



INTRODUCTION TO RISK MANAGEMENT

Online Course for Support Staff in Law Firms 2018

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: 5 March to 11 May 2018

Registration closes: 26 February 2018

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

R700 per person (VAT inclusive)

The Attorneys Fidelity Fund provides a substantial measure of funding for the training of attorneys and candidate attorneys. This allows LEAD to offer quality training at affordable fees.

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.

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 five business days before the closing date to avoid the full fee being charged.
2. 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.
3. Ensure that you read and accept the **Terms and Conditions** (click below) and **Learning Outcomes** (see left column) for this course.
4. LEAD's online training requires a computer with an Internet connection, basic computer skills, and dedication and time to study.

[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.

[MORE ABOUT ONLINE COURSES](#)



LEAD also offers the following online courses:

- Medical Law
- Legal Bookkeeping for Supports Staff
- Office Administration and Client Care for Support Staff
- Forms of Business Enterprises for Attorneys
- Customary Law

REGISTRATION FORM

Introduction to Risk Management – online course



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

Dates	Fees
Course duration: 5 March – 11 May 2018	Registration fee: R700 per person (VAT inclusive)
Registration closes: 26 February 2018	

Participant category
<input type="checkbox"/> Support staff
<input type="checkbox"/> Practising attorney

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: R700.00
Account Name: Law Society of South Africa Bank: FNB Pretoria Branch Code: 251445 Account: 6200 9641 079 Reference: NAME & SURNAME and CELL NO	

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| <ol style="list-style-type: none">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
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