



Networking Skills for Lawyers

- Workshop & Event



Part 1

Workshop Date/Time: 22 May 2017, Monday
2.30pm – 5.30pm



Workshop Venue: 137 Cecil Street, Hengda Building,
Level 3, Tokyo Room 1 (Spore 069537)



Part 2

Networking Event Date/Time: 25 May 2017, Thursday
6.30pm – 9.00pm



Networking Venue: FOO'D by Davide Oldani
11 Empress Place, #01-01 (Spore 179558)
(*Located at the Victoria Theatre & Concert Hall)



No. of
Public CPD
Points:
2.0

Practice Area:
**Professional
Skills**

Training
Level:
General

About the Networking Workshop and Event

Comprising of two (2) segments: 1) a networking workshop and 2) a networking event, we are pleased to present to you “Networking Skills for Lawyers”.

This programme is designed to provide a holistic learning experience. At the workshop, you will acquire techniques and tips so that you can enjoy networking and do it more successfully. Following which, hone your networking skills by putting the techniques and tips into use at the networking event.

Part 1: About the Networking Workshop – 22 May 2017, Monday

Networking skills are important and essential skills which are often overlooked by lawyers in their career growth. As key people in the firm responsible for client acquisition, senior associates and partners are often expected to meet new people, create business opportunities and win work. This workshop will help lawyers to acquire practical skills, etiquette and confidence in key areas such as: **How to network at an event, networking event follow-up and, Using Social Media to build your network.**

Comprising a networking activity on developing and using your own personalized “elevator pitch” as well as hands-on practice on how you can use LinkedIn to build your network, this workshop aims to help lawyers to gain a better understanding of how to go about building relationships in real life as well as online. Only a maximum of 48 participants can be accommodated.

Part 2: About the Networking Event “Lex & Ratio” – 25 May 2017, Thursday

Lex & Ratio is an annual networking event organised specially for Lawyers and Accountants to meet and mingle over drinks and good food! Due to the overwhelming response last year, we will be holding it at a bigger venue to be able to accommodate up to 100-120 guests.

Put your newly acquired skills from the “Networking Skills Workshop for Lawyers” into practice at this event!

All attendees will be entitled to 2 (TWO) standard drinks (whisky/wine/beer) from the bar and a chef’s selection of canapés from 6.30pm – 9.00pm. See you there!

Parking: 1) Valet parking at the Victoria Theatre and Victoria Concert Hall available from 6.30pm (from Connaught Drive, turn left onto Old Parliament Lane) or 2) Public parking at the basement carpark of the New Parliament House at the following rates:

- Mon-Sat (Day): \$1.13/half hr from 8.01am to 6pm
- Mon-Sat (Night): \$2.06/entry from 6.01pm to 8am the next day

Programme for Networking Workshop – 22 May 2017, Monday

Time	Programme
2.00pm – 2.30pm	Registration
2.30pm – 3.45pm	Networking Skills for Lawyers <i>Eliza Tan - Managing Director, LegisComm</i>
3.45pm – 4.15pm	Tea Break
4.15pm – 5.15pm	Building your Social Network through LinkedIn <i>Eliza Tan - Managing Director, LegisComm</i> <i>(Note: Please come prepared to log-in to your LinkedIn account using your mobile phone or tablet. For those who do not have a LinkedIn account, kindly register for an account before the workshop)</i>
5.15pm – 5.30pm	Question & Answer
5.30pm	End

Programme for Networking Event - 25 May 2017, Thursday

Time	Programme
6.00pm – 6.30pm	Registration
6.30pm – 9.00pm	Networking
9.00pm	End

Speaker's Profile



Eliza Tan – Managing Director of LegisComm

Eliza Tan is the Founder and Managing Director of LegisComm, a Legal Marketing Consultancy dedicated to helping law firms with their branding, marketing and business development strategies. With more than a decade of experience in the marketing of professional services, she currently advises several law firms and accounting firms in branding, content marketing, public relations, marketing communications and business development. Her firm has helped new law firms with their brand conceptualisation at an early stage – even before they start business. She has also advised existing law firms with rebranding or refreshing their brand identity and have helped managed several brands of well-established firms.

Her passion for professional services marketing has upped the ante on the level of professional marketing within the legal industry. She is responsible for continuously educating and updating the legal sector on the latest developments, trends and technologies that law firms can embark on to brand, profile and market themselves better.

Eliza was the speaker for “Growing the Top Line in the era of Disruptive Technology” at the seminar on “The Uberisation of Professional Services” organised by The Business Times for Canon’s Think Big Leadership Series 2016.

Registration Fees

Membership Category	Fees for both Networking Workshop and Event (Inclusive of 7% GST and course materials)
Law Society Member / Employee of Singapore Law Practice	\$147.00

To register, please visit our website at: <http://www.lawsoc.org.sg/en-gb/events.aspx>. For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0239.

Terms and Conditions

- Allocation of seats is on a first-come-first-serve basis.
- Registration closes on **16 May 2017, 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

- Allocation of seats is on a first-come-first-served basis and limited seats for each seminar. Registration closes on **16 May 2017, Tuesday (5.00pm)**, or when all seats are filled.
- 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.

Admin Note to Singapore Practitioners in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 2.0
Practice Area: Professional Skills
Training Level: General

Participants who wish to claim CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. This includes signing in on arrival and signing out at the conclusion of the activity in the manner required by the organiser, and not being absent from the entire activity for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.silecpdcentre.sg/> for more information.

Note: In the course of the workshops, seminar, conferences or events, photographs of participants/videos or interviews of the participants could be conducted by the Society, or its appointed vendors, for the purpose of post event publicity of the respective workshops, seminar, conferences or events, either in the Society's official publication/website or any third party's publication/website approved by the Society.