

# Upcoming Training Courses

Dates and times suggested below are subject to availability and may change. Please click the links to send an email request and advise **full name, role and email address** for the desired attendees.

## Basics (3.5hrs)

Perfect for individuals that have not been exposed to FilePro. This course covers basic processes such as opening and navigating through a file, entering time, creating and maintaining documents etc.

CPD Points: **3** Competency Area: **CA1: Practice Management**

Date	Time	To Enquire or Book
Monday 25 <sup>th</sup> February	9:00am – 12:30pm	<a href="#">Click here</a>
Thursday 7 <sup>th</sup> March	1:00pm – 4:30pm	<a href="#">Click here</a>
Monday 11 <sup>th</sup> March	9:00am – 12:30pm	<a href="#">Click here</a>
Wednesday 20 <sup>th</sup> March	1:00pm – 4:30pm	<a href="#">Click here</a>
Monday 25 <sup>th</sup> March	9:00am – 12:30pm	<a href="#">Click here</a>
Tuesday 2 <sup>nd</sup> April	9:00am – 12:30pm	<a href="#">Click here</a>
Tuesday 16 <sup>th</sup> April	1:00pm – 4:30pm	<a href="#">Click here</a>

## Essentials (3hrs)

For more experienced FilePro users, this course focuses on best practice, more advanced features and even risk management associated topics such as conflict checking, management of emails etc.

CPD Points: **2** Competency Area: **CA1: Practice Management**

CPD Points: **1** Competency Area: **CA3: Ethics & Professional Responsibility**

### **CENTRAL CBD SESSION – Friday 22<sup>nd</sup> March 8:30am to 11:30am**

Saxons Training Facilities – Level 1, 140 St Georges Terrace, Perth

[Click here to book seats](#)

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Thursday 7 <sup>th</sup> March	9:00am – 12:30pm	<a href="#">Click here</a>
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Wednesday 20 <sup>th</sup> March	9:00am – 12:30pm	<a href="#">Click here</a>
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## Document Template Assembly (2.5hrs)

Document automation is a powerful tool in FilePro. Data from your contacts and files can be automatically populated into your templates, and there are many more advanced features available.

CPD Points: **2** Competency Area: **CA1: Practice Management**

Date	Time	To Enquire or Book
Wednesday 13 <sup>th</sup> March	9:30am – 12:00pm	<a href="#">Click here</a>
Thursday 21 <sup>st</sup> March	9:30am – 12:00pm	<a href="#">Click here</a>
Thursday 11 <sup>th</sup> April	9:30am – 12:00pm	<a href="#">Click here</a>

## Bookkeeping (5.5hrs)

Everything bookkeeping related. Office costs & disbursements, cheques, receipts, debtor & creditor invoices & management, all the way through to bank reconciliation and best practice along the way.

CPD Points: **5** Competency Area: **CA1: Practice Management**

Date	Time	To Enquire or Book
Thursday 14 <sup>th</sup> February	9:30am – 3:30pm	<a href="#">Click here</a>
Thursday 14 <sup>th</sup> March	9:30am – 3:30pm	<a href="#">Click here</a>
Thursday 18 <sup>th</sup> April	9:30am – 3:30pm	<a href="#">Click here</a>