

# Management Course Stage One



Including special programmes for in-house lawyers  
in commerce and industry and local government

October 2011 - April 2012



## SRA REGULATIONS:

Solicitors in legal practice or employment, admitted after 1st November 1995, must have attended the MANAGEMENT COURSE STAGE ONE by the end of their third CPD year

Accredited by the Solicitors Regulation Authority to present the mandatory management course stage one including special programmes for in-house lawyers in commerce and industry and local government



# Management Course Stage One

**Management Course Stage One** is the Solicitors Regulation Authority's compulsory management training course which all solicitors below 3 years' PQE must attend. It is also a useful introduction to many core management techniques for more senior lawyers who have not previously undertaken formal management training. The course covers the basic principles in areas such as understanding the environment for legal practice, managing law firm finance, client care and managing people (organisation, motivation, delegation and dealing with underperformance).

It is delivered by CLT's highly experienced trainers, who have extensive training and practical law firm management experience. The course is run with limited numbers and is case study based allowing delegates to practise many of the skills being taught.

It satisfies the training requirements for Practice Rule 13 (supervision of a practice) and counts towards the supervision skills requirements of the Legal Services Commission Specialist Quality Mark Standard and can be followed by Management Course Stage 2 which covers further skills required by the law firm manager.

CLT are also pleased to offer separate tailored Management Course Stage One courses for in-house lawyers and local government lawyers. All our Management Course Stage One courses can be delivered in-house at a firm or organisation as required.

**Fees:** £235 + VAT CLT Members  
£350 + VAT Non Members

Do you have 10 people or more that would like to attend any of these courses?

For a cost effective route to training please call the In House Department on **0121 362 7707**

## For In-House Lawyers

*(different course content)*

London	11 October
London	08 November
London	07 February 2012
London	06 March 2012
London	17 April 2012

## For Local Authority and Public Sector Lawyers

*(different course content)*

London	25 October
London	06 December
Manchester	01 March 2012
London	02 March 2012



7 Hours CPD

## October 2011 - April 2012

<b>Birmingham</b>	19	March 2012	
18	October	20	March 2012
06	December	03	April 2012
06	February 2012	20	April 2012
05	March 2012		
02	April 2012		

### Liverpool

13 October

### Bristol

08 December  
29 February 2012  
24 April 2012

### Manchester

16 November  
15 February 2012  
01 March 2012  
19 March 2012

### Cambridge

18 October

### Newcastle

02 March 2012

### Edinburgh

13 October

### Nottingham

07 February 2012

### Leeds

16 December  
02 February 2012  
17 April 2012

### Peterborough

21 October

### London

04 November  
10 November  
06 December  
12 December  
23 January 2012  
24 January 2012  
10 February 2012  
13 February 2012  
15 February 2012  
02 March 2012  
06 March 2012  
09 March 2012

### Southampton

23 November

## Speakers

**Geraldine Gee, LLM, FRSA, Solicitor** since qualifying in 1994 Geraldine has practised in Local Government and the Public Sector and is a monitoring officer and senior manager. She was a visiting lecturer at the University of the West of England and an experienced training consultant.

**Charlotte Points, BA, MSc, Chartered FCIPD** independent HR and Training consultant has worked with the legal profession over many years both in house, as Head of Training and Personnel, and in a consultancy role.

**Linda Pratt, LLB (Hons), TEP, Solicitor** is a retired solicitor and formerly a principal of her own elderly client practice. Linda is a member of the executive committee of the Law Society's Private Client Section and a founding member of Solicitors for the Elderly.

**Mark Prebble, LLB, Solicitor** worked for 20 years as an in-house lawyer for companies in the UK and Europe. In 1998 he left The BOC Group plc, where he was Group Legal Advisor, to set up Lawyers in Business, an organisation dedicated to support and develop in-house lawyers.

**Damon Swindell, BA (Hons)** has worked with hundreds of private practice firms for many years advising and assisting on a range of management issues. Previously head of a national solicitors network.

**Jane Walmsley, BA, AMITD** is a trainer and a CEDR registered and accredited mediator. She has been working with and training solicitors since 1990 and previously worked for the Norton Rose M5 Group. She specialises in communication and management skills training..

**David Watts, LLB, MSc** is a Higher Rights advocate practising with ZMS Solicitors in Leicester. He was formerly a solicitor with the CPS, an associate partner and duty solicitor with Nelsons and a solicitor at Cartwright King.

# CLT Membership

## Your Training Partner

Join today and save **up to 50%** when booking Courses, Conferences and Webinars.

To find out more, please visit our website at [www.clt.co.uk/CLTMembership](http://www.clt.co.uk/CLTMembership) or call us on 0121 362 7705.



## COURSE REGISTRATION AND ORDER FORM

### PLEASE RETURN YOUR COMPLETED REGISTRATION FORM TO:

The Registrar, Central Law Training Ltd, Wrens Court, 52-54 Victoria Road, Sutton Coldfield, Birmingham B72 1SX  
DX: 708700 Sutton Coldfield Tel: 0121 355 0900 Fax: 0121 355 5517

Course or Course Notes	Date	Venue	Order No (if applicable)	Amount

I/We wish to book the above courses/course notes.  
(Please photocopy for additional delegates)

**Course Notes - £79 no VAT**

Total Fees

Add VAT

NB: Course Notes are VAT exempt

I/We enclose a cheque payable to CENTRAL LAW TRAINING LTD for

**Book via our website [www.clt.co.uk](http://www.clt.co.uk)**

For further details of **CLT Membership Schemes** please contact the Membership Team on 0121 362 7705

Title:	First Name:
Surname:	
Employer's Name:	Employer's Address:
Postcode:	DX No:
Delegate's Email:	
Employer's Website Address:	
Employer's Tel:	Employer's Fax:
Special Requirements:	
Signed:	Date:

### TERMS AND CONDITIONS

- Confirmation of your booking will be sent by email or post within 2 days of receipt. A VAT invoice will be raised at the point of booking and sent to your accounts department directly. Course documentation is distributed at the time of the event.
- Central Law Training Ltd reserves the right to vary or cancel a course where the occasion necessitates. CLT accept no liability if, for whatever reason, the course does not take place.
- Prices may be subject to change.
- Full invoice payable within 30 days of date of invoice unless:- a) Cancellation: provided written notice is received at least 10 working days before the event, the fee will be credited less a £25 (+VAT) administration charge. b) Transfer: in the event of a transfer to another date or event, an administration charge of £25 (+VAT) will be levied. This cannot be done after the date of the course. c) Credits may be used for other products or services and refunds available on request. Unused credits may be used up to a period of 12 months.
- This booking form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to CLT. To the extent permitted by law, neither Central Law Training Limited nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting omitting to act or refraining from acting in reliance upon the course material or presentation of the course or, except to the extent that any such loss does not exceed the price of the arising from or connected with any error or omission in the course material or presentation of the course. Consequential loss shall be deemed to include, but is not limited to, loss of profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party other indirect or consequential losses.
- Continuing Professional Development and Continuing Professional Education. Hours or points may be claimed as indicated from the following professional bodies: The Solicitors Regulation Authority, Bar Standards Board, ILEX, ICASA, CIOT, IPA, RICS, ICAEW, CIMA, CIPFA, CLC, ACCA and STEP.
- Data Protection: Central Law Training may periodically contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the CLT Group and selected clients. Please write to the Client Care Team if you do not wish to be included in this activity.



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