



INTRODUCTION TO RISK MANAGEMENT

Online Course for Support Staff in Law Firms 2019

About this course

This course teaches on the need for practices to take a holistic approach to managing their risks. Nowadays it is considered essential that any business, including law practices are aware of and manage the broader risks to the business.

These risks are categorised and discussed in many publications and various categorisations and theories abound. Practices will incorporate issues such as financial, operational, strategic, and environmental risks.

No law firm can take the risk of losing their good reputation. Law firms must endeavor to give proper client care service. This course also focuses on practice management and particularly reputational risk.

Course duration and registration

Course dates: 17 June to 19 July 2019

Registration closes: 07 June 2019

Who should register?

This online course is a must for all secretaries, paralegals, and even attorneys. Many of the topics covered in the PMT module 2 (Risk Management and Insurance) are covered in detail in this course.

This course will be useful to anyone in a client facing or administrative position in a law firm.

Course material

The course consists of three webinars, dealing with important matters of risk in a law firm.

The material is presented in an interactive format, supplemented by written material for downloading from eLEADer – LEAD's online learning portal.

You will be expected to test your own knowledge by way of a self-assessment after each module as well as completing a written assignment. This e-course is presented in English only and all assignments must be submitted in English.

Learning outcomes

Risk management is essential for any legal practice. Support staff in a law firm play a crucial role in respect of risk management. Once you have completed this course, you should be in a position to:

- Recognise that there are professional and business risks in an attorney's practice and know what the main risks and consequences are.
- Identify measures that could be put in place to protect the firm in the event of any risks materialising, which measures include the purchase of appropriate insurance cover (this is what is referred to as risk mitigation measures).
- Be aware of the nature and the limitations of the insurance in place to protect the practice against professional risks.
- Understand the need for office and professional procedures that will minimise these risks.
- Understand the importance of your role in the practice in avoiding risk.
- Analyse
 - Pinpoint the risks associated with certain behaviour and circumstances;
 - Understand what you can do to minimise risks or avoid them from happening (these are called risk prevention measures).
- Apply
 - Demonstrate your ability to use the above knowledge and understanding so as to protect the practice (and yourself) against these risks.
- Communicate
 - Be confident that you have broad knowledge of potential risk areas and can explain these to others and also make appropriate suggestions about avoiding or mitigating these risks.

Cost of this online course

R1 300 per person (VAT inclusive)

Registration

Email the completed registration form as well as your EFT proof of payment to annelie@LSSALEAD.org.za. A confirmation email will be sent you within five days after registrations

close. If not received, please follow-up with Grace Mukuru on +27 (12) 441 4612.

Contact the course administrator

For more information about this online course, contact: Grace Mukuru on T: +27 (0)12 441 4612.

Please take note

1. Should you need to cancel your registration, this must be done in writing within 7 business days before the closing date to avoid the full fee being charged.
2. Fees must be paid to the designated Law Society of South Africa's (LSSA) bank account.
3. LEAD reserves the right to cancel an e-course should the number of delegates not justify the costs involved. Registered participants will be given reasonable notice of cancellation.
4. Ensure that you read and accept the **Terms and Conditions** (click below) and **Learning Outcomes** (see left column) for this course.
5. Should you be unable to participate in this course, you may nominate another participant to replace you. This should be done 7 days before the course commences.
6. It is a participant's responsibility to follow-up with Grace Mukuru if no confirmation email has been received.

[TERMS AND CONDITIONS](#)



Why train online?

- Train in your own time and in your own setting.
- The course material is in electronic format.
- Online courses are more cost-effective than attendance ones.
- Save in transport costs since there are no contact sessions.

Other online courses

LEAD also offers the following online courses:

- Introduction to Medical Law
- Legal Bookkeeping for Supports Staff
- Office Administration and Client Care for Support Staff

[MORE ABOUT ONLINE COURSES](#)



REGISTRATION FORM

Introduction to Risk Management – online course



Complete this form digitally and e-mail it together with proof of payment to annelie@LSSALEAD.org.za

Dates (Select your intake choice with a ✓ on the box to the left)	Fees
Course duration: 17 June to 19 July 2019 Registration closes: 07 June 2019	Registration fee: R1 300 per person (VAT inclusive)

Participant category (Select your choice with a ✓ on the box to the left of the category's name)	
<input type="checkbox"/> Practising legal practitioners (attorneys and advocates)	<input type="checkbox"/> Legal support staff
<input type="checkbox"/> Candidate legal practitioners	<input type="checkbox"/> Non-practising legal practitioners/others

Your details															
Surname:															
First Name:										Title:					
ID number:															
Gender:		<input type="checkbox"/> F		<input type="checkbox"/> M		Race (for reporting):									
Firm/company:															
Your position:															
Tel (w):		()				Fax:		()				Cell:		()	
Email:															
Postal address or docex:										Postal code:					

EFT Payment (Registration will be confirmed only if the proof of payment has been received) (✓)

<input type="checkbox"/> Payment by electronic funds transfer (EFT)	Amount: R1 300.00
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Account Name: Law Society of South Africa | **Bank:** FNB Pretoria | **Branch Code:** 251445 | **Account:** 6200 9641 079
Reference: NAME & SURNAME and CELL NO

Notes

1. Fees must be paid into the designated LSSA bank account. The LSSA will not accept liability if any other bank account is used.
2. Should you need to cancel your registration it must be done in writing and e-mailed to annelie@LSSALEAD.org.za, within five days after the registration closing date to avoid the full fee being charged.
3. LEAD reserves the right to cancel an online course should the number of registered students not justify the costs involved. Registered students will be given reasonable notice of cancellation.

Registration and invoice queries: Annelie Dagnin | E: annelie@LSSALEAD.org.za | T: 012 441 4669/00
Onlines courses queries: Grace Mukuru | T: +27 (0)12 441 4612 / 4600
LEAD switchboard: T +27 (0)12 441 4600 | **Website:** www.LSSALEAD.org.za