



THE LAW SOCIETY  
OF SINGAPORE



## Developing Personal Effectiveness for Legal Practitioners

Only 15 seats  
available.  
Register Now!



23 & 24 November 2017 (Thursday & Friday)  
8.30am – 6.00pm



55 Market Street  
Level 3, Conference Room 3  
Singapore 048941



No. of Public CPD Points: 12 Points  
Practice Area: Professional Skills  
Training Level: General

## About the Workshop

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Leadership is one of the key determinants of organizational effectiveness, personal awareness and effectiveness determines the leadership and communication style of an individual. Gain insights into yourself so you can understand yourself better, which in turn will enable you to manage your stakeholders better.

This WSQ Leadership and People Management (LPM) course - Develop Personal Effectiveness for Legal Practitioners is based on the national framework developed by WDA.

The contents and context of the programme are specially developed for members of The Law Society of Singapore (LSS), based on the findings from the focus groups organised by LSS.

The 2-day Workshop will cover the following:

- Understanding your personality and behavioural profile as an individual as well as a leader, in the context of a law firm
- The impact of your personality on your communication and leadership style to your team members and clients
- How to communicate effectively with your team members and clients based on your personality profile
- Building your influence as a member of the team and potential leader in the law firm
- Stakeholder management as a lawyer
- Understanding Emotional Intelligence (EI)
- How to build Emotional Intelligence for yourself and your team members

This 2-day competency-based programme is designed to help lawyers gain better self-awareness of themselves as a member of a team as well as future leaders of the firm. Participants will also be equipped with handles on how to help their team members develop personal effectiveness. The programme includes the DiSC profile and other proprietary personality profiles! Be prepared to really know yourself better!

Participants will be issued a Statement of Attainment (SOA) by WDA upon successful completion of each module.

## How the workshop is facilitated

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The workshop is facilitated similar to graduate diploma programmes in business schools. Participants will be expected to share their experiences and challenges as leaders in their teams and firms in discussions during the programme. There will also be facilitated discussions on how the management theories introduced during the workshop can be applied in the legal profession. The facilitators will also share examples and best practices from other industries.

## Programme Outline

### Day 1 – 23 November 2017

Time	Programme
8.10am – 8.30am	<b>Registration</b>
8.30am – 10.00am	<b>The Effective Executive – TA and Personal Leadership (Part 1)</b> <ul style="list-style-type: none"> <li>• What is TA</li> <li>• Philosophical assumptions</li> <li>• Life Scripts and Drivers</li> <li>• Ego States</li> </ul> <p>Trainer: JM Grace Lam – Seraphcorp Institute</p>
10.00am – 10.15am	<b>Tea Break</b>
10.15am – 12.00pm	<b>The Effective Executive – TA and Personal Leadership (Part 2)</b> <ul style="list-style-type: none"> <li>• What is TA</li> <li>• Philosophical assumptions</li> <li>• Life Scripts and Drivers</li> <li>• Ego States</li> </ul> <p>Trainer: JM Grace Lam – Seraphcorp Institute</p>
12.00pm – 1.00pm	<b>Lunch (Lunch is NOT provided)</b>
1.00pm – 3.30pm	<b>Emotional Intelligence (Part 1)</b> <ul style="list-style-type: none"> <li>• Framework for emotional intelligence</li> <li>• Intra-psychic perspective of emotional intelligence</li> <li>• Interpersonal perspective of emotional intelligence</li> </ul> <p>Trainer: Elvin Tay – Seraphcorp Institute</p>
3.30pm – 3.45pm	<b>Tea Break</b>
3.45pm – 6.00pm	<b>Emotional Intelligence (Part 2)</b> <ul style="list-style-type: none"> <li>• Framework for emotional intelligence</li> <li>• Intra-psychic perspective of emotional intelligence</li> <li>• Interpersonal perspective of emotional intelligence</li> </ul> <p>Trainer: Elvin Tay – Seraphcorp Institute</p> <p>Reflective Assessment</p>
6.00pm	<b>End</b>

**Day 2 – 24 November 2017**

Time	Programme
8.15am – 8.30am	<b>Registration</b>
8.30am – 10.00am	<b>Influence</b> <ul style="list-style-type: none"> <li>• Gautrey's concept of influence</li> <li>• 3 keys to influence</li> <li>• 4 levels of influence</li> <li>• 6 sources of influence</li> </ul> <p>Trainer: JM Grace Lam – Seraphcorp Institute</p>
10.00am – 10.15am	Tea break
10.15am – 12.15pm	<b>Stakeholder Management (Part 1)</b> <ul style="list-style-type: none"> <li>• The stakeholder management process:</li> <li>• Identifying stakeholders</li> <li>• Assessing and ranking stakeholders</li> <li>• Stakeholder management strategy</li> <li>• Monitoring, matrices and measurement for stakeholder management</li> </ul> <p>Trainer: JM Grace Lam – Seraphcorp Institute</p>
12.15pm - 1.15pm	<b>Lunch (Lunch is NOT provided)</b>
1.15pm – 3.30pm	<b>Stakeholder Management (Part 2)</b> <ul style="list-style-type: none"> <li>• The stakeholder management process:</li> <li>• Identifying stakeholders</li> <li>• Assessing and ranking stakeholders</li> <li>• Stakeholder management strategy</li> <li>• Monitoring, matrices and measurement for stakeholder management</li> </ul> <p>Trainer: Elvin Tay – Seraphcorp Institute</p>
3.30pm – 3.45pm	Tea Break
3.45pm – 6.00pm	<b>Communicate Effectively</b> <ul style="list-style-type: none"> <li>• Functional fluency- five modes of communication</li> <li>• Storytelling for effective communication</li> </ul> <p>Trainer: Elvin Tay – Seraphcorp Institute</p> <p>Final Assessment</p>
6.00pm	End

## Trainers' Profiles

### **JM Grace Lam – Seraphcorp Institute**

JM Grace Lam consults for organisations and governments in the region on leadership development using interventions such as learning, coaching, and psychometric profiling. Companies and governments have engaged her to help in leadership behaviour change, organisational culture change and talent management. A naturally structured and results-oriented person, her intervention style is a blend of intuition, grace and assertiveness. Her research interest lies in the integrative use of contemporary Transactional Analysis (TA) as a foundation for interventions in education and organisations. Grace also researches and writes on developments in leadership development and on new andragogical practices.

As a facilitator, Grace is creative and dynamic and she inspires and brings the best out of the people she works with. She is widely sought after and trusted by those in the public and private sector in Singapore and in the region, including the World Bank, the Mekong Private Sector Development Facility (MPDF), the Swedish Environmental Protection Agency, RAMBOLL, the Vietnamese government, SIA, ING bank, the American Club, Meritus Resorts and Spa, SIA, and the Indonesian Ministry for Energy and Natural Resources.

Grace graduated from the National University of Singapore (NUS) with Honours in Political Science. She has a Masters degree in Organisational Leadership from Monash University. Upon her graduation, she worked in the Singapore Civil Service as a senior political analyst before joining the private sector as a principal in boutique venture capital firm. Grace is accredited to use the DiSC, MBTI, 6 Seconds Emotional Intelligence, and Facet5. She holds an Advanced Certificate for Training and Assessment (ACTA) from the Singapore Institute of Management and an Advanced Transactional Analysis certification. In 2013, Grace was invited to present on EQ in Southeast Asia at the Nexus EQ Conference in Harvard University. Grace is a trained coach, accredited with the International Coach Federation. In 2015, her research on co-creation and emergent design in competency-based leadership learning was featured at the 9th International Conference on Researching Work and Learning.

### **Elvin Tay – Seraphcorp Institute**

Elvin Tay brings his passion and commitment towards research, relationship management, change management and human capital development. He graduated with an Honours degree in Mechanical Engineering from National University of Singapore and a Master of Business Administration from Nanyang Business School, Nanyang Technological University of Singapore. Elvin has many years of working experience in leadership roles – starting with a test services company and subsequently in healthcare service industry. With his broad spectrum of leadership experiences, Elvin has developed good business acumen, strong leadership in human capital development and management, effective relationship-building and good communication skills with people from different aspects of business operations. Elvin is particularly interested in the developmental needs of people and organizational growth. This interest has led him to joining the SeraphCorp team. Elvin is also actively involved in youth work. Elvin has a TA 101 Certificate and is a certified DiSC Behavioural Consultant. He also holds an Advanced Certificate for Training and Assessment (ACTA).

## Registration Details

The WSQ LPM is partly funded under SkillsFuture. Singaporeans and Singapore PRs sent by SMEs enjoy 90% funding capped at \$50/hour. The estimated funding for each module is as follows:

Fees per learner	:	\$980
SDF funding per eligible learner	:	-\$800
Nett fees payable	:	\$180
<b>Nett fees payable (with GST)</b>	:	<b>\$248.60</b>

**SkillsFuture  
Credit  
available!**

SME law firms will be able to claim an estimated \$120 in Absentee Payroll funding after the programme (\$7.50/hour).

Learners sent by non-SME law firms will enjoy 50% funding capped at \$15/hour. For non-SMEs, the estimated funding for each module is as follows:

Fees per learner	:	\$980
SDF funding per eligible learner	:	-\$240
Nett fees payable	:	\$740
<b>Nett fees payable (with GST)</b>	:	<b>\$808.60</b>

Non-SME law firms will be able to claim an estimated \$72 in Absentee Payroll funding after the programme (\$4.50/hour).

*# A company/business is defined as an SME if its annual sales turnover does not exceed S\$100 million or if it has not more than 200 employees. Enterprises qualify as SMEs as long as they satisfy at least one of the two parameters above, regardless of whether they fall under the manufacturing or non-manufacturing sector (Spring, 2011)*

## How to register [15 seats available]

Please fill up the enrolment form and email the form to [jemina@seraphcorp.net](mailto:jemina@seraphcorp.net). Please call 6468-6008 for more information if necessary.

Registration form link:

[http://www.lawsociety.org.sg/cpd/pdf/LPM%205%20Enrolment%20Form\\_%20DPE%20-%2023%20&%2024%20Nov%202017.pdf](http://www.lawsociety.org.sg/cpd/pdf/LPM%205%20Enrolment%20Form_%20DPE%20-%2023%20&%2024%20Nov%202017.pdf)

Alternatively, you may also contact the CPD department of The Law Society of Singapore at [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg) or 6530-0242.

Note: In the course of the workshops, seminar, conferences or events, photographs of participants/videos or interviews of the participants could be conducted by the Society, or its appointed vendors, for the purpose of post event publicity of the respective workshops, seminar, conferences or events, either in the Society's official publication/website or any third party's publication/website approved by the Society.

### Admin Note to Singapore Practitioners and s36B Foreign Lawyers in relation to the Mandatory CPD Scheme:

Participants who wish to claim CPD Points must comply strictly with the Attendance Policy set out in the CPD Guidelines. Participants are reminded to sign in on arrival and sign out at the conclusion of each day of the event in the manner required by the organiser. Participants must not be absent for each day of the event for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.sileCPDcentre.sg> for more information.