



How to properly manage risk in your firm.

Risk is impossible to eliminate entirely, but there are tools you can use to manage and minimise it. The good news is that you already have those tools in your Keyhouse system and we'll show you how to use them effectively.

Risk is a part of our business lives. To minimise it you need to be aware of the areas of risks and how to handle them. It is also vital that people working in your firm are aware of the areas of risk and what is expected of them in this regard.

In recent years there has been a crisis in professional indemnity insurances. Some insurance companies are now conducting audits of firms prior to quoting for insurance and this is pressurising firms to standardise their processes.

But where do you start?

This Risk Management course will help you to highlight the risks inherent in your business and give you ideas and guidelines to help guard against them.

The first session covers:

- Risks in firms and the processes to help manage them
- Law Society or insurance company audits
- Ensure compliance and reducing risk
- Clients
- Undertakings
- Critical dates
- Registers
- Engagement procedures
- File management procedures
- Financial management
- Claims history and regulatory compliance



The second session covers:

- How to use the Keyhouse system to help mitigate risk in your firm
- Key features
- Management of cases
- Workflows and risk management
- How reports can help with risk management
- The easy practical use of Keyhouse features

Keyhouse continuing professional development (CPD) courses focus on you, individually and professionally, to give you and your practice a competitive edge. These courses bridge the gap between theory and practice, making everything you do more identifiable and relevant to your practice and so hugely maximising training benefits and return on investment.

Our CPD courses are particularly valuable because they teach you the theory behind key areas such as risk management, time management and anti money laundering and then show you how to put it to practical use in the Keyhouse system.

These courses are open to all legal professionals, everywhere.

Duration 2 X 2 hours

Cost €180

Points 4

For more information or to book your Keyhouse CPD course, just call us on 01-290 2222.

