

Effective time recording and billing narration

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Overview

Meeting productivity targets, ethical obligations and avoiding long hours can be a challenge for junior and senior practitioners alike. Clients are also more educated and have often researched the costs of the services they receive. This session discusses the practical tips and considerations that will help practitioners record time confidently, efficiently and ethically.

1 CPD Point

60 minutes



Effective time recording and billing narration

Recording and communicating the value of your time through narratives is an essential skill. Not only is this information used to measure performance but it is often the basis on which practitioners are compensated. This session will provide you with the skills and knowledge to ensure your time and efforts are captured and compensated accordingly. Specifically, this session will discuss:

- understanding time capture - where, why and how time is lost
- ethical, assertive time capture: issues and discussions including compliance with the Legal Profession Act 2007 and your ethical obligations
- costs communication and time capture - understanding the link and how to communicate value both in narratives and elsewhere.
- practical time recording tips for boosting productivity, improving recovery and minimising costs disputes practical tips for effective time recording and narrations, including the costs assessment process
- cost assessments and costs assessors; e.g., tips to ensure your costs are recoverable in the event that your bill is time-costed.

Presenters:

Giles Watson, Legal Practice Management Consultant and Director, Giles Watson Pty Ltd

Alan Adrian, Managing Director, Senior Costs Consultant, Queensland Independent Costing Services

Host: **Sheetal Deo**, Legal Professional Development Executive, Queensland Law Society
