



IN-HOUSE TRAINING PROGRAMMES

**Programmes to upskill and boost your
team's professional development**

COURSE DETAILS

PROGRAMME	DURATION	FEE (INCL. GST)*
Business of Law		
Strategies for Business Development	3 hours	\$5,000
Governance Essentials	4 hours	\$5,000
Legal Project Management	4 hours	\$5,000
Accounting for Lawyers	4 hours	\$5,000
Commercial Acumen	4 hours	\$5,000
Environmental, Social and Governance Training	2-8 hours	Varied by course
Cultureflow Interactive Online Te Reo Māori Courses		
Te Kete Tuarua - Beginners Programme	Self-Selected	Varied by course
Te Kete Tuawha - Intermediate Programme	Self-Selected	Varied by course
Te Kete Tuarima - Advanced Intermediate Programme	Self-Selected	Varied by course

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

Fees: \$5,000 (INCL. GST)*

* Price is for groups up to 25 people

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, MyGovernance

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. In his roles with PWC and EY. Kevin now runs his own consultancy specialising in governance and business strategy.

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.

Fees: \$5,000 (INCL. GST)*

* Price is for groups up to 25 people

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.



Presenter - Kevin McCaffrey, MyGovernance

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. In his roles with PWC and EY. Kevin now runs his own consultancy specialising in governance and business strategy.



LEGAL PROJECT MANAGEMENT



INTERMEDIATE

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



4 CPD Hours

Fees: \$5,000 (INCL. GST)*

* Price is for groups up to 25 people

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 Chief Legal Evangelist at LawVu

Shaun is the Chief Legal Officer providing legal advice to the organization and project management and legal technology services to legal teams across the world. Shaun has woven innovation and project management into all stages of his legal career both in private and in-house legal practice. Starting his career in contracts engineering, Shaun moved into the legal profession, with his focus on project and change management. His legal background spans public, private enterprises in environmental and project law, where he has delivered large capital construction projects.

ACCOUNTING FOR LAWYERS



INTRODUCTORY

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



4 CPD Hours

Fees: \$5,000 (INCL. GST)*

* Price is for groups up to 25 people

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

Fees: \$5,000 (INCL. GST)*

* Price is for groups up to 25 people

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



Presenter - Spencer Wilis, Head of Customer Experience, Callaghan Innovation

Spencer's nearly 30-year career has been colourful and seen him work across several industries from the financial sector in London, New York and Hong Kong in the wholesale government bond and foreign exchange sector. Founding and leading Digital start-ups here in NZ including a social media influencer agency and youth focused media agency. Driving growth in established market research organisations and designing NZ's first online market research platform.

His current role in government for Callaghan Innovation sees him lead the customer strategy initiative which, is at the heart of one of the most ambitious government agency transformation programmes.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE TRAINING



Enterprises are increasingly focused on Environmental, Social and Governance (ESG) issues. An ESG approach entails managing the legal, financial, governance, and reputational risks related to these issues. This requires key stakeholders (such as the board and legal and financial advisors) to monitor relevant activities, processes, or policies from which such risks may emerge.

In this course, you will learn to:

- Demonstrate a broad understanding of the legal obligations arising under ESG law and practice
- Conduct ESG due diligence and risk assessment in operations, activities, and supply chains
- Examine the overall international framework for business, human rights, and the environment and identify the ESG obligations on enterprises for operations and activities
- Apply ESG tools such as EIA and EMA to assess ESG risks.

DELIVERY

Programmes are delivered online
Each module is 2 hours long

FEES

\$2,000 per module (+ GST)

MODULE 1 – Introduction to key concepts in ESG

ESG risks are emerging as important considerations for the financial sector and supply chains, and are increasingly becoming a part of routine reporting requirements for companies listed on stock exchanges worldwide. Lawyers, company advisors and directors play key roles in helping enterprises navigate ESG risks.

MODULE 2 – Developing landscape for ESG frameworks in Asia-Pacific

This module explores key international frameworks that underpin ESG risk assessment approaches, looking at the Global Compact, UNGP, and OECD Guidelines.

MODULE 3 – Due diligence and risk assessment

ESG risks can create legal and financial damage to enterprises' operations and supply chains. Globally accepted good practices relating to ESG risk management and due diligence can assist lawyers in advising boards and senior management of enterprises.

MODULE 4 – Advising on ESG risk

ESG risk management has become increasingly important for businesses and investors alike. This module examines steps and considerations when advising on ESG risk. The practical steps and considering the specific context of the company and industry, will provide valuable advice on managing ESG risks and creating sustainable value over the long term.

Trainers

Matthew Baird – Barrister and Director, Asian Research Institute for Environmental Law

Dominic Tayco – Lawyer and Director, Thaddeus Martin

Rocky Guzman – Consultant at Asian Development Bank

Raphael Tay – Partner at LAW Partnership

BEGINNERS MĀORI LANGUAGE PROGRAMME: TE KETE TUARUA



Interactive online Te Reo Māori courses with Cultureflow

LEARN FROM THE BEST

Cultureflow has been delivering Te Reo Māori training since 2002, to over 10,000 learners. All tutors hold tertiary qualifications and extensive experience in teaching or engaging with Māori communities.

COURSE OPTIONS

Immerse yourself in Te Reo Māori at your own pace through six, ten, or twelve-week courses.

HOW YOU'LL LEARN

Learn through 30-minute interactive online lessons with a dedicated tutor, twice a week.

Access lesson recordings and study with provided PDF workbooks.

Beginners Programme: Te Kete Tuarua

You will learn:

- **Foundational Conversational Skills:** Greetings, introductions, expressing emotions.
- **Essential Vocabulary and Phrases:** Basic interactions, cultural concepts (whānau, tikanga).
- **Basic Grammar Structures:** Pronunciation practice, introductory grammar.
- **Practical Knowledge:** Counting, navigating everyday situations.
- **Outcome:** Confidence in simple conversations, basic understanding of Māori language and culture.

Choose Your Course Length:

- Six-week course: \$375 per person.*
- Ten-week course: \$450 per person.*
- Twelve-week course: \$500 per person.*
- One-on-one classes (delivered over six or twelve-weeks): \$90 per weekly session.**

* (minimum of 10 participants)

** (10% discount offered to College of Law referrals)

Contact us today to embark on your Te Reo Māori journey with Cultureflow and the College of Law

Email cle@collaw.ac.nz



INTERMEDIATE MĀORI LANGUAGE PROGRAMME: TE KETE TUAWHA



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Cultureflow has been delivering Te Reo Māori training since 2002, to over 10,000 learners. All tutors hold tertiary qualifications and extensive experience in teaching or engaging with Māori communities.

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HOW YOU'LL LEARN

Learn through 30-minute interactive online lessons with a dedicated tutor, twice a week.

Access lesson recordings and study with provided PDF workbooks.

Intermediate Programme: Te Kete Tuawha

You will learn:

- **Expanded Vocabulary and Fluency:** Building on beginners' knowledge.
- **Complex Grammar Structures:** Possessives, verb conjugations, sentence formation.
- **Advanced Topics:** Making requests, expressing possibilities, discussing future events.
- **Cultural Nuances:** Colloquial expressions, deeper understanding of Māori culture.
- **Outcome:** Proficiency in deeper conversations, expressing opinions, navigating social situations confidently.

Choose Your Course Length:

- Six-week course: \$375 per person.*
- Ten-week course: \$450 per person.*
- Twelve-week course: \$500 per person.*
- One-on-one classes (delivered over six or twelve-weeks): \$90 per weekly session.**

* (minimum of 10 participants)

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ADVANCED INTERMEDIATE MĀORI LANGUAGE PROGRAMME: TE KETE TUARIMA

Interactive online Te Reo Māori courses with Cultureflow

LEARN FROM THE BEST

Cultureflow has been delivering Te Reo Māori training since 2002, to over 10,000 learners. All tutors hold tertiary qualifications and extensive experience in teaching or engaging with Māori communities.

COURSE OPTIONS

Immerse yourself in Te Reo Māori at your own pace through six, ten, or twelve-week courses.

HOW YOU'LL LEARN

Learn through 30-minute interactive online lessons with a dedicated tutor, twice a week.

Access lesson recordings and study with provided PDF workbooks.

Advanced Intermediate Programme: Te Kete Tuarima

You will learn:

- **Refined Language Skills:** Advanced grammar concepts, complex sentence structures.
- **Expanded Vocabulary:** Nuanced communication, idiomatic expressions.
- **Deepened Cultural Understanding:** Sophisticated discussions, cultural nuances.
- **Confident Engagement:** Leading discussions, contributing meaningfully.
- **Outcome:** Mastery in advanced conversations, leadership in Māori language and culture.

Choose Your Course Length:

- Six-week course: \$375 per person.*
- Ten-week course: \$450 per person.*
- Twelve-week course: \$500 per person.*
- One-on-one classes (delivered over six or twelve-weeks): \$90 per weekly session.**

* (minimum of 10 participants)

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CONTACT US

For further information or questions visit
collaw.ac.nz

Alternatively you can call us on
+64 9 300 1799 or email **cle@collaw.ac.nz**