



LAW SOCIETY  
OF SOUTH AFRICA



## **Practice Management Training... the L.E.A.D route**



**NOW  
MANDATORY!**

**(Sections 8 to 10 of  
the Judicial Matters  
Second Amendment  
Act 55 of 2003)**

**2010**

**Lifelong learning  
towards a just society**



### **Why Mandatory?**

The purpose is to equip attorneys for the management aspect of their legal business and to enhance sustained business access and leadership for the legal profession in general.

### **Who must comply?\***

All attorneys who are issued with an Attorneys Fidelity Fund certificate for the first time after 14 August 2009 must complete a course to the satisfaction of the relevant statutory provincial law society. (Sections 8 to 10 of the Judicial Matters Second Amendment Act 55 of 2003).

### **How to comply?**

The training will be offered by the Law Society of South Africa's Legal Education and Development (L.E.A.D) division or another accredited provider.

### **When to comply?\***

The course must be completed before 31 December of the year which follows upon the year in which the first AFF certificate was issued.

**\* Application for extension or exemption on the basis of prior experience or qualifications can in exceptional circumstances be submitted to the relevant statutory law society.**

## THE L.E.A.D ROUTE ...

L.E.A.D's Practice Management training programme has been developed by the LSSA to assist attorneys in managing their practices effectively by:

- Combining legal expertise with strategic business management
- Starting a practice effectively
- Applying all resources productively
- Practising in a financially sound manner
- Marketing for profitability
- Ensuring risk control
- Administering the affairs of clients and the business prudently

### Duration and format

The duration of the attendance course will be six months and training will be provided for 120 hours on an after hours basis in sessions of three hours. The duration of the distance course will be 6 months too and the course will include workshops and assignments. Both forms will include the submission of a business plan and completion of a final open-book problem-based test.

### Value-added training

The same outcomes, content and assessment will apply to the two learning methods. Applicants can enroll for the entire course or for individual modules. The certificate will be awarded only once a learner has successfully completed all the modules and the required assessment.

The attendance course will take place in the evening and/or on Saturdays. Workshops for the distance course will take place on Saturdays.

The level of attendance of workshops and number of assignments required of a learner will depend on the method chosen.

### Certification

Certification is dependant on satisfactory completion of all elements of the course including assessment.

## REGISTRATION FEE

<b>Full course</b>	R2900 (25% payable upon registration)
<b>Individual module</b>	R550 each (50% payable upon registration)

Low-interest loans for financially deserving attorneys may be made available by the LSSA and will be considered on application.

## CANCELLATIONS

L.E.A.D reserves the right to cancel a course should the number of participants not justify the cost.

## INFORMATION

Martha Lubasi t. +27 (0) 12 441 4609  
Portia Kadi t. +27 (0) 12 441 4614

Legal Education and Development [L.E.A.D]  
PO Box 27167, Sunnyside, 0132

e. [pmtinfo@LSSALEAD.org.za](mailto:pmtinfo@LSSALEAD.org.za)

DX 227 PRETORIA

## REGISTRATION DATES

<b>First intake</b>	Before 18 December 2009
<b>Second intake</b>	Before 15 June 2010

All L.E.A.D courses are subsidised by the Attorneys Fidelity Fund. The LSSA is accredited by the SASSETA as a training provider.

## COURSE CONTENT

<b>Module 1</b>	General Introduction to Management
<b>Module 2</b>	Risk Management and Insurance
<b>Module 3</b>	Law Business Finance
<b>Module 4</b>	Systems and Technology
<b>Module 5</b>	Practice Administration
<b>Module 6</b>	Marketing of Legal Services
<b>Module 7</b>	Human Resource/People Management
<b>Module 8</b>	Strategic Management

## ATTENDANCE VENUES

### Cape Town Centre

School for Legal Practice. University of Cape Town, Old Medical School Building, Hiddingh Campus, Orange Street, Cape Town, 8000.

**Contact** Melanie Boltman t. +27 (0) 21 480 7181

### Durban Centre

School for Legal Practice. University of KwaZulu-Natal, Graduate School of Business, 266 Francois Road, Durban, 4000.

**Contact** Nadira Sewnarian t. +27 (0) 31 260 2351

### East London Centre

School for Legal Practice. 2nd Floor, 45 Commercial Road, Arcadia, East London, 5200.

**Contact** Bongzi Nkholo t. +27 (0) 43 742 0442

### Johannesburg Centre

School for Legal Practice. 7th Floor, The Atrium Building, 41 Stanely Avenue, Milpark, Auckland Park, 2092.

**Contact** Titus Mbatha t. +27 (0) 11 726 4154

### Pretoria Centre

School for Legal Practice (L.E.A.D.). Old Main Building, 145 Mears Street, Sunnyside, Pretoria, 0132.

**Contact** Martha Lubasi / Portia Kadi t. +27 (0) 12 441 4600



# **GREAT DEVELOPMENT FOR 2010**

## **LEGAL SUPPORT STAFF**

L.E.A.D will offer the following training for legal assistants, secretaries and bookkeepers in 2010. The SASSETA provides the funding.

<b>Legal practice topics</b>	
Litigation	4 Day Course
Debt Collection	4 Day Course
MVA	4 Day Course
Estates	4 Day Course
Conveyancing for Secretaries	5 Day Course
Bookkeeping	5 Day Course
<b>Computer Literacy</b>	
Basic Introduction	1 Day Course
Microsoft Excel	1 Day Course
Microsoft Word	1 Day Course
Power Point	1 Day Course
<b>Other Courses</b>	
Client Care	1 Day Course
General Office Administration	2 Day Course
English Writing	2 Day Course
Calculations	2 Day Course

For more information on how to participate in the programmes send your email to:

**e-mail.** [grantsinfo@LSSALEAD.org.za](mailto:grantsinfo@LSSALEAD.org.za)