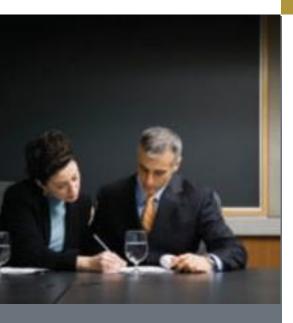


The Institute of Law Clerks of Ontario

Ethics Program 2017



Location:

ILCO's Education Centre 20 Adelaide St. E., Suite 503 Toronto, Ontario

FEE:

Members: All five sessions - \$593.25 (\$525 + HST) Individual sessions - \$141.25 (\$125 + HST)

Non-Members: All five sessions - \$678.00 (\$600 + HST) Individual sessions - \$197.75 (\$175 + HST)

THE INSTITUTE OF LAW CLERKS OF ONTARIO

20 Adelaide Street East, Suite 502 Toronto, Ontario M5C 2T6 Tel: (416) 214 6252 Fax: (416) 214 6255 www.ilco.on.cahttp://ilco.on.ca/educatio

Presented by EthicScan Canada Ltd.

ETHICS 101 - David Nitkin

- · Doing the right thing
 - o Sources of behaviour
 - o Rationale, motivation, and behaviour
- Ethics, values, morality and the law
 - o How do they differ
 - o Difference between legal compliance and ethical behaviour
 - o Implications for legal compliance
 - o Implications for legal and moral liability
 - o The meaning of the spirit of the law
- · Decision making model consequences
 - o Self and family
 - o Employer
 - o Legal associations
 - o Public
 - o Regulators
- · Obligations to stakeholders

Date: February 8, 2017 Time: 12:00 pm - 1:30 pm

ETHICS AND THE LAW 201 - Mark Handelman

- Duty to maintain confidentiality, including justified and permitted disclosure (may include discussion of privilege)
 - o What is "Privilege?"
 - o Whose privilege is it?
 - o What is "privileged?"
 - o When can privilege be waived, by whom?
- · Duty to avoid and manage conflicts of interest
 - o What is a conflict of interest?
 - o When do they arise?
 - o How do you avoid a conflict?
 - o Inadvertent conflicts?
- Responding appropriately to client dishonesty or fraud (e.g. mortgage fraud, money laundering, perjury)
 - o Professional obligations upon discovering client dishonesty
 - When do they arise?
 - What to do about them?

Date: March 7, 2017 Time: 12:00 pm - 1:30 pm

A WEBCAST WILL BE AVAILABLE FOR EACH OF THESE COURSES

PLEASE INDICATE ON YOUR REGISTRATION FORM IF YOU WISH TO ATTEND VIA WEBCAST

ETHICS AND THE LAW 202 - Mark Handelman

- · Best practices for analyzing ethical dilemmas
- Duty to report lawyer or paralegal misconduct to the Law Society
- Optional and mandatory withdrawal from representation
- · Duty to act in good faith and avoid sharp practice
- · Obligations when making public statements and public appearances

Date: March 21, 2017 Time: 12:00 pm - 1:30 pm

Admission Requirement: Must have completed Ethics and the Law 201

GOVERNANCE AND PROFESSIONAL STANDARDS 301 – Suzanne Craig

- · Requirements related to fees and billing
- · Obligation to notify the client or insurer of errors or omissions
- Techniques
 - o Conducting an investigation
 - o Social and Ethics audit
- Duty to assist in prevention of unauthorized practice/provision of legal services
- Ethical considerations for lawyers or paralegals employed in-house
- Ethical considerations for lawyers or paralegals employed in public service
- · Corporate social responsibility
- Required conduct of lawyers or paralegals arising from statute, legislation or other legal authorities

Date: April 4, 2017 Time: 12:00 pm - 1:30 pm

ETHICS 102 - David Nitkin

- Stakeholder analysis
 - o Primary stakeholders
 - o Secondary stakeholders
- · Public vs private sector responsibilities
 - o Similarities and differences
 - o Guidance, training and reinforcement
- Building a robust corporate and personal decision making model
 - o Identify stakeholders
 - o Identify action alternatives
 - o Applying corporate standards
 - o Applying personal moral compass
- Ethics quiz
 - o Is the customer or client always right
 - o Duty to assist in prevention of unauthorized practices
 - o Don't let the perfect be the enemy of the good
- Case study

Date: April 25, 2017 Time: 12:00 pm - 1:30 pm

Admission Requirement: Must have completed Ethics 101

Reminder to ILCO Certified Experts

In order to maintain your Certified Expert designation, completion of a mandatory ethics course approved by ILCO every five-membership years is required, as defined in Appendix "A" of the ILCO Certification Application Form. Only the member who has registered will be able to claim the course towards their Certified Expert designation. Taking any one of the above courses will satisfy the requirement to complete a mandatory ethics course every five years.



REGISTRATION FORM ETHICS PROGRAM 2017

Please complete the registration form and return with payment to:

The Institute of Law Clerks of Ontario 20 Adelaide Street East, Suite 502 Toronto, Ontario M5C 2T6

Please make your cheque payable to: The Institute of Law Clerks of Ontario. Payment using **VISA or MasterCard** may be emailed to <u>cle@ilco.on.ca</u> or faxed to 416-214-6255. Note: The Institute of Law Clerks of Ontario <u>does not accept post-dated cheques</u>.

Refund Policy: Cancellation requests and requests for refund must be submitted in writing to ILCO at least five (5) business days prior to the date of the program in order to be entitled to a refund. Refunds are subject to a minimum \$25.00 administration fee.

Name:		
_	First Name	Last Name
Mailing Address:		
Street	# Street Name	Apt or Unit #
City:	Province:	Postal Code:
Home Telephone:	Business	s Telephone:
Are you an ILCO Member	? Yes No E	-mail:
If Yes, please provide ILC	O Membership Number	
ALL COURSES, INCL	UDING: (Registration due by Fe	bruary 1, 2017)
Ethics 101 – February 8, 2	2017	□ Will attend in person
Ethics and the Law 201 –	,	□ Will attend via webcast
Ethics and the Law 202 –	•	□ Members \$593.25 (\$525 +HST)
Ethics 102 – April 25, 201	onal Standards 301 - April 4, 2017 7	□ Non-Members \$678.00 (\$600 + HST)
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Authorization	_Receipt Number

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