

[Webinar] Managing Up, Down and Sideways for Better Working Relationships



17 August 2022, Wednesday 2.30pm – 4.30pm



This programme is conducted as a live webinar.



About the Programme

In the legal workplace, performing well does not just mean pleasing the boss, and being a good manager is not just for team leaders or more senior practitioners.

Work involving people will always involve friction, and this webinar will share the basics and principles of managing different dynamics and styles across an organisation to foster a more effective and cohesive work culture.

Learning Objectives:

- i. Strategies to improve professional relationships with your peers and colleagues
- ii. Tools to manage your subordinate effectively
- iii. Strategies to improve workplace harmony

Programme Outline

Time	Programme
2.00pm – 2.30pm	Registrants to log on
2.30pm – 4.30pm	Managing Up, Down and Sideways for Better Working Relationships Kristi Mackintosh - Psychotherapist - Promises Healtheare
	Kristi Mackintosh – Psychotherapist, Promises Healthcare
4.30pm	End

Speaker's Profile



Kristi Mackintosh - Psychotherapist, Promises Healthcare

Kristi works with children and adults, providing a calm and safe space for them to explore challenging situations and make positive changes in their lives. She is committed to working collaboratively with her clients in a non-judgmental, empathetic and genuine way.

She has experience supporting clients across a variety of personal, professional and relationship issues, including depression, anxiety, stress management, anger management, emotion regulation, pre-and post-natal mental health, fertility challenges, caregiver fatigue, and substance and behavioural addictions.

Kristi holds a Masters in Counselling from Monash University, Australia and is registered with the Singapore Association of Counsellors.

Registration Fees

Membership Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member / Employee from small law firm (i.e. 5 or less lawyers)	\$86.67
Law Society Member / Employee from mid or large law firm (i.e. 6 or more lawyers)	\$96.30
SCCA Member	\$144.00
Non-Member	\$160.00

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 or 6530 0209.

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.
- 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 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;
- 3.3.3. use any Law Society Materials to create any derivative materials or competitive products;
- 3.3.4. use any automated, programmatic, scripted or other mechanical means to access the programme;
- 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

- 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.
- 4.3 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.

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

No of Public CPD Points: 2.0 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.