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## [Webinar] Legal Practice Management Course (24<sup>th</sup> Run)



Day 1: 17 February 2022, Thursday (9.30am – 12.45pm)  
Day 2: 18 February 2022, Friday (9.30am – 1.15pm)



*This programme is conducted as a live webinar.*



No. of Public  
CPD Points:  
**7.0**

Practice Area:  
**Ethics and  
Professional  
Responsibility**

Training Level:  
**General**

## About the Programme

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The 24th Legal Practice Management Course is conducted by The Law Society of Singapore together with The College of Law ('COL') and LawVision LLC. Completion of this course counts towards fulfilment of the requirement set out in section 75C(1)(a) of the Legal Profession Act. Delivered via lectures, this course is taught by subject matter experts in law practice management.

The course is structured as a comprehensive 2 half-day programme. Aside from the foundational session on law practice management, it includes topics of current relevance to practitioners such as professional ethics, anti-money laundering regulations, personal data protection, and practice management essentials. This course is vital for any member who wishes to start his own practice or to manage it better.

An "e-Certificate of Completion" will be issued to participants who complete the entire course.

## **\*\*The live webinar to be coupled with the following Law Society and COL e-Learning programmes:-**

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### The Law Society of Singapore e-Learning Programmes

1. Anti-Money Laundering (AML) and Countering Terrorism Financing (CTF)
2. Risk Management

### COL e-Learning Programmes

1. Business Planning
2. Leadership & Management

Access to these online modules will be available for participants from 10 February 2022 to 31 March 2022. Strictly no extension is allowed. Participants will receive separate emails from The Law Society of Singapore and The College of Law respectively with log-in details and further access information will be provided in due course.

## Who Should Attend

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Section 75C of the Legal Profession Act requires a solicitor to have successfully completed a Legal Practice Management Course before he/ she can practice on his/ her own account or as partner or director of a law practice, unless the solicitor has already been in practice as a sole proprietor, partner or director before 9 March 2007.

This Course is also RECOMMENDED for any solicitor who wishes to acquire or brush up on skills relevant to setting up and developing a successful legal practice.

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

No of Public CPD Points: 7.0  
Practice Area: Ethics and Professional Responsibility  
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 any part of the webinar for more than 15 minutes on each day of the activity. Participants may obtain Public CPD Points for each day of the event on which they comply strictly with the Attendance Policy. 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.

## Programme Outline

### Day 1 – 17 February 2022, Thursday

Time	Programme
9.00am – 9.30am	<b>Ethics – Client Confidentiality and Conflicts of Interests</b>  Kenneth Lim – Chairperson, (Advisory Committee, Professional Conduct Council); Partner, Allen & Gledhill LLP
9.30am – 10.00am	<b>Understanding Your Duties and Responsibilities under the Legal Profession (Solicitors' Accounts) Rules – Client's Money (Client Account)</b>  K Gopalan – Director (Regulatory), The Law Society of Singapore
10.00am – 10.15am	<b>Break</b>
10.15am – 11.15am	<b>Anti-Money Laundering</b>  S. Suresh – Chairperson (Anti-Money Laundering Committee), The Law Society of Singapore; Partner, Harry Elias Partnership LLP
11.15am – 12.15pm	<b>Cybersecurity, Personal Data Protection Act and Your Law Practice</b>  Jeffrey Lim – Chairperson (Cybersecurity & Data Protection Committee), The Law Society of Singapore; Director, Joyce A Tan & Partners
12.15pm	<b>End</b>

### Day 2 – 18 February 2022, Friday

Time	Programme
9.00am – 10.00am	<b>Legal Project Management</b>  Susan Raridon Lambreth – Founding Principal, LawVision
10.00am – 10.45am	<b>Business Planning, and Leadership &amp; Management</b>  Jeffrey Roth – Manager (Career Training & Assessment Programs), College of Law Australia
10.45am – 11.00am	<b>Break</b>
11.00am – 12.00pm	<b>Psychological First Aid for Legal Professionals</b>  Dr Elaine Yeo – Senior Clinical Psychologist, Promises Healthcare
12.00pm – 1.00pm	<b>Is Your Practice 'Client Care Standards' Compliant?</b>  K Gopalan – Director (Regulatory), The Law Society of Singapore Chinnatamby Nandakumar - Director (Global Professional and Financial Risks), Lockton Companies (Singapore) Pte. Ltd.
1.00pm	<b>End</b>

## Speakers' Profile



**Kenneth Lim – Chairperson, (Advisory Committee, Professional Conduct Council); Partner, Allen & Gledhill LLP**

Kenneth is a partner in the Litigation & Dispute Resolution Department of Allen & Gledhill LLP. His main areas of practice are litigation, arbitration, and restructuring and insolvency. Kenneth is the Chairman of the Advisory Committee to the Professional Conduct Council established under the Legal Profession Act, and serves on the Law Society's Admissions Committee and Insolvency Practice Committee. He is the Subject Coordinator for Ethics & Professional Responsibility in the Preparatory Course leading to Part B of the Singapore Bar Examinations, and is a Principal Examiner for Ethics & Professional Responsibility in the Foreign Practitioner Examinations.



**K Gopalan – Director (Regulatory), The Law Society of Singapore**

K Gopalan graduated from the University of Singapore in 1978 and was admitted to the Bar in 1980.

He has been continuously in practice since admission and has generally been practicing civil litigation and conveyancing. He joined the Law Society in 2013 and has served as director in the Regulatory Department where he dealt with the complaints and disciplinary processes and in the Representation & Law Reform Department where he has dealt with a wide ranging issues relating to the practice of law and alternative dispute resolution.



**S. Suresh – Chairperson (Anti-Money Laundering Committee), The Law Society of Singapore; Partner, Harry Elias Partnership LLP**

Suresh is the Chair of the Law Society's AML Committee. He regularly advises on AML compliance in Singapore.

Some of the notable money laundering related cases in which he has been involved include acting for:

- the Republic of Philippines in its recovery in Singapore of monies amounting to nearly US\$30 million plundered by former President Marcos
- a company secretary charged for failing to make a Suspicious Transaction Report in respect of receipt of monies that were subsequently discovered to be bribes paid in connection with the award of mobile telephone network licence for Bangladesh.
- 2 Russian companies in their recovery of bribes paid to their employees that were laundered in Singapore.
- Singapore Airlines in a recovering some S\$30 million stolen by a clerk via fraudulent payment instructions, and subsequently laundered in Singapore and Malaysia.
- a Singapore businessman in opposing an action by the HMRC UK in respect of allegations of the laundering of the proceeds of VAT carousel fraud amounting to GBP 40 million.

- a Singapore company in relation to allegations that it received the proceeds of fraud from the Wirecard Group.
- a nominee director charged for allegedly making false statements as to beneficial ownership.
- a Malaysian stockbroker in recovery of proceeds of CBT by an employee laundered in Singapore.
- Colombian victims of a phishing scam to recover the proceeds of the fraud laundered in Singapore.
- a French businessman in the release of funds in his Singapore bank account that were frozen on suspicion of being the proceeds of a VAT carousel fraud

Suresh is a co-author of the Law Society's Practice Direction 3.2.1 on the Prevention of Money Laundering and Financing of Terrorism (published in 2020) and a contributor to the Guidance For A Risk-Based Approach for Legal Professionals published by FATF in 2019. He regularly speaks on AML issues in Singapore and internationally.

Suresh was previously a magistrate and deputy registrar in the Singapore Subordinate Courts. He studied law at Oxford University. He was admitted as an advocate and solicitor in Singapore in 1990.



**Jeffrey Lim – Chairperson (Cybersecurity & Data Protection Committee), The Law Society of Singapore; Director, Joyce A Tan & Partners**

Jeffrey Lim is a TMT, and IP lawyer and who further specialises in data governance, cybersecurity, privacy and data protection. His clients include leading national organisations managing critical information infrastructure, to global e-commerce multinationals and technology corporations. Jeffrey also spent some years as in-house counsel at a global technology company where he managed a data protection and privacy compliance and enforcement program for East Asia, ANZ and India.

Jeffrey is Chair of the Law Society's Cybersecurity & Data Protection Committee, the legal advisor to the Singapore Computer Society for special projects, and has written articles on data protection published by the PDPC and other publications. He is also one of the lead writers for the SCS-IMDA AI Ethics Body of Knowledge.



**Susan Raridon Lambreth – Founding Principal, LawVision**

Susan R. Lambreth is a founding Principal at LawVision and is nationally recognized as one of the top practice group and legal project management consultants for law firms and legal departments. For over 25 years, she has helped law firms of all sizes improve their profitability and enhance their legal professionals' leadership and management skills.

Susan is the Chair and Founder of the LPM Institute, a leading resource for educating law firms and law departments on implementing project management in their organizations. She has trained over 5,000 legal professionals in legal project management and given hundreds of speeches on practice management, LPM, strategy and trends affecting law firms or law departments. For each of the past 10 years, Ms. Lambreth has co-chaired the largest conference in the world on LPM. In 2019, she was awarded "best LPM educator" by the True Value

Partnering Institute (TVPI). Along with a colleague, Ms. Lambreth co-created the first legal project management certification program in 2010 and launched the first online eLearning courses in legal project management (LPM LaunchPad™ and LPMAware courses).

Prior to co-founding LawVision, she was with Hildebrandt International for almost 20 years, where, in addition to her consulting work, she chaired many of their conferences.

Prior to that, Susan spent almost seven years with Altman & Weil. She is also the author or co-author of eight leading books (three on practice group management, four on legal project management and one on legal operations).



**Jeffrey Roth – Manager (Career Training & Assessment Programs), College of Law Australia**

Jeffrey is the Manager, Career Training & Assessment Programs, with The College of Law. As part of this role, he is the Practice Leader for the Legal Practice Management Course (LPMC) and the facilitator of the course in NSW. He also manages the delivery of the courses in the Legal Business Management Program, Nationally Accredited Mediator Training Program (NMAS), and Notarial Practice Accreditation Course. In 2020 Jeffrey was on secondment with The College of Law New Zealand, in the role of Acting Chief Academic Officer.

Jeffrey is an Adjunct Lecturer with the College and has taught the subjects “Development and Management of a Family Law Practice” and “Client Strategy and Implementation” in the LLM program. He also presents on Business Development and Marketing and Preparing a Business Plan in LPMC. Jeffrey was a practicing lawyer in New Jersey and New York for more than twenty years and established and built his own law firm during the latter half of his legal career.

Upon moving to Australia in 2014, and prior to joining the College, Jeffrey held various business development/strategy managerial roles with law firms, in both traditional and “new law” models. He received his BS degree in Marketing from the University of Maryland and his JD degree from the University of Baltimore School of Law. His specialised competence includes business building and development, strategic business planning, marketing, promotion and sales of professional services, and client relations.

**Dr Elaine Yeo - Senior Clinical Psychologist, Promises Healthcare**



In her practice, Elaine incorporates techniques from evidence-based practices such as Psychodynamic Therapy, CBT, and ACT.

Recognising the importance of culture and environment in a person's life, she endeavours to attend to a client's age and generation, developmental/acquired disabilities, race/ethnicity, sexual orientation, gender, socioeconomic status, religion, and nationality throughout therapy.

Elaine earned her Master's Degree (M.A.) in Counselling Psychology and her Doctoral Degree (Psy.D.) in Clinical Psychology in the United States. She has had more than 8 years of clinical experience, working with culturally diverse children, adolescents, and adults with a wide range of presenting concerns and across various clinical settings in Singapore and the United States. This includes

multiple university counselling centers, a community mental health enter an outpatient diagnostic services in a hospital, a forensic assessment and rehabilitation service, and a private group practice that also served as an employee assistance program.



**Chinnatamby Nandakumar - Director (Global Professional and Financial Risks), Lockton Companies (Singapore) Pte. Ltd.**

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.

## Registration Fees

Membership Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member	\$963.00
Non-Member	\$1,926.00

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](mailto:cpd@lawsoc.org.sg) or 6530-0230.

### 1. Terms and Conditions

- 1.1 Registration closes on the date as stipulated on the registration page 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. An email confirming your registration will be sent to the email address provided in your registration, and/or a message confirming your registration will be displayed on the Website. If you do not receive confirmation of your registration within twenty-four (24) hours of your registration, please contact the Law Society CPD team at [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg).
- 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.
- 1.6 A separate charge will apply for each request of re-issuance and retrieval of certificate(s) after the programme, if applicable.

### 2. Cancellation and Refund of Fees

- 2.1 Allocation of seats is on a first-come-first-served basis and limited seats for each programme.
- 2.2 Participant who cancels 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.
- 2.3 Participants who cancel their 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 subject to a cancellation fee of 50% of registration fee.

### 3. Intellectual Property Rights

- 3.1 The Law Society reserves all its intellectual property rights (including but not limited to all copyright) which it either owns or holds as licensor in the programme and any materials forming part of the programme (including but not limited to written materials, slides, recordings, assessments and downloadable materials) made available to you as part of the programme ("**Law Society Materials**") and you agree that you will not do anything to infringe or prejudice those rights.



- 3.2 You may view (and where required to do so, download certain) Law Society Materials for your personal educational and training purposes only, subject to the restrictions set out in clause 3.3 below.
- 3.3 You may not:
- 3.3.1. download or copy onto any device or medium any Law Society Materials other than as may be required as part of the programme;
  - 3.3.2. sell, sublicense, distribute, display, broadcast, store, modify, translate or transfer any Law Society Materials;
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  - 3.3.5. allow anyone except the individual to whom access to an programme has been allocated;
  - 3.3.6. allow any third parties to access, use or benefit from the Law Society Materials in any way; or
  - 3.3.7. share your password or logon details with anyone.

## 4. Data Protection

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- 4.1 All personal information you disclose to us in the registration form will be processed in accordance with the Personal Data and Protection Act. We will not share your contact details without your written consent.
- 4.2 By submitting this registration form, you consent that the Law Society may collect, use and disclose the personal data you provide in this form to administer your registration for this event and for statistical, analysis and planning purposes, solely related to this programme. You consent that we may disclose: (i) aggregate participant data to speakers to tailor their presentations for this event; (ii) aggregate participant data for publicity purposes.

You agree that any personal information you submit as part of your registration for the programme is accurate and that you have all necessary permissions to submit such personal information.