



2022 BUSINESS MANAGEMENT PROGRAMME SCHEDULE

Own your career.

Programmes that deliver the skills to own your career.

2022 COURSE DETAILS

PROGRAMME	DURATION	FEE (EXCL. GST)
Business of Law		
Strategies for Business Development	3 hours	\$3,600
Developing Best Performance in Your Firm	4 hours	\$4,600
Governance Essentials	4 hours	\$3,450
Legal Project Management	4 hours	\$3,450
Accounting for Lawyers	4 hours	\$3,450
Commercial Acumen	4 hours	\$3,450

All in-house sessions are organised at a time convenient to the firm and include a one hour pre-meeting to discuss the expected outcomes of the session. Full details of each session can be viewed at collaw.ac.nz or for more information or queries please contact us via email or phone.



INTRODUCTORY

For practitioners who would like a good foundation to improve their skills.



INTERMEDIATE

For experienced practitioners who have a sound understanding but would like to further improve their skills.



ADVANCED

For practitioners who can demonstrate an advanced level of knowledge but would like to continually refresh and build on their experience.

STRATEGIES FOR BUSINESS DEVELOPMENT



INTERMEDIATE

For experienced practitioners who have a sound understanding but would like to further improve their skills.



3 CPD Hours

How to develop an Effective Business Plan

For a project or a business to be effective it is vital that a business plan is drafted to clearly define the objectives. These objectives can be short term or long term but should always include the key components of the project or business such as the key stakeholders, competitors, market trends and industrial intelligence. The basis of an effective business plan is not a complex process but is overlooked by many, resulting in a lack of clarity as to what the expected outcomes will be.

This session is designed to provide the tools and skills to increase the understanding of delegates as to what a good business plan requires and its associated business/client benefits.

Course overview – topics will include

- A simple framework that is compatible with your firm's processes and reporting
- A clear set of goals for about 3 years
- A realistic assessment of your resources
- A realistic set of priorities of what you will do and when

The process for developing you plan needs to identify

- What markets, sectors and clients you are targeting?
- What services and products you will be delivering?
- What is your operating model – how will it work?
- Why should they choose you?
- What are the forces driving change in the market or your client's world?



Presenter - Kevin McCaffrey, Associate Partner, EY

In a 3 hour session you will learn the skills needed to develop a simple but effective business plan using examples from professional services firms and commercial organisations.

Kevin has experience in building and leading professional services teams in NZ and Asia Pacific.



DEVELOPING BEST PERFORMANCE IN YOUR FIRM



INTERMEDIATE

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4 CPD Hours



ADVANCED

For practitioners who can demonstrate an advanced level of knowledge but would like to continually refresh and build on their experience.

Successful firms and practice groups are characterised by motivated people operating within energetic environments. Lawyers who possess strong communication and collaboration skills are better positioned to create effective working environments and consequently generate success for themselves, their clients and the firm.

Too often, the urgent drives out the important. We all know what we should be doing, but that doesn't mean it will be easy to do. How can we convert intention into action on a consistent and sustainable basis? You may need to rethink some of your current habits and form some new behaviours.

In this session delegates will:

- discuss the value and importance of collaboration
- explore what makes teams work, including maximising open and honest communication
- recognise how team members fit in and learn how to boost their contribution
- analyse the reasons why real collaboration is difficult to achieve and how to improve
- identify personality styles and personal needs for more effective relationships
- examine ways to create productive environments as either a contributor to or leader of a team
- devise strategies to remove barriers, so that intention can be converted to action
- explore how to adopt and reinforce habits of excellence, and
- set rules for changing behaviour and evaluate different "salvaging" skills.



Presenter - Alan Brookbanks Principal, Changing Tack

Alan has over four decades of experience in senior HR and Operations roles in well-respected private and public organisations in New Zealand and Australia. With a reputation for getting things done and having a pragmatic approach, Alan operates at the Board and Executive levels of organisations. Alan leads Changing Tack to focus on supporting chief executives and their teams to lead significant change, quickly perform in new roles, find their next career step, work effectively with their Boards, build effective teams, improve recruitment processes and build collaborative and constructive working relationships with employees and their representatives.

GOVERNANCE ESSENTIALS



INTERMEDIATE

For experienced practitioners who have a sound understanding but would like to further improve their skills.



4 CPD Hours



ADVANCED

For practitioners who can demonstrate an advanced level of knowledge but would like to continually refresh and build on their experience.

Gain a sound understanding of the basics of governance, including involvement on a trust, board of a company or incorporated society.

Governance Essentials focuses on the core tasks of the director and a board.

This session will start by looking at what an individual director must do to ensure they not only meet their legal obligations but provide the appropriate leadership for the organisation.

Building on the legal obligations, consideration is then given to the role of the directors as a collective, for example a board and how they must lead the directors from a strategic point of view whilst ensuring compliance with regulations.

The course content draws on real case studies and the experience of the presenter. Delegates can expect to receive clear explanations of complex legal issues and pragmatic examples of how to manage governance processes and deal with the issues that arise.

One such issue is the vexed question of the separation of governance from managerial roles. This is dealt with using a pragmatic methodology that will enable participants to review their own organisation and understand how to ensure the parties work together effectively.

Throughout the workshop questions, debate and discussion are encouraged which makes it an interactive learning experience with useful work papers as a takeaway.

This session will continuously look at governance of not for profit organisations for parallels and differences to provide a complete picture of governance in New Zealand.

Highlights

- Understanding the responsibility of directors and trustees, and how they can effectively discharge their duties
- Learn what boards need to do effectively
- Risk management
- The role of the board v management
- Appointing the "right" directors/trustees
- Evaluating the board, and
- The eight key questions.

Intended for

- People who serve on a trust, board of a company or incorporated society or those who are seeking to do so, and
- Advisers who work with these organisations.



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Kevin has experience in building and leading professional services teams in NZ and Asia Pacific.



LEGAL PROJECT MANAGEMENT



INTERMEDIATE

For experienced practitioners who have a sound understanding but would like to further improve their skills.



4 CPD Hours

How can a law firm maintain a competitive advantage in a legal environment where clients are demanding more accountability from their external legal providers together with improved predictability and control of legal costs? Legal Project Management is a powerful tool that many law firms have turned to as a solution to delivering legal services more effectively and efficiently, and with greater client satisfaction.

Shaun Plant will host this workshop designed to provide participants with an understanding of Legal Project Management and the key skills and tools that lawyers can use to improve the way in which they manage and deliver legal services.

The workshop will be practical and interactive, including facilitated training with questions and practical exercises using Legal Project Management tools and techniques. Example Legal Project Management templates and course notes will be provided at the workshop.

Training objectives

- Gain an understanding of Legal Project Management principles, terminology, skills and processes
- Develop skills in managing legal matters within a Legal Project Management framework, and
- Develop a disciplined approach to delivering legal matters.

Course overview

- Introduction to Legal Project Management
- The Legal Project Management techniques, tools and processes to:
 - understand the client's requirements
 - initiate a project
 - plan the work that is required
 - identify and manage risks
 - communicate the project
 - monitor and control resources
 - close out the instruction, and
 - capture process assets.



Presenter - Shaun Plant

Director, Nexus Law

Shaun is a barrister and solicitor specialising in Resource Management and Environmental Law. He has worked in private practice and as in-house counsel. Shaun is also a member of the Project Management Institute and is a programme manager responsible for the development of legal project management tools and templates for the institute. Shaun has a MSc. in Project Management and over 15 years' experience managing research and development, large capital construction, and power generation and infrastructure projects in the UK, Asia, Middle East and New Zealand.



ACCOUNTING FOR LAWYERS



INTRODUCTORY

For practitioners who would like a good foundation to improve their skills.



4 CPD Hours

Do you look at financial information and see a blur of numbers? Like it or not, financial information is fundamental to how successful organisations operate and it's not just accountants that need to understand it. Whether it be to assess the financial standing of a potential client or to understand the commercials of a transaction, a basic knowledge of accounting is a fundamental skill for professionals. This seminar will help you understand the language of accountants, key concepts and the information presented in financial statements.

We have developed this seminar to demystify accounting for lawyers. We'll help you understand the fundamentals and share tips and tricks, and we will use the actual financial statements of a listed company as a case study to help you understand financial information to ensure you can work more effectively with numbers.

Specifically the course will cover:

- Understanding financial statements
- Accounting concepts and principles
- Interpreting financial statements and using financial ratios
- Common accounting terminology



Presenter - Ross Nelson, Partner, PwC

Ross is a Partner with the Private Business team in the Wellington PwC office. He has over 15 years experience providing tax and accounting advice to a diverse range of businesses, from privately owned businesses to large corporates. Ross has daily interactions with business owners and other non-accountants so is adept at communicating financial concepts in plain English. When he gets the chance you're most likely to find him on Wellington's south coast either diving or trying to keep up with his two young boys.



COMMERCIAL ACUMEN



INTERMEDIATE

For experienced practitioners who have a sound understanding but would like to further improve their skills.



4 CPD Hours

Course overview

What makes you different from all of the other providers of legal services in New Zealand? Do you really know your clients, their businesses and aspirations? Are you making the most of your internal referral network or do you not have one? Why aren't your clients asking you to do more for them?

You will be amazed at how the simplest of changes can make a world of difference to your business processes. This unique research based session will provide you with the knowledge and tools to open up your business and help you build on your existing client base.

Spencer will take delegates on a journey through the importance of the client relationship and how Emotional Intelligence plays a critical part of acquiring and maintaining client relationships in your firm.

This 4 hour session will cover:

- The importance of understanding your clients
- Psychology of behaviour
- Peak performance research
- The importance of asking great questions
- The importance of using a process
- Needs analysis and associated frameworks
- Intent versus commitment



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CONTACT US

For further information or questions visit
collaw.ac.nz

Alternatively you can call us on
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