



NSW BAR ASSOCIATION PRACTICE MANAGEMENT COURSE 2022

BY BARRISTERS FOR BARRISTERS

OVERVIEW

Six sessions of 1½ hours each.

Seminars will be held online over six Wednesdays from 5.15 pm – 6.45 pm in February-April 2022.
Attendees can attend some or all of the seminars, with maximum benefit from attending all sessions.

Attendance is free to all NSW barristers. Registration is required.

All barristers will benefit from this course, particularly those in their first seven years of practice



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Session 1 - The Business of being a Barrister – 16 February 2022

Chair: Anna Mitchelmore SC (Sixth Floor Selborne Wentworth);

Introduction to the course: Rob Hollo SC (Sixth Floor Selborne Wentworth - Chair of the Education Committee);

Presenters: Sean Docker (University Chambers) and Lester Fernandez (Forbes Chambers).

Topics discussed will include:

1. Establishing and growing your practice.
2. Developing yourself as a barrister.
3. Solicitors.
4. Finance and administration.
5. Chambers and accommodation.



1.5 CPD Points in Practice Management and Business Skills

Speaker cards for Session 1. Anna Mitchelmore SC is the Chair, and Rob Hollo SC is the Introduction speaker. Both are from Sixth Floor Selborne Wentworth. Sean Docker is the Presenter from University Chambers, and Lester Fernandez is the Presenter from Forbes Chambers.

Name	Role	Chambers
ANNA MITCHELMORE SC	Chair	Sixth Floor Selborne Wentworth
ROBERT HOLLO SC	Introduction	Sixth Floor Selborne Wentworth
SEAN DOCKER	Presenter	University Chambers
LESTER FERNANDEZ	Presenter	Forbes Chambers

Speaker cards for Session 2. Robert Newlinds SC is the Chair from Banco Chambers. Janet McDonald and Karen Petch are the Presenters from Level 22 Chambers and New Chambers respectively.

Name	Role	Chambers
ROBERT NEWLINDS SC	Chair	Banco Chambers
JANET MCDONALD	Presenter	Level 22 Chambers
KAREN PETCH	Presenter	New Chambers

Session 2 - Costs and Fees - 23 February 2022

Chair: Robert Newlinds SC (Banco Chambers);

Presenters: Janet McDonald (Level 22 Chambers) and Karen Petch (New Chambers).

Topics discussed will include:

1. An overview of the regulatory environment and the basics of complying with it as a barrister.
2. Particular issues relating to direct access briefs, briefs on a speculative basis and fees in advance.
3. Techniques and tips for estimating costs.
4. Avoiding pitfalls which lead to costs disputes and non-payment.
5. Ways to recover fees, including assessment and the Bar Association scheme.



1.5 CPD Points in Practice Management and Business Skills

Session 3 – Case managing your practice by channelling your own inner

Judge – 2 March 2022

Chair: Anne Horvath SC (Banco Chambers);

Presenters: Hayley Bennett (New Chambers) and James Broe (Software engineer, Atlassian).

Topics discussed will include:

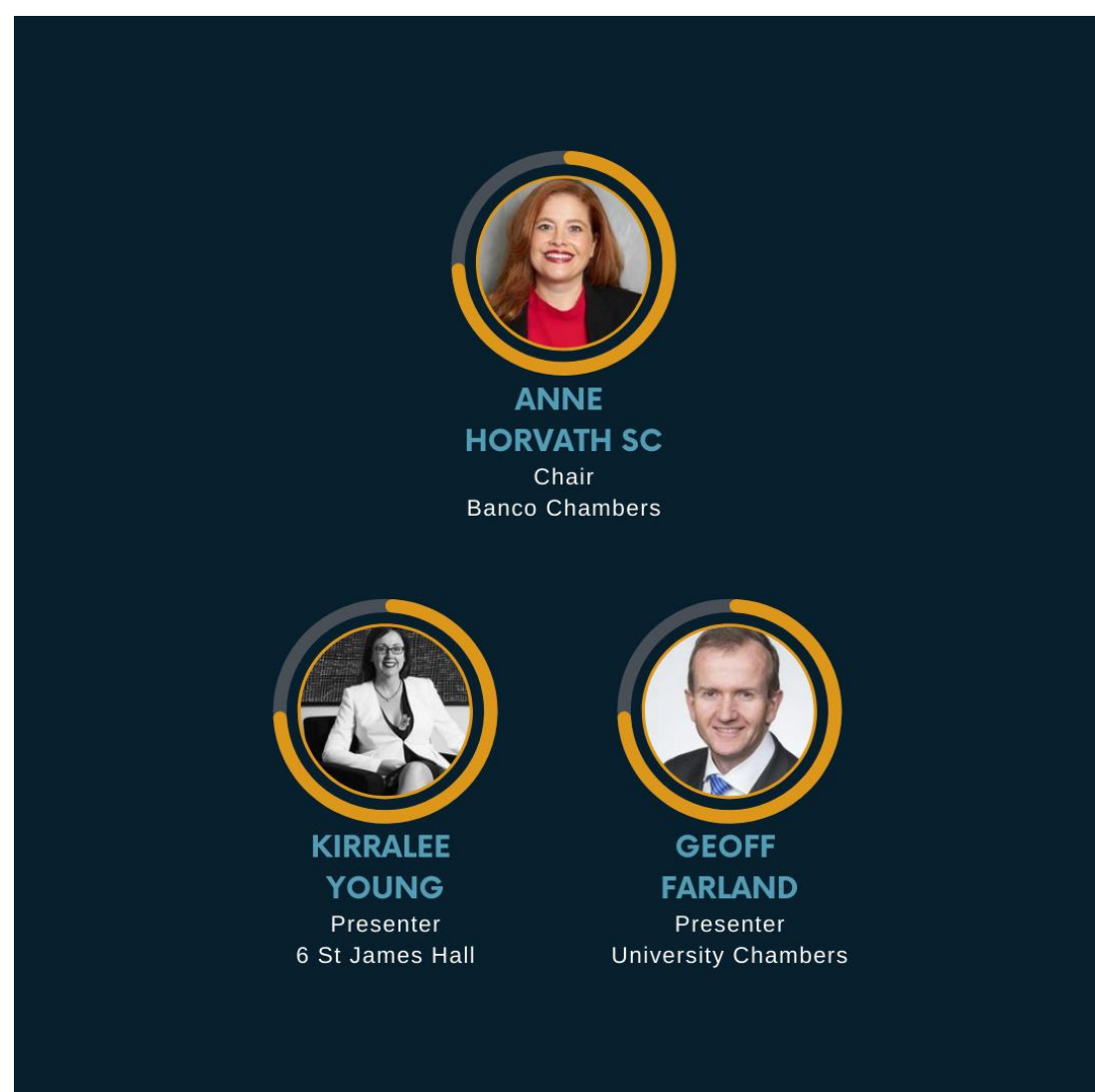
1. Keeping track of your responsibilities, from accepting the brief to closing submissions.
2. The importance of being organised: Mental health benefits (for yourself, your colleagues, and the bench), whilst serving the administration of justice.
3. Methods to keep track of Orders and deadlines, pleadings, evidence, production/disclosure of documents, great ideas (that might otherwise get lost), and relevant cases.
4. Paper based tracking systems, and information technology enhanced alternatives.



1.5 CPD Points in Practice Management and Business Skills

Speaker cards for Session 3. Anne Horvath SC is the Chair from Banco Chambers. Hayley Bennett is the Presenter from New Chambers, and James Broe is the Presenter from Software Engineer, Atlassian.

Name	Role	Chambers
ANNE HORVATH SC	Chair	Banco Chambers
HAYLEY BENNETT	Presenter	New Chambers
JAMES BROE	Presenter	Software Engineer, Atlassian



ANNE HORVATH SC
Chair
Banco Chambers

KIRRALEE YOUNG
Presenter
6 St James Hall

GEOFF FARLAND
Presenter
University Chambers

Session 4 - Financial basics – 23 March 2022

Chair: Anne Horvath SC (Banco Chambers);

Presenters: Kirralee Young (6 St James Hall) and Geoff Farland (University Chambers).

Topics discussed will include:

1. Budgeting and account keeping – why it is important, you need to be able to pay your expenses and tax.
2. Methods of keeping your books, including SILQ and Barbooks.
3. Tax compliance – BAS and income tax.
4. Models for chambers membership – shares in Counsels' Chambers and the rental model.
5. Financial planning – business protection insurance, saving/investment, superannuation and wills.



1.5 CPD Points in Practice Management and Business Skills

Session 5 - Working with Solicitors and their clients - 30 March 2022

Chair: Rob Hollo SC (Sixth Floor Selborne Wentworth);

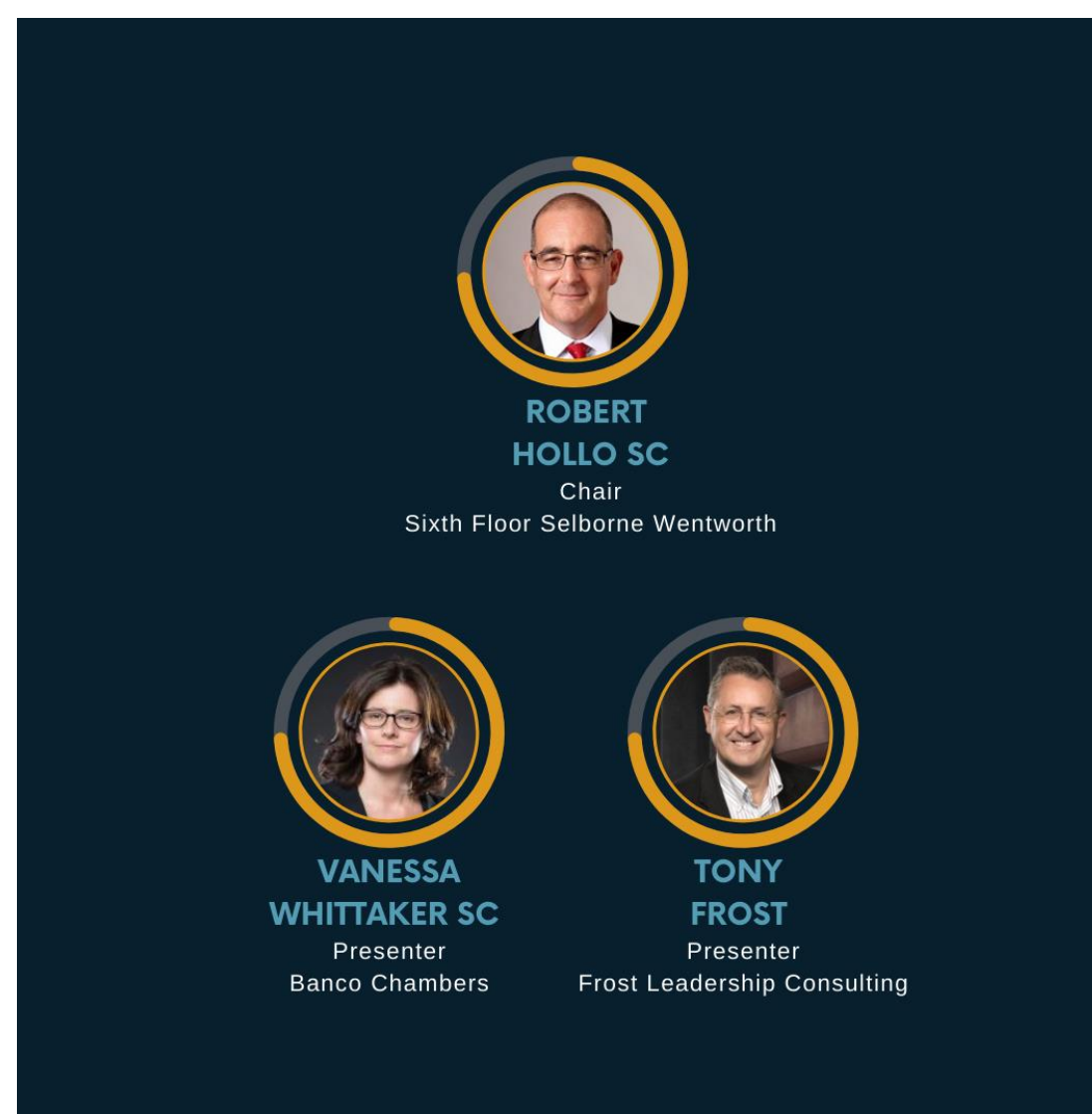
Presenters: Vanessa Whittaker SC (Banco Chambers) and Tony Frost (Frost Leadership Consulting).

Topics discussed will include:

1. Understanding the solicitor's various roles with clients, witnesses, experts, employees and partners and barristers.
2. Understanding what your solicitors need from you and what do they not need.
3. Recognising and understanding the moments that matter in working with solicitors – being prepared and being proactive.
4. Acquiring skills to create and build successful relationships with solicitors.
5. Breaking bad news – some tips.



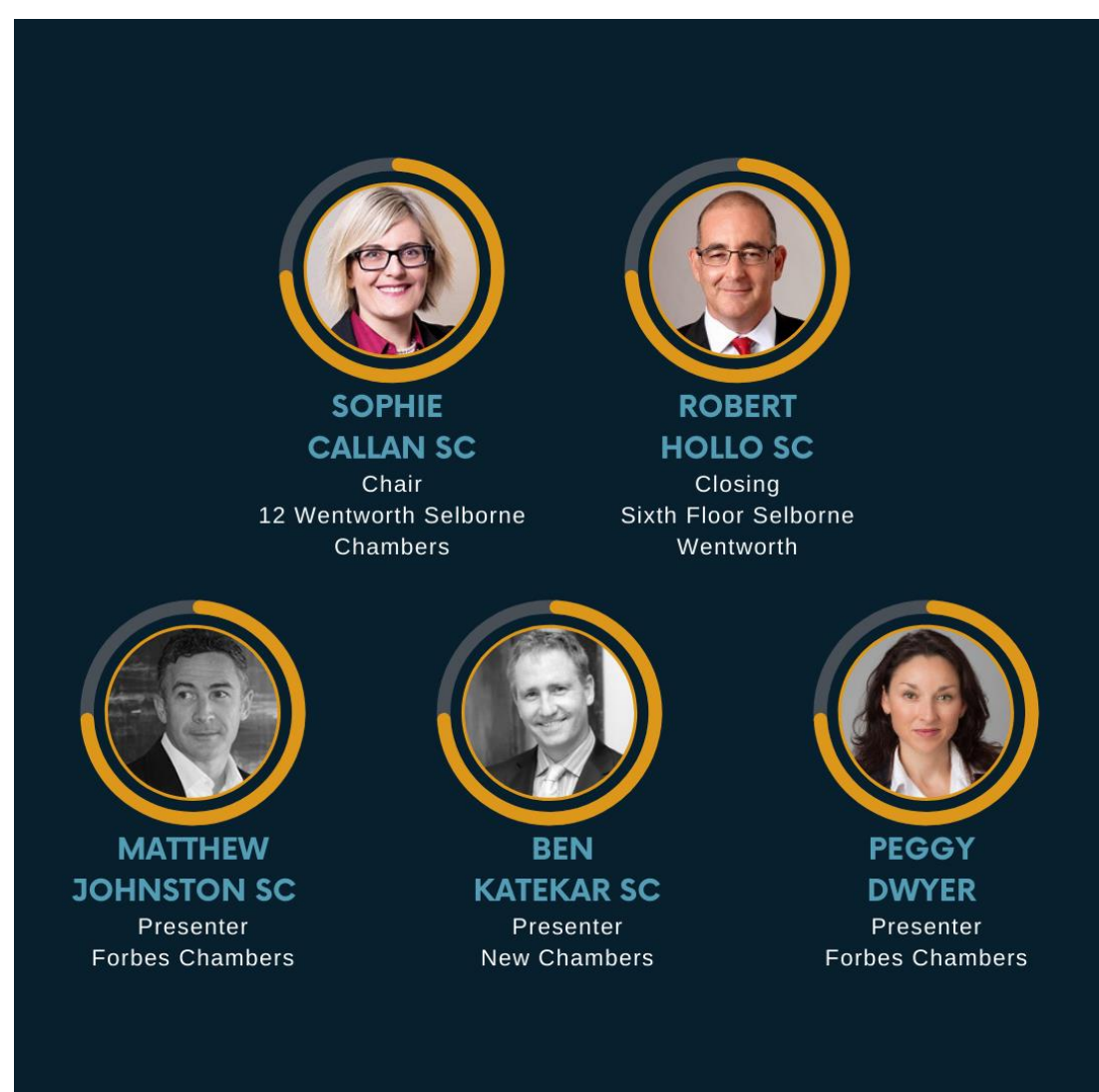
1.5 CPD Points in Barristers' Skills



ROBERT HOLLO SC
Chair
Sixth Floor Selborne Wentworth

VANESSA WHITTAKER SC
Presenter
Banco Chambers

TONY FROST
Presenter
Frost Leadership Consulting



SOPHIE CALLAN SC
Chair
12 Wentworth Selborne Chambers

ROBERT HOLLO SC
Closing
Sixth Floor Selborne Wentworth

MATTHEW JOHNSTON SC
Presenter
Forbes Chambers

BEN KATEKAR SC
Presenter
New Chambers

PEGGY DWYER
Presenter
Forbes Chambers

Session 6 - Developing your practice - 6 April 2022

Chair: Sophie Callan SC (12 Wentworth Selborne Chambers);

Presenters: Matthew Johnston SC (Forbes Chambers), Ben Katekar SC (New Chambers) and Peggy Dwyer (Forbes Chambers);

Closing: Rob Hollo SC (Sixth Floor Selborne Wentworth).

Topics discussed will include:

1. Developing expertise.
2. Ways to build your profile.
3. Marketing when we cannot market.
4. Building relationships with other barristers, solicitors and clients.



1.5 CPD Points in Practice Management and Business Skills

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