

STAFF OF THE MONTH

**A ONE-DAY TRAINING
TAILORED FOR LAW FIRM STAFF
(Office Managers, Paralegals,
Secretaries, Clerks and Support Staff)**

Lawyers and pupils in chambers are also welcome to attend this training.

COMMUNICATION: CONNECTING PEOPLE

External and Internal Communication
E-Communication

ACCOUNTING WITH INTEGRITY

Lawyers' Financial and Accounting Duties to Clients
Client Accounts and Accounting Systems
Avoiding Fraud
AMLATFA Briefing

OFFICE ADMINISTRATION: ACE IT!

Dos and Don'ts
Front-Line Services
File and Time Management
Using Technology
Conveyancing and Litigation Practice Using Checklists

RISK MANAGEMENT:

PRODUCTIVITY @ WORK

Risk Management Fundamentals
Positive Work Nature
Practice Tools and Self-Development



**Risk Management
for Staff** 

Registration Fee (0% GST) | RM100

CPD Code: T3/19072018/BC/PG181088/7

Claimable under the CPD Scheme

This activity carries 7 CPD points

19 July 2018 (Thursday) | 9:00 am to 5:15 pm

Registration starts at 8:30 am

Bayview Hotel Georgetown

25A Farquhar Street

10200 Georgetown, Penang

For enquiries, please contact:

Leena a/p Chandrabala (04-263 5977; secretariat@penangbar.org)

Senior lawyers and experienced professionals will be on hand to provide training on office skills, time management, accounting practices, workflow methods, systems and procedures, file management and more.



Risk Management for Staff

Complete and submit this form by fax to **04-264 5977** or by email to **secretariat@penangbar.org**. Registration will be confirmed once full payment is received.

Name (and BC Membership No, if applicable)	Email	Mobile

Name of Firm: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Registration Fee (0% GST) RM100

Please complete your payment details: **Total of RM** _____

- Enclosed cheque / Draft No:** _____ (Payable to "Penang Bar Committee")
- TT (Public Bank Berhad: 3060545211)** (Please fax payment slip to 04-264 5977)
- Cash payment at Penang Bar Secretariat, No 4 (1st Floor) Green Hall, 10200 Penang**

Terms and Conditions

1. Places are limited and registration is on a first come, first served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellation on the part of the participant must be made in writing to the Penang Bar Committee by **13 July 2018 (Friday)** and will be given full refund. No refunds will be given for cancellations made after **13 July 2018 (Friday)**.
4. Registered participants can request for substitute attendees by writing to Penang Bar Committee at least three days before the date of the workshop.
5. Certificates of attendance, and points for the Continuing Professional Development ("CPD") Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes.
6. Bar Council reserves the right to cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.

The personal information that you provide to the Penang Bar Committee, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Penang Bar Committee for the purposes of facilitation and organisation of this event, research and audit, maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.

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