

MANAGEMENT ESSENTIALS FOR LAWYERS 2007

FUNDAMENTALS OF MANAGEMENT

Thursday & Friday, 26 & 27 July 2007, 9am-1pm

About this Workshop

Management is all about Style, Skills and Strategies. A manager has to be a Motivator, Coach and Strategist. This is the single biggest challenge for the New Millennium Manager. Therefore it is important that newly appointed managers have sound training in the early stages of their position to be able to do their jobs right. The 1st run of this workshop includes a whole range of activities to enhance competencies, behaviours and skills.

Module 1 (26 July 2007)

8.45-9.00am	Registrations & Refreshments
9.00-10.45am	Staff's Expectation of a Manager Management Concepts and Theories
10.45-11.00am	Tea Break
11.00am-12.45pm	Personality Profiling Aligning with Organisation's Vision, Mission & Culture
12.45-1.00pm	Q&A

Module 2 (27 July 2007)

8.45-9.00am	Registrations & Refreshments
9.00-10.45am	Managing through Delegation, Listening & Communicating, Leadership Managing Teams and Motivating People
10.45-11.00am	Tea Break
11.00am-12.45pm	Managing Conflicts Developing Positive and Possibility Attitudes Managing Change and with a Problem Solving Attitude
12.45-1.00pm	Q&A

About the Workshop Leader

Madam Lim Soo Hoon has been an associate trainer/lecturer with many organisations. She has 13 years of training experience in Singapore and was a trainer in Massachusetts, USA since 1985. She has trained in many soft-skilled topics including communications, organisational behaviour, interpersonal skills, goal setting, customer service quality and service operations, team building, leadership, managing change, motivation, creativity and innovation, problem solving, conflict resolution, negotiation and consultative & professional selling. Soo Hoon graduated from the London School of Economics with an M.Sc. in Analysis, Design and Management of Information Systems and a First Class Honours, B.Sc. in Production Engineering and Operations Management.

Who Must Attend

Newly appointed managers, existing managers who wish to enhance their managerial skills and executives with a desire to enhance their performance in the organisation.

Workshop Methodology

Through experiential learning, role-plays, exercises and games, participants will learn to apply concepts of management to be an effective manager and be equipped with skills to plan, lead, organise and control to achieve higher productivity for the organisation.

Workshop Objectives

At the end of workshop you will:

1. Understand the concept of management
2. Comprehend your role as a manager
3. Learn to manage yourself
4. Understand the basics of supervision
5. Learn to cultivate positive culture and values
6. Be able to apply listening and oral communication more effectively
7. Manage with leadership initiative
8. Manage teams more effectively
9. Motivate and build trust with your staff
10. Manage conflict
11. Focus on problem solving
12. Be more positive in managing change
13. Be more effective in time management
14. Manage with creativity and innovation

Venue:
**The Law Society of Singapore
Conference Room, Level 2
Singapore 058673**

(Registrations will begin at 8.45am)

REGISTRATION FORM

NB: The Law Society reserves the right to postpone or cancel this programme in the event fewer than 12 registrations are received for each Module.

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No.: _____ NRIC/Passport No.: _____
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____

Mode of payment: GIRO DDA ☐ (Only for law practices with GIRO accounts with the Law Society) **Cheque** ☐ **Credit Card** ☐

Law Society Member ☐ **Employee of Singapore law practice** ☐ **SCCA Member** ☐ **Non-member** ☐

Credit card: Mastercard/Visa No. _____ **Card Expiry Date:** _____ (MM/YY)

Cardholder's Name: _____ **Signature:** _____

Kindly note that an administration charge of 3% is applicable for payments made via credit card.

Please circle as appropriate. All prices are inclusive of 7% GST.	LAW SOCIETY & SCCA MEMBERS, EMPLOYEES OF LOCAL LAW PRACTICES	NON-MEMBER RATES
Module 1 only (26 July 2007)	\$107.00	\$160.50
Module 2 only (27 July 2007)	\$107.00	\$160.50
Modules 1 & 2 (26 & 27 July 2007)	\$192.60	\$288.90

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, Thursday, 19 July 2007:

For further enquiries, please contact
The Training & CPD Department, The Law Society of Singapore, 39 South Bridge Road (S) 058673
Tel: (65) 6557 2747 Fax: (65) 6557 2751 E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed (e.g. member for member, non-member for non-member), subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.