Edge now collectively support the widest range of software which which are suitable for both small and mid size law firm needs, from generic billing, practice and document management systems such as Clio, BHL Eulexica, PageLightPrime, Macroview to more specialist workflow automation systems for Conveyancing, Personal Injury and Litigation.

Serena works closely with Law Society of Singapore, Singapore Academy of Law ("SAL") and the Singapore Judiciary. She mentors legal tech startups in the SAL's GLIDE program and has also contributed to the design and delivery of legal tech, eDiscovery and practice management courses for the Temasek Business School, SAL and the Law Society of Singapore

Mimi Oh – Director, Ethos Law Corporation

Mimi has been practising law for more than 26 years in Singapore. Her main areas of practice include general litigation and alternative dispute resolution.

She has acted for developers and management corporations such as EM Services, sub-contractors in the Universal Studios with Resort World Sentosa, the Marine Life Park and various Town Councils, and has represented several contractors and sub-contractors in construction claims that has been reported in the High Court apart from handling the Security of Payment Claims lodged with the Singapore Mediation Centre. She has also acquired wide experiences in handling employment, matrimonial, civil, criminal, PDPA work and insolvency matters during her legal career.

Mimi is involved in committees relating to the Solicitor's Accounts with the Law Society and has also participated in courses, including those organised by the Law Society of Singapore i.e. Mandatory Bookkeeper. Every year, Mimi gives back to the community through her pro bono work. She has been actively involved in the Law Society's Criminal Legal Aid Scheme (CLAS) and the Legal Aid Bureau. She is also a mentor with the Singapore Institute of Legal Education, to facilitate the Bar courses for the training of the new lawyers.

Suriakala Valli Param – Consultant, BR Law Corporation

Suriakala Valli Param also known as Mrs Param specialises in conveyancing and real estate legal work, advising clients on property related contracts, mortgage and real estate financing, development work for developers, leasing of residential, commercial and industrial real estate including JTC and HDB commercial properties and stamp duties. She also advises banks and the CPF Board on real estate related matters. Her other areas of practice include advising clients on trusts and trustees' duties and responsibilities, wills, power of attorney and lasting power of attorney and tenancy related matters.

Mrs Param commenced practice as an Advocate and Solicitor in 1986 and she has been in practice for 34 years. Her transaction experience includes providing legal advice to clients on all matters of real estate law, advising and acting for individuals, corporations, developers, banks and financial institutions in property sale and purchase, mortgage and refinancing transactions. She has represented most of the major banks and financial institutions in Singapore in various financing transactions. In the course of her practice Mrs Param deals with licensed and unlicensed developers, the sale and purchase of condominiums, cluster housing, landed properties, office units, commercial and industrial properties including JTC land.

She has vast experience in dealing with the various regulatory authorities like the Land Dealings (Approval) Unit, the IRAS Stamp Duty and Property Tax Divisions, the Controller of Housing, URA and BCA.

She is often invited to give talks to real estate agents on various real estate matters and she has been invited to and has given talks to the public on real estate matters at property seminars organised by Singapore Press Holdings under their ST 701 platform. Mrs Param is also a speaker for the Legal Secretarial Course organised by the Law Society of Singapore.

In 2014 Mrs Param was invited to volunteer at UN Women in New York where she spent two weeks assisting delegates and this experience has made her more confident in her dealings with clients, the various authorities and third parties.

Mrs Param has been recognised as a Notable Practitioner by asialaw Leading Lawyers 2021.

Renuka Chettiar – Partner, Karuppan Chettiar & Partners

Renuka Chettiar was called to the Bar of England & Wales in 1993 (Middle Temple) and admitted as an Advocate & Solicitor of Singapore in 1994.

She has been in active practice since 1994, practicing mainly in insurance litigation work, and has fought many claims for both Claimants and Defendants arising from motor accidents, industrial accidents, public liability and medical negligence.

She is and has been a member of the Personal Injury & Property Damage Committee of the Law Society of Singapore since its inception in 2008 and also served as the Co-Chairperson of the Committee in 2012 and 2020 (and is the current Co-chairperson) and as Vice-Chairperson from 2013 to 2015. She is also an Associate Mediator of the Singapore Mediation Centre, a Fellow of the Singapore Institute of Arbitrators and in the panel of Assigned Solicitors with the Legal Aid Bureau. She was also one of the members of the Personal Injury (Claims Assessment) Review Committee.

During her early years in practice, she was a part-time law lecturer at the Singapore Institute of Commerce and at Stansfield School Pte Ltd. Renuka Chettiar currently runs her own practice under the name M/s Karuppan Chettiar & Partners.

Registration Fees

Category	Fees (Inclusive of 7% GST and course materials)
Employee from small law firm (i.e. 5 or less lawyers)	\$449.40
Employee from mid or large law firm (i.e. 6 or more lawyers)	\$470.80
Non-member	\$898.80

To register, please visit our website at <https://www.lawsociety.org.sg/cpd/law-society-events/>. For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0242.

1. Terms and Conditions

- 1.1 Registration closes one week before the respective session commencement date or when all seats are filled.
- 1.2 The registration fee is due and payable upon registration and must be received prior to the programme.
- 1.3 Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- 1.4 The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the programme.
- 1.5 If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the programme.

2. Cancellation and Refund of Fees

- 2.1 Allocation of seats is on a first-come-first-served basis and seats are limited for each programme.
- 2.2 Participant who cancels his/her 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.
- 2.3 Participant who cancel his/her registration without prior payment made shall also be liable to the cancellation fee set out in 2.2. 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.
- 2.4 Participant who is unable to attend the programme due to medical exigencies will be subjected to a cancellation fee of 50% of registration fee.

3. Utilisation of SkillsFuture Credit (SFC)

- 3.1 Participant who wish to utilise his/her SkillsFuture Credit (SFC) must submit his/her application of claim on the SFC website and make payment of the remaining fee (if any) before the commencement date. In the event that the submission of SFC or full payment is not received prior to the commencement date, the registration will be deemed cancelled and the participant is liable for the cancellation fees set out in 2.2.
- 3.2 Do note that claims to SFC must be made at least two weeks before the commencement of the programme date.
- 3.3 All claim submissions made on or after the commencement of the programme date will not be entertained and processed.

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.