

Law Management Course: Stage One



DATE: Tuesday 28th September 2010
TIME: 9.30am—5.30pm
CPD: 7 Hours
VENUE: Tiverton Hotel, Tiverton

Speaker: Robert Steele, Resource Training

The course is delivered in a tutorial style. This encourages participation and discussion in order to help recently qualified solicitors appreciate the need for management skills.

The following areas will be covered:

Managing the Practice

Administering the office
Documenting cases
Managing risk
Taking instructions
Providing costs information
Progressing matters
Managing and reviewing files
Closing files

Managing Finance

Preparing budgets
Managing cash flow
Monitoring budgets / cash flow
Controlling costs

Managing People

Planning human resource requirements
Drawing up job descriptions
Attracting the right candidates
Assessing and selecting people
Training and developing teams
Training and developing individuals
Setting objectives
Appraising performance
Developing your skills



Robert has been presenting law management courses for over ten years. He is the principal presenter of The Law Society Management Course Stage One. He is a former senior lecturer with the College of Law, having lectured to students both internally and on external continuing education courses. He has had many years experience of management in private practice and he is a member of the Institute of Business Counsellors.

Resource training is accredited by the SRA to present this compulsory course.

Fees

Members:	£200.00 + VAT (£235.00) for the first booking £180.00 + VAT (£211.50) for subsequent bookings
Non Members:	£240.00 + VAT (£282.00)

COMPULSORY IN FIRST 3 YEARS OF QUALIFICATION

Devon & Somerset Law Society Course Reservation

Course Name

LAW SOCIETY MANAGEMENT COURSE STAGE ONE
TUESDAY 28th SEPTEMBER 2010

Delegate Name(s)

Firm

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Address / DX

Tel.

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E.Mail

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Contact Name

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We enclose our cheque for £..... payable to Devon & Somerset Law Society. A receipted VAT invoice will be issued with confirmation of your booking.

Please return this form with your payment to: Rebecca Hill, Devon & Somerset Law Society, Suite 5, Renslade House, Bonhay Road, Exeter. EX4 3AY

Tel 01392 411585.
DX 8361 EXETER

Fax 01392 431511
e.mail. rebecca@dasls.com

NB. Delegate Cancellations and Refunds:

With 7 clear days notice prior to the seminar: Full refund subject to an administration charge of £5.00 + VAT
Within 7 days of the seminar: A 50% refund will be given
We regret that cancellations received on the day of the seminar and thereafter will not be eligible for refund
We reserve the right to cancel courses and refund accordingly

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