

PROGRAM

Sole and small practice focus | February 2019

DAY ONE

9am **Welcome**
Facilitator: Marko Novakov

9.30am **Leading wellbeing in the workplace**
Facilitator: Phil Ware

10.30am **Morning tea**

11am **Leadership and management styles**
Facilitator: Rolf Moses

12.30pm **Lunch**

1pm **Ethics**
Facilitator: Shane Budden

2.15pm **Demystifying information technology**
Facilitator: Steven Tyndall

3.15pm **Afternoon tea**

3.30pm **Business development and client service**
Facilitator: Kimberley Wiegand

5.30pm **Close**

DAY TWO

8.30am **Lexon Insurance**
Facilitator: Emma-Jane McNicol

9.15am **Business planning**
*Facilitators: Helen Johannsen
Janelle Kerrisk*

10.45am **Morning tea**

11.15am **Practice finance**
Facilitator: Tim Jones

12.45am **Lunch**

1.15pm **Costs & billing**
Facilitator: Michael Graham

2.30pm **Afternoon tea**

3pm **Trust accounting**
Facilitator: Michael Drinkall

5pm **Close**

DAY THREE

9am **Welcome & Trust accounting exam**
Facilitator: Marko Novakov

10am **Managing business risk**
Facilitator: Stafford Shepherd

11am **Morning tea**

11.30am **Managing people and difficult conversations**
Facilitator: Melinda Fisher

1pm **Assessment recap**
Facilitator: Marko Novakov

1.30pm **Close**

FACILITATORS



**Shane
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Ethics Solicitor, QLS
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Team Leader, Trust
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Director, Principal
Costs Lawyer,
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**Tim
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Director, Business
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