"East Africa Law Society and Tanganyika Law Society will be hosting a bespoke training on law practice management christened "the Business of Law" for TLS members. The workshop is designed as part of the TLS pre-conference activities for 2019 Annual Conference. The workshop is designed for all category of members and explores A to Z of law practice as well as emerging trends."

**Training Objectives**

By the end of the sessions, the participants will have a greater appreciation of what it means to run a law firm as a business and what their individual roles are in the success of the firm and ultimately in their own success. To achieve this, we will tackle the training from 6 pillars of business:-

- **What is the Product?** - What is the law firm ‘selling’?
- **Who is the Producer?** - Who is engaged in the output of the firm?
- **What is the Price?** - How much should we charge for our services and how do we ensure that our expenses are adequately covered?
- **Who is the Purchaser?** - Who is the client and how do we get a client to come in and buy our services? Understanding the client needs. How to keep the clients both internal and external clients?
- **What is Profit?** - What is profit; how is it calculated and why is it important to every member of the firm?
- **What are the Systems?** - What systems, policies and procedures are necessary to hold the firm together and how should the firm approach the issue of systems?

**Methodology**

We will use a combination of the following methods:-

- Presentations
- Experiential learning – in the form of ‘pseudo’ clients seeking different services, all experiencing different problems.
- Case studies

**Course Duration**

The training will take one day.

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**Facilitator Profile**

Carol Mutunga-Kariuki is an advocate of the High Court of Kenya who has specialised in assisting law firms navigate complex set up procedures, streamline their operations and achieve operational efficiency.

She has worked in and with several law firms in East Africa, helping them realise higher efficiency and achieve their goals.

Carol has studied accounting and holds a highly specialised Masters of Science in Legal Administration from the University of Denver, Colorado. She is a graduate of the prestigious Goldman Sachs 10,000 Women Program and is an Alumna of the Fortune Most Powerful Women and US Department of State Mentorship Program.

Carol teaches Legal Practice Management at the Strathmore Law School in Nairobi.

**Totally Sorted Limited**

Totally Sorted Limited is a legal practice management consultancy firm. We are a progressive solutions-oriented firm that understands the business of managing law firms. We help law firms turn their visions into reality, by providing practical solutions to their daily operational challenges. Our goal is to see law firms operate more professionally; harness greater value for their founders, partners, employees and, ultimately, their clients.

Founded in 2009, Totally Sorted responded to the growing need by law firms to streamline their operations by adopting systems, policies and procedures that enable them to improve on their overall productivity and profitability. We have since then provided consultancy services to several law firms; improving service delivery, mapping processes, documenting policies and implementing change management initiatives, all aimed at enhancing the professional management of law firms.
Complete this form and return it by email to training@ealawsociety.org (attach the bank pay-in slip)

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**NOTE:**
1. Charges for this training is Tshs.100,000
2. EALS Members to pay Tshs.90,000 (Proof for 2019 Membership payment required)
3. The above fees include conference facilities, day meals and refreshments.