

## Registration Form

To register, please complete and send this form before **Friday, 6 August 2010** to SCCA whose address and contact details appear below. You can also register online at [www.scca.org.sg](http://www.scca.org.sg). Places are limited so please register early. We will confirm your registration when we receive your completed registration form accompanied by payment.

SCCA Secretariat  
c/o Sylvia Low  
8 Robinson Road #10-00  
ASO Building  
Singapore 048544

Tel +65 6236 2848  
Fax +65 6538 0703  
Email [secretariat@scca.org.sg](mailto:secretariat@scca.org.sg)

I wish to register for the Corporate Counsel Certificate in Management – Singapore, 31 August - 3 September 2010.

Surname	First name
Position	
Organisation name	
Address (for all correspondence)	City
Country	Postcode
Telephone	Facsimile
Email	
Membership no:	(for members of SCCA, ICCA, MCCA, HKCCA, IHCFK, ACL)

CCCM commencement: 9.00 am, Tuesday, 31 August 2010. CCCM conclusion: 5.00pm, Friday, 3 September 2010.

The CCCM is a non-residential program held over four consecutive days. You are required to participate for the entire program from commencement to conclusion. At the conclusion of the program, you will receive a Certificate of Completion. Depending on the specific rules applicable in your home jurisdiction, participation in the program may satisfy part of your continuing professional development requirements applicable to you for that year.

The venue for the CCCM is the York Hotel, 21 Mount Elizabeth, Singapore 228516. For participants who wish to stay in York Hotel, the costs are: Superior Room S\$200, Deluxe Room \$220 per night (including breakfast & internet access but excluding service charge 10% and GST 7%). Check-in time is 2.00pm and check-out time is 12 noon. Reservations should be made directly with York Hotel (Tel: +65 6235 0423 / 6235 5084; Fax: +65 6732 1217; Email: [enquiry@yorkhotel.com.sg](mailto:enquiry@yorkhotel.com.sg)). Please contact the SCCA Secretariat for any other assistance.

### Fees and payment (Singapore currency)

**Regular fee:** S\$3,000 per participant

**Discounted fee:** S\$2,800 per participant for current members of:

- SCCA (Singapore Corporate Counsel Association)
- MCCA (Malaysian Corporate Counsel Association)
- ACL (Association of Corporate Lawyers Sri Lanka)
- ICCA (Indonesian Corporate Counsel Association)
- HKCCA (Hong Kong Corporate Counsel Association)
- IHCFK (In-house Counsel Forum Korea)

**Early bird fee:** When registration and payment are received on or before **Friday, 16 July 2010**.

S\$2,600 per participant for a current member of one of the above associations.

S\$2,800 per participant for a non-member.

**Payment:** a bank draft or cheque drawn on a bank in Singapore and made payable to "Singapore Corporate Counsel Association" for S\$ \_\_\_\_\_ is enclosed. Alternatively, please pay by PayPal at [www.scca.org.sg](http://www.scca.org.sg) when you register online.

The program fee is for the entire CCCM scheduled for 31 August - 3 September 2010. It covers all meals during program hours, all instructional time, and program materials including workbooks. It does not cover a participant's travel costs to and from the venue, or accommodation expenses.

**Cancellations & Disclaimer** All cancellations must be notified to SCCA in writing. A full refund will be made for cancellations up to 45 days prior to the start of the program. Cancellations within 45 days prior to the start of the program will be subject to a 50% cancellation fee; cancellations within 10 days of the start of the program will be subject to a 75% cancellation fee. Cancellations after the start of the program or "no shows" are subject to payment of the full fee. SCCA and IKD reserve the right to alter any part of this program, including session, content, dates and facilitators, without notice. Program may be cancelled if minimum numbers are not met. In that case, those who have registered will be notified and their fees refunded. SCCA and IKD and the presenters and facilitators in the program do not provide legal advice and no part of the program should be construed as the provision of legal advice. Where a program is delivered by a person with legal qualifications, it may contain general information on legal standards and requirements. It does not, however, purport to constitute legal advice that is generally applicable or applicable to the specific circumstances of participants or their organisations.

**Privacy Notice** By completing this form you may be providing IKD with personal information. The information which IKD collects on this form will be used for the purposes of registering you for the program and for tailoring the sessions to suit your experiences and requirements. This information may be disclosed to the program presenters for these purposes only. The program presenters are chosen for their expertise in their field and are representatives of a variety of organisations including IKD. You are not required to answer all questions on the form; however, if we do not receive sufficient information to contact you then we may be unable to register you for the program. You may request access to any personal information we hold about you by contacting [enquiries@ikd.com.au](mailto:enquiries@ikd.com.au).

SCCA Singapore Corporate  
Counsel Association

# Corporate Counsel Certificate in Management

Your role as in-house legal counsel is becoming more demanding, especially in today's highly competitive and fast changing environment. Increasingly, you are expected to add strategic value to your organisation by demonstrating cross-functional management skills, business savvy and leadership behaviours. Your effectiveness hinges not only on knowledge of black-letter law, but also on your ability to manage, lead and influence others.

To help you meet these expectations, we are pleased to offer you the CCCM – a unique management development program tailored for in-house counsel based in Asia.

**31 August - 3 September 2010**  
**(Tuesday - Friday)**  
Singapore



INSTITUTE OF KNOWLEDGE DEVELOPMENT

## Corporate Counsel Certificate in Management

The 4-day CCCM is specifically designed to enhance the management and leadership competencies of in-house legal counsel. Participation in the CCCM will expand your management toolkit and improve your professional effectiveness. You will be more confident in delivering legal solutions which add strategic value to your organisation, ensuring progress in your career.

Specifically, the CCCM will help you:

- understand your preferred learning and leadership styles;
- develop a more commercial mindset;
- manage your workload better;
- improve the ethical culture of your organisation;
- hone your ability to influence and persuade others;
- learn to interpret financial statements; and
- demonstrate improved cross-cultural communication skills.

The CCCM is brought to you by SCCA and IKD. SCCA is the professional grouping of in-house legal counsel in Singapore. With more than 500 members, SCCA plays a leading role in developing the in-house legal counsel profession in Singapore and the Asian region. Melbourne-based IKD is a premier provider of executive learning for lawyers and in-house counsel. IKD programs have helped hundreds of legal professionals across Australia and Asia improve their management and leadership skills, thus enhancing the contributions to their organisations.

### Program summary

**Location:** Singapore  
**Date:** Tuesday 31 August - Friday 3 September 2010  
**Time:** 9.00 – 5.00 pm each day (non-residential)  
**Regular fee:** S\$3,000 per participant  
*(for discounted rates, see Registration Form)*

*“Best articulation of the management challenges an in-house counsel must understand that I have come across. And provides tools to deal with them!”*

2009 CCCM participant.

### Program content

The CCCM applies a mix of learning and communications methodologies, interactive workshops, facilitated group sessions, experiential role-plays and case studies. Throughout, practical results are emphasised. Performance blockers are identified and breakthrough strategies discussed. You will be challenged with fresh ideas, receive feedback and enjoy a supportive forum in which legal leadership and management issues are shared to facilitate cross-learning. The result is an engaging and transformational 4-day program.

The 7 modules which will be covered during the CCCM are:

#### Management begins with Understanding Self

- Me and my MBTI (Myers-Briggs Type Indicator)
- How my learning preferences impact my legal role
- Managing by understanding others

#### Ethical Leadership for Corporate Counsel

- Strategic leadership for in-house lawyers
- How the legal function demonstrates ethical leadership in the organisation
- In-house counsel as in-house conscience
- In-house legal team case study

#### Corporate Counsel Developing a Commercial Mindset

- Defining what “being commercial” means
- How lawyers and clients think about business
- Developing your commerciality skills
- Measuring legal team performance

#### Communicating in a Cross-cultural Environment:

- The challenge of cross-cultural communications
- The art of listening and building rapport
- Reframing difficult conversations

#### Managing Workload - Creatively

- What work has priority and strategic value?
- Typical issues corporate counsel face when managing workload
- Using creativity tools to manage workload
- Developing strategies to focus on organisational high value work

#### Understanding Financial Statements

- Appreciate key accounting concepts used in financial statements
- Interpret financial information in annual reports
- Communicate more effectively with your internal business clients
- Perform a more pro-active role in enhancing your organisation’s financial outcomes

#### Managing Organisational Politics: Developing Influence & Power

- Influencing map for corporate counsel
- Networks and sources of power
- Developing influence and power

### Faculty

The faculty for the 4-day CCCM will be drawn from a field of highly experienced instructors and facilitators which includes:



**Jil Toovey**  
Director, IKD

Jil’s professional background is in executive and professional development. An experienced and sought after facilitator and executive coach, she has an impressive track record in the corporate and academic arena. Since 1999, Jil has focused on researching, designing and delivering programs tailored for lawyers and in-house counsel. Jil has a BA and DipEd from Monash University and a Graduate Diploma in Training and Development from the University of Melbourne. She’s MBTI certified and is proficient in action learning methodology.

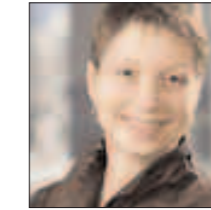


**James Leong**  
Associate, IKD

A chartered accountant by training, James is founder of VisionsOne Consulting in Singapore. Prior to becoming a financial training consultant, he was with a Big Four international accounting firm and later took on a regional financial controller role with a US-based MNC. An expert in demystifying accounting concepts and financial statements to diverse audiences, James has presented his programs to a host of Fortune 500 companies as well as Asia-based public and private sector organisations. James is also an adjunct associate professor with the Law Faculty at National University of Singapore, where he teaches law students how to understand financial statements.

*“A must for [corporate] counsel on the management track.”*

2009 CCCM participant.



**Dr Debby King-Rowley**  
Principal Consultant, IKD

Debby’s professional background is in executive education and leadership development. She has worked in the USA, Europe, Asia and Australia and was Director of Executive Education at Motorola Inc and General Manager of the Telstra Centre for Leadership. Debby has over 30 years experience working with a wide variety of CEO’s, lawyers and senior executives on a global basis, helping them optimise their organisation’s goals whilst realising their own career aspirations. Debby is MBTI certified and holds an undergraduate degree in Experimental Psychology, a Masters in Instructional Systems and a Doctorate in Educational Research from Florida State University.



**Dr Benny Tabalujan**  
Director, IKD

Trained as a lawyer, Benny has worked in Melbourne, Singapore and Hong Kong. In addition to his professional legal experience in commercial and corporate law and litigation, he has researched, written about and consulted widely to the in-house legal profession. He edited the book, *Leadership and Management Challenges of In-house Legal Counsel*, released by LexisNexis Australia in 2008. Benny is MBTI certified and is also an adjunct associate professor at the Melbourne Law School and Melbourne Business School in the University of Melbourne, where he teaches in the highly-rated LLM and MBA programs.

