

DVD: Early Career Lawyers Conference: Core CPD

Friday 15 July 2016
Law Society House

Overview

The Early Career Lawyers Conference is a one-day event especially designed for junior solicitors. **The Early Career Lawyers: Core CPD DVD** is a special compilation from the 2016 Conference that offers early career lawyers the opportunity to gather a CPD point in each of the three core areas (Practical Legal Ethics, Practice Management & Business Skills and Professional Skills); all while benefiting from practical advice and tips for building a successful and lasting career in the legal profession.

The DVD includes:

- building an authentic personal brand that powers your career
- new time management strategies to take back control of your Outlook inbox
- easy steps to being more productive at work
- fundamentals of ethical practice.

3.5 CPD Points



Disc 1
25mins

Welcome remarks

Bill Potts, President, Queensland Law Society and Director, Potts Lawyers

Chair: **Ben Demartini**, Solicitor, King & Wood Mallesons

1hr 25mins



What you see is what you get – Building an authentic personal brand that powers your career

You probably don't have a logo, a catch line or a colour scheme, but that doesn't mean you don't have a brand. Chris Hargreaves will show you how to develop your personal brand in the digital age, and use it to your advantage in your professional life.

Chris Hargreaves, Senior Associate, McInnes Wilson Lawyers

Disc 2
36mins



Efficiency with MS Outlook

Discover the secrets of saving up to one hour a day, learn how to take back control of your Outlook inbox and your time to get things done, and achieve more out of your day... every day!

You will consider:



- new time management strategies to better manage your email
- how to manage multiple priorities and projects using MS Outlook
- creating and using the task lists and calendar to prioritise your tasks and manage appointments.

Fiona Newton, Training Partner, The Success Institute

Disc 3
50mins



The core values – Reviewing the fundamentals of ethical practice

The fundamental duties solicitors owe are a good reference point to use when faced with an ethical issue. Deciding what is right to do can on occasions be nuanced. In this workshop, you will consider a range of case studies which will highlight how an understanding of the fundamentals is important in realising the core values of fidelity, service and courage.

Stafford Shepherd, Director, Ethics Centre, Queensland Law Society

Chair: **Ben Demartini, Solicitor, King & Wood Mallesons**

40mins

Your toughest questions answered!



Our expert panel will address frequently asked questions by junior solicitors, including:



- Etiquette in the modern legal profession – How should you interact with more senior legal practitioners? What level of formality is expected with your colleagues? What is Court etiquette?
- Signing and witnessing documents – What are some common traps? What are some useful tips?
- Acting for family members and friends – Can you? Should you?
- Capacity issues – What are capacity issues? How do you identify them? What do you do about them?

His Honour Judge Brad Farr SC, District Court of Queensland

Ben Cohen, Partner, Bartley Cohen; Accredited Specialist (Commercial Litigation) - Qld and Deputy Chair, Queensland Law Society Ethics Committee

Dan Hutchinson, Managing Director, Cooke & Hutchinson Lawyers

Eve Fraser, Vice President, Legal, Arrow Energy

Facilitator: **Stafford Shepherd**, Director, Ethics Centre, Queensland Law Society