

# Certificate in Practice Management

## Lifelong learning towards a just society

The Practice Management programme has been developed by the LSSA to assist its members 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

All members of the profession and their support staff may participate.

Practice Management Training will become mandatory for any practitioner wanting to practise for his/her own account for the first time, be it as a sole practitioner or a partner/director of a firm.

### LEARNING METHOD, ASSESSMENT AND CERTIFICATION

- Attendance (Cape Town, Durban, Johannesburg, Pretoria and East London)
- Distance

The same outcomes, content and assessment will apply to the two learning methods.

Applicants can enroll for the entire 5 month course or individual modules, provided that the certificate will only be awarded once a learner has successfully completed all the modules and the required assessment.

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

Attendance courses will take place in the evening and/or on Saturdays.

Extensive material in all eight modules will be provided.

### REGISTRATION FEE:

Full course: R2 750 (25% payable upon registration)  
Individual module: R450 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:

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Legal Education and Development [L.E.A.D]  
PO Box 27167, Sunnyside, 0132  
DX 247 PRETORIA

### REGISTRATION DEADLINES:

28 February 2009

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

### CONTENT:

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

Note: Those who want to register for individual modules can contact L.E.A.D for closing dates

# PRACTICE MANAGEMENT TRAINING

## Entry Form 2009: 1st Semester

Please enrol only one person per form. Photocopies may be used for further entries.

### Personal Details

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Title: \_\_\_\_\_ Identity Number: \_\_\_\_\_

Name of Firm/Organisation: \_\_\_\_\_ Position in firm: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Docex address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Cell: \_\_\_\_\_

Have you been admitted as an attorney? If YES" provide date of admission \_\_\_\_\_

I wish to register as follows: (Please indicate whether registration is for full course/ individual modules)

Full course

Or

Individual modules  1  2  3  4  5  6  7  8

Preferred learning method will be (Please tick)

Distance or

Attendance in:  Pretoria  Durban  Johannesburg  Cape Town  East London

Loan application required  YES  NO

Payment (Attach a copy of the front and back of your Credit Card)

By credit card:  Mastercard  Visa  Diners club

Budget  No  Yes Months: \_\_\_\_\_

Card Number

Name of card holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Amount: R \_\_\_\_\_

By cheque: \_\_\_\_\_ Amount included \_\_\_\_\_

Cheques must be made payable to "LEAD" and sent to Director, PO Box 27167, Sunnyside 0132 or DX 247 PTA

### Declaration

1. I declare that all particulars given by me on this form are true and correct and I \_\_\_\_\_ undertake to abide by the rules and regulations pertaining to the course.

2. I acknowledge that

2.1 The certificate in Practice management shall only be awarded to me upon

2.1.1 full compliance with attendance, assignment and assessment requirements

2.1.2 full settlement of the tuition fee

2.2 The LSSA reserves the right to cancel my participation in the event of non payment of the tuition fee or part thereof.

2.3 Should I discontinue my participation, the LSSA may claim the outstanding balance of the tuition fee.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2009

Signature \_\_\_\_\_