

CHECKLIST

Before you submit a copy of this tab, check that you have completed all preparatory work in all modules.

		✓
1.	Understanding effective leadership practice	
2.	Business planning	
3.	Marketing	
4.	The people dimension	
5.	Managing the business	
6.	Financial management	
7.	Professional conduct and client care	
8.	Managing clients' instructions	
9.	Risk management	
10.	Practising in a firm	
OR		
11.	Practising alone	
12.	In-house practice (optional reading)	
13.	Trust account management	
14.	Trust accounting – internal controls	

UNDERTAKING

To NZLS CLE Limited and the *Stepping Up* Course Director

I,
[insert full name]

of
[insert full address]

undertake and declare that:

1. I have registered for the *Stepping Up* workshop to be held in

..... on
[place of workshop] [month and year]

and I have received the materials relating to the course.

2. I have, **in advance of attending the workshop**, completed the self-directed learning component and the workshop preparation for each module by:

- reading the background material as prescribed; and
- completing written answers as required, including the trust account report.

3. I understand that I have to submit all completed Answer sections in the folder (either typed up or scanned copies) to steppingup@lawyerseducation.co.nz by 9.00am on the first day of the course.

4. I have, **in advance of attending the workshop**, viewed (and read the booklets of) the webinars *Preventing and dealing with bullying and harassment* and *Unconscious bias in the workplace*.

5. I authorise NZLS CLE Ltd and the *Stepping Up* Course Director to disclose to the New Zealand Law Society anything they consider relevant to my application to practise on own account.

.....
Signed

.....
Dated