



NZLS CLE Ltd
Continuing Legal Education
New Zealand Law Society



STEPPING UP FOUNDATION FOR PRACTISING ON OWN ACCOUNT

2022



DEVELOPMENT
FUNDED BY



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STEPPING UP

FOUNDATION FOR PRACTISING ON OWN ACCOUNT



All lawyers wishing to practise on their own account, whether alone or in partnership or in an incorporated practice, and some in-house counsel, will be required to complete the course.

ABOUT STEPPING UP

LEARNING OBJECTIVES	<p>Stepping Up is a major building block in the New Zealand Law Society's competence and professional development programme.</p> <p>You will:</p> <ul style="list-style-type: none">• Be better able to run the business of a law practice.• Be qualified to assume responsibility for the obligations of the practice.• Understand and be able to more confidently apply the relevant Rules of Conduct and Client Care.• Understand the principles and rules of trust accounting. <p>Those lawyers who wish to practise on their own and run a trust account will also have to complete the Trust Account Supervisors' course.</p>
MATERIALS	<p>The booklet and the workfolder will be couriered to registrants. These materials will be available approximately three months before each workshop begins.</p>
UNDERTAKING	<p>Before participants attend the workshop, they must sign and hand to the course manager a declaration that they have completed all background reading and pre-course work to the required standard.</p>
DISCLOSURE OF INFORMATION	<p>Stepping Up candidates for practice on own account will be required to give NZLS CLE and the Course Director written authority to disclose to the New Zealand Law Society and NZLS CLE anything they consider relevant to the candidate's application to practise on own account.</p>

COMPLETING THE COURSE

The course will comprise:

- Modular, self-directed, distance-learning tasks
- Preparation work for the two-and-a-half day workshop
- An undertaking
- Attendance at the two-and-a-half day workshop
- Some assessment.

The learning modules include background information, examples, practice exercises and questions, and preparatory work for the workshop. You must work through each module at your own pace – read, and then answer questions and/ or carry out practice exercises as required. As a guide, we estimate that all pre-course work will take about 50 hours.

All your written work for each module must be handed in to the course manager before the course begins.

ASSESSMENT

The course assessment will be based on:

- All prescribed work being completed, including a written report of a trust account.
- Active participation in all workshop sessions.

In the event of failure of any assessed part of the course, there is a process for reassessment.

THE NEXT STEP

Stepping Up is the first step in the process towards qualifying to practise on your own account. If you do not commence practice on own account within two years from the date you completed Stepping Up, the qualification lapses. When you intend to practise on your own account you should make a formal application to your local New Zealand Law Society branch. The relevant form is available on the New Zealand Law Society website – www.lawsociety.org.nz (enter 'practice on own account' into the search box).

The process of application to practise on own account takes six to eight weeks. This is to allow time for your name to be advertised to the profession, for you to attend an interview (if required) and for reference checks to be made.

THE COURSE WILL INCLUDE MODULES ON:

> Leadership

- What it means and why it is important
- How to be a leader in your professional and private life.

> Business planning

- The key choices owners must make regarding business models, practice structure and business planning
- How to develop a business plan.

> Marketing

- Why a professional services firm is different
- How to develop a plan to grow your firm/practice.

> The people dimension

- Recruiting the right people
- Motivating and retaining staff
- Delegating, supervising and managing staff
- Handling stress.

> Financial management

- Profit drivers and profitability
- Cash flow, lock-up, WIP, debtors and related billing matters
- Cost of production
- Key financial concepts and key tax concepts.

> Managing the business

- Appropriate systems and procedures
- Physical assets.

> Professional conduct

- Complying with the Act, Regulations and Rules of Conduct and Client Care
- Dealing with clients, other members

of the profession, and members of the public

- Conflicts of interest, trust-based issues and undertakings.

> Managing client's instructions

- Managing your relationships with your clients
- Pricing.

> Risk management

- The concepts and process of risk management
- Identifying the risks and how to minimise them
- The professional indemnity disclosure requirement and common PI insurance issues.

> Managing clients' funds

- The fundamentals of trust accounting
- Responsibilities of partners who are not Trust Account Supervisors
- Detecting and dealing with fraud.

NOTE: In the background booklet there is a chapter on how to manage the practical aspects of running an office, for example managing the physical assets, client files, administration systems and technology.

There will be concurrent workshop sessions according to the candidate's intended career path:

- Barrister sole
- Sole practitioner or partner/director in a two-partner firm
- Partner/director in a firm of three or more partners.

COURSE DIRECTOR



Warwick Deuchrass, Wanaka

Warwick was a partner with Anderson Lloyd for more than 40 years, in which time he has built a loyal client base spanning from large corporates to farmers and private clients. He retired as a Partner in 2017 and is currently involved in mentoring younger lawyers coming through, and in giving strategic advice to many professional firms throughout New Zealand. Giving back to the legal profession is important to Warwick. He has been a member on a number of boards and remains in some board roles. Among other charitable trusts Warwick is involved in, he is a trustee of the Otago Rescue Helicopter Trust and Director of its company.

PRESENTERS



Kathryn Dalziel, Barrister, Christchurch

Kathryn is a barrister at Walker Street Chambers specialising in employment, privacy, and education law as well as civil litigation and professional ethics. In her career, she has worked as a senior crown prosecutor and also lectures at the University of Canterbury. As a senior lawyer, Kathryn regularly presents at legal conferences and has written for a number of publications. She has co-authored *Ethics, Professional Responsibility and the Lawyer* (3rd ed), and co-authored the chapters on Employment Law and Health Information in *Health Care and the Law* (5th ed).



Janey Forrest, Forrester Law, Wellington

Janey is a barrister practicing in Wellington for the last 25 years. Her advocacy work includes Insurance Law (specialising in professional indemnity and disciplinary issues) and Family, Trust and Estate Litigation.



Deborah Macrae, Senior Professional Services Consultant, Auckland

Deborah is a Business Development, Marketing and Communications professional with more than 25 years' experience working in professional services firms, most recently at the executive level and now as a professional consultant. She is recognised by peers for her depth of knowledge and passion in developing high performing teams and leading operational, strategic communications and cultural change programs. For the last five years, Deborah has lived in Auckland, leading various strategic business development, marketing and communication teams and projects.



Niamh McMahon, McMahon Butterworth Thompson, Auckland

Niamh is a partner in the firm of McMahon Butterworth Thompson and practises primarily in the commercial law area. She was a convenor of ADLSI's Documents & Precedents Committee for seven years and drafter of the 4th ed *ADLSI/REINZ Standard Agreement for Sale and Purchase of a Business*. Niamh was a member of the PLS Executive Committee from 2013 to 2016, a member of Standards Committee 5 (Auckland) for 7 years, a costs assessor and an investigator for NZLS. Niamh is currently a member of the Lawyers & Conveyancers Disciplinary Tribunal. She is a regular presenter for NZLS CLE.



Emily Morrow, Executive Consultant, Auckland

For over 25 years, Emily was a lawyer and senior partner with a large firm in Vermont, where she built and managed a premier trusts, estates and tax practice. Now she works as an international consultant, focusing on the core capabilities for success in the professions: business development, strategic planning, self-presentation and communication skills, practice management, and succession planning. Emily is a frequent contributor to LawTalk and LawNews, and has been the keynote speaker at numerous professional conferences.



Ronwyn North, Managing Director, Streeton Consulting, Sydney

Ronwyn moved into consulting and education after running her own law firm. Her special interests are risk management, professionalism in practice, and everything else you can't learn at law school about being a good lawyer. Ronwyn's current clients include leading law firms, professional indemnity insurers and providers of continuing legal education in Australia and New Zealand.



Dr Neil Oakes, FMRC Pty Ltd, Australia

Neil has served the Australasian legal profession since 1989. He has been a director of FMRC for over 25 years, assisting firms with myriad management challenges. Neil assists firms with strategy and profit growth, partner/director management and profit sharing, key talent management, management structures and succession management. He conducts law firm planning retreats regularly, assisting them to plan for and achieve greater success. Neil presents in FMRC and other workshops. He has degrees in Economics and Financial Management.



Philip Strang, NZLS Inspector, Christchurch

Philip is a chartered accountant and was in private practice from 1988 until joining the Inspectorate in 2003. His work experience was initially in a “big 5” firm, dealing mainly with insolvency practice, then he spent most of his time in forensic assignments including Statutory management type assignments and SFO prosecutions. Philip examines the Trust Account Supervisor course and was the principal contributor to the re-write of the Trust Account Guidelines.

Local practitioners will be guests in the concurrent workshops. Note: NZLS CLE may change the presenters as circumstances require.

TIME		
THUR: 8.45am-6.00pm	FRI: 8.30am-6.00pm	SAT: 8.30am-12:45pm
ACCOMMODATION		
AUCKLAND Ellerslie Event Centre We will suggest an accommodation option with a special accommodation rate in your registrant letter.	WELLINGTON James Cook Grand Chancellor Hotel The information about a special accommodation rate will be provided in your registrant’s letter.	CHRISTCHURCH Rydges Latimer Use booking link provided in your registrant’s letter for a special accommodation rate.
FEE (Incl GST)		
Fee includes materials (booklet and workfolder), and catering on the two-and-a-half days. Accommodation is not included.		
CANCELLATION		
This workshop has a ‘No transfer policy’. Therefore, if you are unable to attend the workshop you must cancel your registration. If you cancel your registration at least 15 working days before the workshop begins, you will receive a refund of \$1,050. No refunds will be given for any cancellations made less than 15 working days prior to the course. *If you register for an in-person event and do not produce a current My Vaccine Pass, you will be denied entry, and no refund is payable.		
CLOSING DATE		
Registrations close four weeks prior to each session. Candidates must have time to receive materials, complete the pre-course work (approx. 50 hours) in order to file an undertaking before the workshop commences. Late registrations will be considered on an individual basis.		
LIMITED NUMBERS		
Numbers are limited for each session, please register early.		

REGISTRATION

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REGISTER, PAY & VIEW PROGRAMME ONLINE
www.lawyerseducation.co.nz

<input type="checkbox"/> AUCKLAND 1	10 - 12 February	Ellerslie Event Centre
<input type="checkbox"/> LIVE ONLINE	7 - 9 April	Remote delivery
<input type="checkbox"/> CHRISTCHURCH	26 - 28 May	Rydges Latimer Christchurch
<input type="checkbox"/> AUCKLAND 2	28 - 30 July	Ellerslie Event Centre
<input type="checkbox"/> WELLINGTON	22 - 24 September	James Cook Hotel Grand Chancellor
<input type="checkbox"/> AUCKLAND 3	17 - 19 November	Ellerslie Event Centre

First Name, Last Name		Lawyer ID Number (optional)	
Firm/Organisation (if applicable)			
Address		Your details	
PO Box	DX	Email	
Street Address		Phone	
Suburb	Postcode	Dietary Requirements	
Town/City			
Please indicate on what basis you intend practising on own account:	<input type="checkbox"/> Barrister sole		
	<input type="checkbox"/> Sole practitioner or a partner/director in a two partner firm		
	<input type="checkbox"/> Partner/director in a firm of three to nine partners		
	<input type="checkbox"/> Partner/director in a firm of 10 or more partners		
	<input type="checkbox"/> In-house counsel		

FEE (Incl GST)	TOTAL DUE
<input type="checkbox"/> \$1,690	\$

PAYMENT	
<input type="checkbox"/> PAY BY DIRECT CREDIT: Account 'NZLS CLE Ltd' 12-3192-004-9995-00 (Include your last name & organisation as the reference)	
<input type="checkbox"/> PAY BY CREDIT CARD	
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> Amex	Expiry: /
Name on card	
Card security code	Signature

COVID-19 IN-PERSON POLICY I understand, I will have to scan My Vaccine Pass* to enter the event - view policy
<input type="checkbox"/> Yes, I acknowledge (Please complete)

REGISTER ONLINE AT: www.lawyerseducation.co.nz EMAIL TO: registrations@lawyerseducation.co.nz INQUIRIES 0800 333 111 cle@lawyerseducation.co.nz

PRIVACY ACT 2020
The information requested on this registration form is for NZLS CLE Ltd and the sponsors only.
 I do not wish the sponsors to receive my contact details.