



Legal Secretarial Course 2018



Module 1 - 3 July 2018, Tuesday
3.00pm – 6.00pm

Module 2 - 10 July 2018, Tuesday
3.00pm – 6.00pm

Module 3- 17 July 2018, Tuesday
3.00pm – 6.10pm

Module 4 - 24 July 2018, Tuesday
3.00pm – 5.20pm

Module 5 - 31 July 2018, Tuesday
3.00pm – 5.00pm



The Law Society of Singapore
39 South Bridge Road Singapore 058673
Amicus Room, Level 2

SkillsFuture is only applicable for those who **attend and complete all 5 modules**. To submit a claim using SkillsFuture, please visit: <https://www.myskillsfuture.sg/content/portal/en/training-exchange/course-directory/course-detail.html?courseReferenceNumber=MLAW-T03UL0038G-01-LSS0004&courseTitle=Legal%20Secretarial%20Course&areaOfTraining=Legal>

ABOUT SKILLSFUTURE CREDIT

SkillsFuture is a national movement to provide Singaporeans, 25 years and above, and is a self-sponsored individual, the opportunities to develop their fullest potential throughout life, regardless of their starting points. Individuals who attend this programme may apply their S\$500.00 SkillsFuture Credit (or any part thereof) to offset the cost of attending the programme. For more information, please refer to <http://www.skillsfuture.sg/credit>.

About the Course

The Legal Secretarial Course is suitable for staff working in a Singapore Law Practice who wish to understand the foundations and basics of being a legal secretary. This course has been enhanced to cover more aspects of law practice and the legal environment, and aims to provide valuable legal knowledge and the practical skills from a practitioner's perspective.

Participants will gain a better appreciation of the context and parameters of their work in a law practice which will help them be more effective in carrying out their functions in line with recommended practices.

Participants will also learn about the common risks which may occur in the course of operating a law practice.

On the last module, our experienced practitioners will share with participants on what their role and duties are in relation to specific practice areas. Participants will understand how they can better assist the lawyers in their respective firms and arm themselves with best practices or useful information that they can apply to their daily work and thus be more effective.

Participants are required to attend 4 out of 5 modules in order to qualify for the certificate of attendance.

Course Outline

Module 1: Singapore Law Practices (3 July 2018, Tuesday)

2.30pm – 3.00pm	Registration
3.00pm – 4.10pm	Introduction and Types of Singapore Law Practices
4.10pm – 4.30pm	Tea Break (light snacks will be provided)
4.30pm – 6.00pm	Role of Lawyers, Paralegal & Support Staff in Singapore Law Practice
6.00pm	End

Module 2: Introduction to Legal Ethics (10 July 2018, Tuesday)

2.30pm – 3.00pm	Registration
3.00pm – 4.00pm	Understanding a Lawyers' Professional & Client Care Duties
4.00pm – 4.20pm	Tea Break (light snacks will be provided)
4.20pm – 5.20pm	Managing Challenging and Vulnerable Clients Professionally
5.20pm – 6.10pm	Case Study Discussion
6.10pm	End

Module 3: Law Management – Part 1 (17 July 2018, Tuesday)

2.30pm – 3.00pm	Registration
3.00pm – 4.00pm	Dealing with Client Documents & Moneys
4.00pm – 4.20pm	Tea Break (light snacks will be provided)
4.20pm – 5.20pm	Understanding Case and Risk Management and the Role of Lawyers, Paralegal & Support Staff in Law Firms
5.20pm – 6.10pm	Case Study Discussion
6.10pm	End

Module 4: Law Management – Part 2 (24 July 2018, Tuesday)

2.30pm – 3.00pm	Registration
3.00pm – 4.00pm	Overview of Financial Management for a Singapore Law Firm
4.00pm – 4.20pm	Tea Break (light snacks will be provided)
4.20pm – 5.20pm	Use of IT for Case Management <i>Serena Lim - Director, Bizibody Technology Pte Ltd</i>
5.20pm	End

Module 5 (31 July 2018, Tuesday)

Role and Duties of Legal Secretaries in:

- **Civil Litigation/Family Law Practice or**
- **Conveyancing Law Practice or**
- **Personal Injury and Property Damage Law Practice**

[Participants will select only ONE session which is relevant to their course of work/interest (first-come-first-served). After the breakout session, they will gather for the panel discussion.]

2.30pm – 3.00pm	Registration		
3.00pm – 4.10pm	Conveyancing Law Practice <i>Suriakala Valli Param – Director, Bernard and Rada Law Corporation</i>	Family/ Civil Litigation Law Practice <i>Oh Mimi – Director, Ethos Law Corporation</i>	Personal Injury and Property Damage Law Practice <i>Renuka Chettiar – Partner, Karuppan Chettiar & Partners</i>
4.10pm – 4.30pm	Tea Break (light snacks will be provided)		
4.30pm – 5.00pm	Panel Discussion: Putting It Together <u>Moderator</u> <i>Yasho Dhoraisingam</i> <u>Panellists</u> <i>Renuka Chettiar – Partner, Karuppan Chettiar & Partners</i> <i>Oh Mimi – Director, Ethos Law Corporation</i> <i>Suriakala Valli Param - Director, Bernard and Rada Law Corporation</i>		
5.00pm	End		

Profile of Course Leader

Yasho Dhoraisingam

Yasho had headed the Conduct and Compliance departments of the Law Society for 10 years and was the CEO of the Law Society from 2002 to 2006. She thereafter was a Senior Director and Consultant with the Law Society until 2009.

She joined the law firm KSCGP Juris LLP in March 2010 till March 2016.

During her time at the Law Society Yasho worked on the Law Society's Legal Practice Management quality mark Primelaw and the Anti Money Laundering Practice Rules and Practice Direction of the Council. She has lectured on Solicitors' Accounts, ethics, practice management and the anti-money laundering rules to both lawyers and support staff for several years. During her employment at the Law Society she was a regular writer on the Law Society's rules of ethics and professional practice for the Singapore Law Gazette.

Speakers' Profiles

Serena Lim - Director, Bizibody Technology Pte Ltd

(Module 4: Law Management - Part 2)

Ms Serena Lim is a Founder and Director of Bizibody Technology Pte Ltd, a company that specializes in providing IT and practice management consulting to law firms. Bizibody has been providing startup and LLC conversion services to law firms since 2009, and has assisted many lawyers in the set up of their law practices. Bizibody is well known for the role it has played in championing and facilitating IT adoption across the Singapore legal industry.

Prior to starting Bizibody, Serena was the managing partner of Khattar Wong & Partner's Hong Kong Office. Aside from her legal technology and practice management consulting work with law firms, Serena works with legal institutions such as Law Society and SAL to conduct technology and practice management-related training seminars for its members. She is a member of the Law Society's Small Law Firm Committee.

Mimi Oh – Director, Ethos Law Corporation

(Module 5 – Role and Duties of Legal Secretaries in Family/ Civil Litigation Practice)

Mimi has been practising law for more than 23 years in Singapore. Her main areas of practice include general litigation, alternative dispute resolution and commercial arbitration with an emphasis on construction litigation.

She has acted for developers and management corporations such as EM Services, sub-contractors in the Universal Studios with Resort World Sentosa, the Marine Life Park and various Town Councils, and has represented several contractors and sub-contractors in construction claims that has been reported in the High Court apart from handling the Security of Payment Claims lodged with the Singapore Mediation Centre. She has also acquired wide experiences in handling employment, matrimonial, civil, criminal, and insolvency matters during her legal career.

Mimi is involved in committees relating to the Solicitor's Accounts with the Law Society and has also participated in courses, including those organised by the Law Society of Singapore i.e. Mandatory Bookkeeper. Every year, Mimi gives back to the community through her pro bono work. She has been actively involved in the Law Society's Criminal Legal Aid Scheme (CLAS) and the Legal Aid Bureau. She is also a mentor with the Singapore Institute of Legal Education, to facilitate the Bar courses for the training of the new lawyers.

Renuka Chettiar – Partner, Karuppan Chettiar & Partners

(Module 5 – Role and Duties of Legal Secretaries in Personal Injury and Property Damage Law Practice)

Renuka Chettiar was called to the Bar of England & Wales in 1993 (Middle Temple) and admitted as an Advocate & Solicitor of Singapore in 1994.

She has been in active practice since 1994, practicing mainly in insurance litigation work, and has fought many claims for both Claimants and Defendants arising from motor accidents, industrial accidents, public liability and medical negligence.

She is and has been a member of the Personal Injury & Property Damage Committee of the Law Society of Singapore since its inception in 2008 and also served as the Chairperson of the Committee in 2012 and as Vice-Chairperson from 2013 to 2015. She is also an Associate Mediator of the Singapore Mediation Centre, Assigned Solicitor with the Legal Aid Bureau and a Primary Justice Lawyer. During her early years in practice (1994 to 1997), she was a part-time law lecturer at the Singapore Institute of Commerce and at Stansfield School Pte Ltd. Renuka Chettiar currently runs her own practice under the name M/s Karuppan Chettiar & Partners, which firm has been in partnership with Temasek Polytechnic in their Internship Programme for the Diploma of Law and Management students for the last 15 years.

Suriakala Valli Param – Director, Bernard and Rada Law Corporation

(Module 5 – Role and Duties of Legal Secretaries in Conveyancing Law Practice)

Suriakala Valli Param also known as Mrs Param specialises in conveyancing and real estate legal work, advising clients on property related contracts, mortgage and real estate financing, development work for developers, leasing of residential, commercial and industrial real estate including JTC and HDB commercial properties and stamp duties. She also advises banks and the CPF Board on real estate related matters. Her other areas of practice include advising clients on trusts and trustees’ duties and responsibilities, wills, power of attorney and lasting power of attorney, statutory declarations and tenancy related matters.

Mrs Param commenced practice as an Advocate and Solicitor in 1986 and she has been in practice for 31 years. She was formerly the head of the Real Property Practice at KSCGP Juris LLP and she currently heads the Law Corporation’s Real Estate Department. Her transaction experience includes providing legal advice to clients on all matters of real estate law, advising and acting for individuals, corporations, developers, banks and financial institutions in property sale and purchase, mortgage and refinancing transactions. She has represented most of the major banks and financial institutions in Singapore in various financing transactions. In the course of her practice Mrs Param deals with licensed and unlicensed developers, the sale and purchase of condominiums, cluster housing, landed properties, office units, commercial and industrial properties including JTC land.

She has vast experience in dealing with the various regulatory authorities like the Land Dealings (Approval) Unit, the IRAS Stamp Duty and Property Tax Divisions, the Controller of Housing, URA and BCA.

She is often invited to give talks to real estate agents on various real estate matters and she has been invited to and has given talks to the public on real estate matters at property seminars organised by Singapore Press Holdings under their ST 701 platform. Mrs Param is also a speaker for the Legal Secretarial Course organised by the Law Society of Singapore and she is a real estate practice session facilitator with the Singapore Institute of Legal Education. She is in addition one of the legal advisors to the Institute of Estate Agents.

In 2014 Mrs Param was invited to volunteer at UN Women in New York where she spent two weeks assisting delegates and this experience has made her more confident in her dealings with clients, the various authorities and third parties.

Registration Fees

Category	Fees (Excl. GST)	Fees (Incl. GST)
Employee of a Singapore Law Practice	\$325.00	\$347.75
Non-Members	\$405.00	\$433.35

To register, please visit our website at:

<http://www.lawsociety.org.sg/Registration?Id=LegalSecretarialCourse2018.aspx>

For enquiries, please contact us at cpd@lawsoc.org.sg or 6530 0242.

SkillsFuture Credit

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Do note that the SkillsFuture Credit is a **ONE-TIME** funding from the government. Please ensure that whilst registration, there is sufficient credit in your SkillsFuture account to offset (either full or partial) the registration fee. Should there be insufficient funds, we will require you to top-up the balance and all payment have to be made 3 weeks prior to the start date of the course.

For those utilizing SkillsFuture credit (“SFC”), please take a few moment to read the following:

Do note that your registration for the course is NOT confirmed.

To confirm your registration, we will seek your assistance to complete the following 2 steps:-

When submitting this registration, **choose “Cheque Payment”** as your payment mode. Using the auto-generated “Notice of Registration” which will be sent to your email as a supporting document, proceed to the SkillsFuture website (as per the link below) 60 days before the start date of the course to "Proceed to Claim Credit", logging in using your SingPass. We will send an email in due course as a reminder. SkillsFuture will inform us if you have submitted the claim.

For those with remaining amount payable, payment can be made via 1) Cheque Payment or 2) Manual Credit Card Deduction (note that we do not accept AMEX cards). Please note that all claimants of SFC must be self-sponsored individuals such that all remaining amount payable after the claim shall be borne by themselves without any funding from the employer. You may contact us at cpd@lawsoc.org.sg, with the subject title: **SkillsFuture-Legal Secretarial Course** for this payment.

Your registration will only be confirmed after we receive the update from SkillsFuture that you have submitted the claim via their website, and upon receipt of the remaining payment (if any). The confirmation note will be sent to you one week before the course. If your claim from SkillsFuture is unsuccessful, we will contact you.

Link to "Proceed to Claim Credit":

<https://www.myskillsfuture.sg/content/portal/en/training-exchange/course-directory/course-detail.html?courseReferenceNumber=MLAW-T03UL0038G-01-LSS0004&courseTitle=Legal%20Secretarial%20Course&areaOfTraining=Legal>

For any SFC claim related matter, please visit www.skillsfuture.sg/credit for more information.

Upon SFC claim approval, no cancellation of the registration of the Course shall be allowed.

Terms and Conditions

- Allocation of seats is on a first-come-first-serve basis.
- Registration closes on **26 June 2018, Tuesday (5.00pm)**, or when all seats are filled.
- The registration fee is due and payable upon registration and must be received prior to the event.
- Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or seminar.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the seminar.

Cancellation and Refund of Fees

- Participant who cancels their registration before the commencement date shall be liable to pay the percentage of the seminar fee set out as follows:
- 20 days before commencement date: 25% of seminar fee.
- 19 to 8 days before commencement date: 50% of seminar fee.
- 7 days or less before commencement date: 100% of seminar fee.
- Participant who is unable to attend the seminar due to medical exigencies will be subjected to a cancellation fee of 50% of seminar fee.