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JANUARY – JUNE 2019

Corporate and Commercial Law

Your Training Guide



Central Law Training

Wilmington Professional

Your Corporate and Commercial Law Training Guide

With the practice year 2018-19 now well underway, it's time to focus on your learning and development needs for the year. Whatever your personal development goals for 2019, look ahead and plan your training schedule now.

Central Law Training, the UK's leading provider of post-qualification training for legal professionals, provides an unparalleled range of training courses, conferences, webinars and e-learning. These are delivered by expert speakers to help you develop your skills and knowledge and meet the SRA's requirements. This guide contains details of our training taking place January – June 2019. To view our full range of training please visit www.clt.co.uk.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the perfect legal training partner to help you maximise your training budget and ensure you and your firm receive the training that you need.

A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
A Ethics, professionalism and judgement	3 3 hour course £112.50 + VAT Package price £127.50 + VAT CLT Members / £255.00 + VAT Non-members
B Technical legal practice	5 5 hour course £187.50 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
C Working with other people	6 6 hour course £225.00 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
D Managing themselves and their own work	12 2 day course £450.00 + VAT Package price £510.00 + VAT CLT Members / £1020.00 + VAT Non-members
	5 5 hour Masterclass £187.50 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	6 6 hour Masterclass £225.00 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	Webinars are 1 hour £37.50 + VAT Package price £65.00 + VAT CLT Members / £130.00 + VAT Non-members

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Certificate in Company Law Practice

6 B

Foundation

Nigel Banerjee

This is a one day course which introduces delegates to the essential elements of company law, focusing on those aspects of the regime which are particularly relevant to practitioners. It is ideal for lawyers specialising in other areas who want to find out about the topic, and for those who have some experience in the field and are looking for a refresher course.

Topics covered include the following:

Company law fundamentals

- Companies Act 2006
- Incorporation and limited liability
- Public companies v private companies
- Memorandum and articles of association
- Winding up and administration

Directors

- Appointment, removal and disqualification of directors
- Role of directors
- Board meetings
- Directors' duties

Shareholders

- Role of shareholders
- Shareholders' written resolutions
- Unfair prejudice
- Derivative actions

Shares

- Allotment of shares
- Statutory pre-emption right
- Classes of shares
- Capital maintenance

London

1 Apr, 21 Jun

BEST SELLER

Company Law Update 2019

6 A

Update

To be confirmed

This full day course will provide you with an up-to-date review of law and regulation as it affects companies and directors in the UK, based on recent changes in statute law and regulation as well as new cases. It will also examine selected areas of existing law of continuing significance to practitioners and others. Topics may relate to private and public or listed companies, or both, as well as to partnerships and other organisations in the commercial world.

Whether you are a legal practitioner or non-legal professional, an overseas lawyer starting work in England or Wales, or an individual returning from a career break, this course puts you in touch with a range of issues in company law and regulation of current significance, and provides the opportunity to revise and update your knowledge in some key areas.

The course will cover topics and issues arising under the Companies Act 2006, and other legislation affecting companies and directors, including the Small Business, Enterprise & Employment Act 2015, the Insolvency Act 1986 and the Company Directors Disqualification Act 1986, associated regulation and case law, and important developments in corporate governance.

See www.clt.co.uk for dates

All About Share Capital **NEW**

3 B

Intermediate

Tanya Gass

This half day course is a practical guide to carrying out private company share capital procedures such as issuing shares, reductions and buybacks as well as declaring dividends. Attending this course will be particularly beneficial for accountants dabbling in company law, company secretaries, non-corporate lawyers and corporate lawyers needing a refresher.

The course is designed to cover not only how to carry out share capital procedures, but also how to consider how defects in procedure can be remedied, recognising that often professionals are called in to advise when the legal procedures have not been adhered to. How to reduce the risk of director liability is also discussed in the context of recent case law.

This course covers:

- What is share capital and what is a share?
- What is a share class?
- Common share classes
- Authorised share capital under the 1985 Act
- How to allot shares
- Authority to allot and pre-emption rights
- The Doctrine of Maintenance of Share Capital
- Reduction of share capital
- Redemption of shares
- Purchase of own shares/buybacks

London

23 May pm

Drafting a Shareholder Agreement

6 B

Intermediate

Keith Lewington

Sometimes the basic constitution of a company's articles of association is not enough. Whether for a quasi-partnership company, a corporate joint venture or an equity investor, more is needed to document the parties' understandings about how the company is set up in the first place, how it runs and what happens if human relationships break down.

This course looks at the content, form and style of shareholders' agreements against the background of the company's constitution, with particular reference to 'quasi-partnership' companies.

Topics covered include:

- Shareholders' agreements – when and why?
- How do the model articles need to change?
- How and when can shares be transferred?
- What is a bad leaver?
- Are your bad leaver provisions a penalty?
- What matters need everybody's consent?
- What can you say in restrictive covenants?

See www.clt.co.uk for dates

Small Business Sales: What the Textbooks Don't Tell You

6 B C

Intermediate

Keith Lewington

This practical course looks at the wide range of issues which arise in small business sales from structuring the transaction and drafting the documents through to managing the client, tax issues and employment law. As well as formal legal updates, the course addresses competencies of finding information from the client, providing pragmatic and meaningful advice to the client, and dealing with other solicitors and professionals.

The topics covered will include:

- Managing the small business client
- Drafting documents
- VAT – what is a going concern?
- SDLT – when is goodwill part of the property price?
- Workers' rights under TUPE
- Restrictive covenants
- Due diligence

See www.clt.co.uk for dates

BEST SELLER

Negotiation of a Share Purchase Agreement

6 B C

Intermediate

Keith Lewington

A workshop style course aimed at all corporate lawyers which focuses on the key points of a share purchase agreement in a practical context. What does the buyer want? What will the seller accept?

Delegates will consider the following core issues using practical examples, whilst reviewing any relevant recent case law:

- Parties to the agreement
- Price – how is it calculated, including any provision for earn out consideration
- Conditions precedent to completion
- Arrangements for completion
- Post completion restrictions on seller – what will be enforceable?
- Warranties – includes practical exercises
- Indemnities
- Boilerplate provisions – the workshop will include a review of these – especially in the context of recent case law

This course will involve the review and discussion of precedent clauses and identify their advantages and pitfalls in everyday use. It will involve small group discussions, drafting and the preparation of checklists to aid the delegate when back in the office.

See www.clt.co.uk for dates

A Piece of the Pie: An Introduction to Employee Share Schemes

3 B

Foundation

Mark Gearing

Offering share-based incentives can be crucial to successfully recruit and retain the best executives and employees. This course provides the ideal introduction to what can be a complex area of law, covering the important structural and tax issues on implementation, as well as including some practical tax planning points at the time of a takeover or trade sale.

It will include:

- An overview of all HMRC approved share plans including available tax reliefs
- A detailed explanation of enterprise management incentive option arrangements
- Headline valuation issues to consider
- An introduction to employee benefit trusts and the disguised remuneration rules
- A summary of the restricted securities regime and its tax implications
- The impact of a company sale on employee share options and awards

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London 7 Mar

Advanced Employee Share Schemes

3 B

Advanced

Mark Gearing

This course is designed for those who have had some experience in practice and who wish to know more about this complex area of law and tax. Attendance on the introductory course is not obligatory though, as the speaker will explain the course content in a way that non share plan lawyers will understand.

The course will include:

- Issues to consider when structuring an employee share plan
- The employee shareholder status or “shares for rights” arrangement
- Growth/hurdle shares
- Employee ownership trusts in the context of employee buyouts
- An introduction to share valuations

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

2 Apr am

Solving TUPE Problems in 2019

6 B

Intermediate

Trevor Leuty

It is vital to ensure that advice on TUPE is correct. Transfers can take place without the parties knowing. The financial cost of ignorance and/or mistakes is enormous (£3.5 million in the recent Guvera case).

This course examines common issues which arise before, during and after a transaction to which the TUPE Regulations apply and how to deal with them. The course is conducted as a workshop with a series of problems for delegates to work through.

In response to feedback from delegates, the course will look in more detail at some of the basic concepts such as what is an economic entity and what is a transfer.

The course covers:

- When is a dismissal connected with the transfer?
- The automatic transfer principle
- Can staff be reduced to make the business more attractive?
- Changing terms and conditions of employment following a TUPE transfer.
- ETO reasons and whose ETO reason is relevant?
- Pension rights – do any rights transfer?
- Constructive dismissal and dismissal because of substantial change in the employee’s working conditions
- Settlement agreements – can a potential TUPE claim be compromised?

London

2 Apr

Understanding and Interpreting Company Accounts

6 A

Foundation

Mark Vickers

This full day course is aimed at practitioners who are involved in day-to-day Corporate Finance relating to disposals, acquisitions and mergers. It will also be of interest and benefit to Private Client lawyers with private family trading companies. It provides guidance in the use of accounting concepts and techniques, the components of a set of financial statements; and how to understand and interpret such statements and related information in decision making from both the lenders' and investors' perspective.

Topics covered on this course include:

- The accounting equation
- Financial regulation
- The balance sheet (statement of financial position)
- Fixed and current assets
- Long and short-term liabilities
- Statement of shareholders' equity
- The profit and loss account (income statement)
- Gross profit and operating profit
- Goodwill, depreciation, stock valuation and bad debts
- The cash flow statement (profit vs cash)
- Ratio analysis – profitability, liquidity, asset turnover
- Investor ratios
- Group accounts and associated companies
- Break-even analysis
- Illustrative case studies

London

14 May

Project Management for Transactional Lawyers

6 B D

Intermediate

Martin Richardson

Running a transaction requires operational efficiency based on first class organisational skills. Clients appreciate a lawyer who runs their matter smoothly and effectively. Quality project management ensures that you achieve the right outcome for your client with maximum efficacy.

Participants will use a current matter of their own (no files needed) as an action learning case study throughout the course.

The course will include:

- The nature of a project
- Benefits of project management
- The stages and phases of a project
- Client instructions and scoping
- Setting parameters
- Planning the project
- Monitoring the process
- Stakeholder management
- Risk assessment and safety nets
- Final review and signing off
- Feedback session

London

20 Mar

Essential Toolkit for In-house Counsel

12 A B C D

Foundation

Iain Larkins

This two day course is aimed at solicitors moving in-house for the first time and will also provide a useful refresher for those returning from a career break. It gives an overview and update of the areas of law in which your advice will most commonly be sought. The course also provides invaluable advice on integrating the legal team into a business and 'selling' its value to your internal client.

Day One

- Company secretarial
- Intellectual property
- Data protection - preparing for GDPR
- Information technology and the in-house lawyer

Day 2

- Competition law
- UK Bribery Act overview and a practical guide to achieving compliance in your organisation
- TUPE
- Selecting and managing professional advisers
- Client care and selling the value of an in-house team
- Commercial law update: key court cases and changes to the law in the last 12 months

London

19 - 20 Mar

HOT TOPIC

Professional Privilege and Without Prejudice Privilege: A Practical Guide

3 A

Foundation

Iain Campbell

This introductory course explains different types of privilege and how they should be used in practice.

You will learn how to use legal privilege to protect communications with clients and how to exploit 'without prejudice' privilege to negotiate safely.

The course also explains how the protection privilege gives to businesses facing regulatory investigation may have been cut down by recent case law, including Serious Fraud Office v Eurasian Natural Resources Corporation Ltd.

This course features:

- Overview of legal professional privilege
- Litigation privilege and legal advice privilege
- Waiver of privilege and avoiding unintended disclosure
- Common interest privilege
- Regulators' powers and legal privilege
- Without prejudice privilege: how it applies
- Recognising traps for the unwary
- Making and protecting settlement offers
- Possible restriction of legal privilege under new security rules

London

4 Mar pm

Manchester

13 Mar pm

Tax in M&A and Business Sales: What You Need to Know

3 B

Intermediate

Andrew Prowse

Tax is a key consideration for both sellers and buyers in mergers and acquisitions or business sales.

This course examines the tax issues that are at the heart of day-to-day corporate activity. It will be invaluable for corporate lawyers whose firm does not have inhouse tax expertise and for in-house lawyers and managers.

It will use case studies based on real transactions and transaction documents, as well as decided cases, to explain the issues.

It will focus on:

- Share sales and asset sales – what are the tax and commercial drivers?
- Structuring the transaction – earn-outs, deferred consideration and other issues
- Share sales – other tax issues for individual and corporate sellers and buyers
- Employee share plans and incentive arrangements – what are the issues for employees, managers and owners and how can they be dealt with?
- Hive-outs and other restructuring as part of an M&A transaction
- Contractual protection for tax – negotiating the tax deed and covenant maze

London

4 Apr pm

Pensions in Corporate Transactions: A Practical Workshop

6 B

Intermediate

Rukhsana Rasheed

Pension schemes have become the single most financially significant aspect in a corporate transaction. However, pension schemes continue to be a mystery in a transaction situation for the target company, scheme trustees, lawyers and professional advisors.

Companies such as Marks & Spencer, WHSmith, Sainsbury's and Boots have all shown the difficulties which a defined benefit scheme can have on the structure and success of a corporate deal.

By the end of this course you will be able to:

- Undertake thorough due diligence to uncover nasty surprises
- Assess the structure of the transaction and the pension risks involved (share sale v TUPE)
- Identify the pension rights and liabilities that will transfer to the purchaser
- Understand the valuation process of pension schemes, uncovering a deficit and what this means
- Identify the type of transaction that will trigger the payment of the pension scheme debt
- Manage the employer debt and regulatory risks
- Understand the role of The Pensions Regulator – including seeking clearance before the deal happens
- Assess strength of the pension scheme trustees' negotiating position

London

1 Feb

HOT TOPIC

SDLT Walkthrough and Workshop for Residential Property Lawyers

3 B

Foundation

David Hannah

As a conveyancer, you will know that Stamp Duty Land Tax (SDLT) on residential property can prove complex, presenting many traps for the unwary.

This course takes you through SDLT and the key problem areas, and issues to consider, including:

- What amounts to residential property for SDLT purposes, and the questions you should ask of clients
- What the 'deal' is, and when transactions might be linked
- The 'connected parties' conundrum
- What you should do if you suspect the client is being evasive
- Tax planning and better structuring of the deal
- Whether SDLT avoidance schemes are dead; other tax planning possibilities
- Company purchases of residential dwellings: the additional rate, the 15% higher threshold, and tax reliefs
- Multiple dwellings relief: when it applies; how to calculate it; and when it might be reclaimed
- The additional rate: single purchases, multiple purchases – and what amounts to a main residence
- The global reach of SDLT with the higher rate: how you can be certain it doesn't apply
- Remembering the annual tax on enveloped dwellings
- Common problems

London	26 Mar am
Sheffield	18 Jun am

SDLT for Commercial Property Lawyers (including Commercial Leases)

3 B

Advanced

David Hannah

SDLT is a self-assessed tax on taxpayers not a duty on documents. Clients need to be asked important questions before you can complete a return. Completing a return based just on the information on the transfer could result in your underwriting any claim for extra tax from HMRC – and claims can be made up to 21 years later.

This course will use worked examples and flowcharts and will focus on commercial leases issues including Agreements for Lease, "substantial performance", surrenders and regrants, rent deposits, holding over and periodic leases.

Other topics to be covered include:

- Conditional contracts and options
- Sub sales – the new rules – when to worry about tax fraud
- Overage – deferred and contingent or uncertain consideration

Delegates will be encouraged to interact and solve example problem situations involving some of the above issues. This course will overlap in some issues with [SDLT Walkthrough and Workshop for Residential Property Lawyers](#) but will look at the common issues in more detail as well as the topics outlined above.

London	26 Mar pm
Sheffield	18 Jun pm

HOT TOPIC

Corporate Governance: Reform and Developments in 2019 **NEW**

6 A

Update

Mark Cardale

This course looks at the wide-ranging developments in the UK's corporate governance regime which are taking effect in the wake of Government proposals for corporate governance reform published last year. It is a must-attend for anyone involved in governance, whether in their own organisation (including company secretaries) or advising others (at associate or partner level).

The course covers:

- FRC UK Corporate Governance Code for listed companies and Guidance on Board Effectiveness
- QCA Corporate Governance Code for AIM and other small and medium size quoted companies
- Corporate governance principles for larger private companies
- Legislative requirements for reporting aimed at increasing transparency and increasing the 'stakeholder voice' in company affairs
- ICSA/Investment Association guidance on reflecting the stakeholder voice in boardroom decision making
- The 'failure to prevent' offences created by the Bribery Act 2010 and the Criminal Finances Act 2017
- Developments in the insolvency regime and for penalising directors by disqualification or financial penalty

London

6 Jun

Directors: Duties, Responsibilities and Liabilities

6 A B

Intermediate

Tanya Gass

This course explores the rules and best practice relevant to all private company directors with reference to key corporate governance developments, as well as to other relevant advancements in corporate compliance.

As well as benefitting all corporate lawyers, the course will also be of interest to company directors and secretaries.

- Types of director, binding the company, appointment and removal
- Directors' statutory duties and recent case law
- Dealing with conflicts, disclosures, authorisation and ratification
- Derivative claims and unfair prejudice
- Indemnity and D&O insurance
- Transactions requiring shareholder approval
- Company accounts and reports, narrative reporting
- Criminal liabilities, including: Fraud, Bribery, Health and Safety, Corporate Manslaughter
- Other corporate compliance
- Corporate governance and CSR
- Execution of documents
- The Director as Company Secretary
- Insolvency considerations
- Disqualification
- Recent developments

London

27 Jun

Drafting Commercial Lasting Powers of Attorney

3 B

Intermediate

Craig Ward

Company and Private Client Lawyers take heed! Legislative changes concerning company directors say if they lack mental capacity they may not necessarily now be removed. This creates a quandary for a company, particularly their attitude to risk. Doing nothing could endanger the company – creating a Commercial LPA reduces the risk. Commercial LPAs can be used to manage decisions where a director is unavailable or away on business, just like an ordinary LPA or where they become incapacitated for longer periods of time or lack mental capacity.

This course will take solicitors through relevant company law; identifying business structures and drafting Commercial LPAs. Showing how different areas of law impact and how best to advise a company on making a Commercial LPA.

Topics covered:

- Personal and commercial LPA clashes
- Directors – problems and removals
- Taking instructions
- Checking and adjusting business structures
- Applying current case law
- Drafting a Commercial LPA

London

15 May pm

Proceeds of Crime: The Criminal Finances Act 2017

6 B

Intermediate

Ivan Krolick

The Criminal Finances Act, which came into effect on 30 September 2017, makes sweeping changes in relation to recovery of the proceeds of crime, corruption and terrorism, and introduces new concepts relating to unexplained wealth, and a new corporate offence of failing to prevent facilitation of tax evasion. It will undoubtedly generate substantial litigation, especially relating to the larger valued proceeds of serious crime and assets of foreign politicians, their families and associates.

This course provides legal practitioners with an introduction to this complex statute, with an emphasis on the practicalities of coping with the new and revised concepts it introduces.

Topics to be included are:

- Unexplained wealth orders and interim freezing orders
- Disclosure orders in support of money laundering investigations
- Money laundering SARs
- Extending the civil recovery and cash forfeiture provisions
- Terrorist property
- Failure by companies to prevent facilitation of tax evasion by staff

See www.clt.co.uk for dates

An Introduction to Company Secretarial Practice Part 1: Legal and Compliance Aspects

3 A B

Foundation

Mark Cardale

When taken with Part 2, this course covers in outline the entire syllabus for ICOSA's CSQS exam in Corporate Secretarial Practice.

It may be taken on its own, or in conjunction with Part 2 on the same day. Part 1 aims to provide an understanding of the basic role and responsibilities of the company secretary, and to cover the principal topics in company law and compliance with which the company secretary may be concerned, but without all of the detail.

Topics covered will also include:

- Outline of directors duties and rights and responsibilities of shareholders
- Setting up a company
- Winding-up of a company
- Compliance and regulation (particularly for listed and quoted companies)
- Share capital
- Reporting to shareholders
- Law and practice relating to directors' and shareholder meetings

Both parts will benefit new company secretaries, lawyers (new or wishing to refresh their knowledge) and other professionals involved in the administration of companies.

Birmingham 5 Feb am
London 8 Apr am

An Introduction to Company Secretarial Practice Part 2: The Corporate Governance Role

3 C

Intermediate

Mark Cardale

Part 2 of this course considers the relationships crucial to a company's performance, including the board and the company's executive management and the board and the company's shareholders. What facilities are required to make these relationships work better and how can the company secretary add value?

A key part of the company secretary's contribution will be to act as an adviser to the board and individual directors in governance matters..

The course will examine the roles of the chairman, non-executive directors and the senior independent director ("the SID"), as well as other senior executives. It will be based around the new FRC Guidance on Board Effectiveness, relevant parts of the UK Corporate Governance Code and those sections of the syllabus for ICOSA's CSQS exam on Corporate Secretarial Practice which concern board and board committee meetings, general (shareholder) meetings and the company secretary's role in relation to all of these.

The course will be of interest and benefit to company secretaries, to board members and their professional advisers, and to corporate lawyers and others seeking a better understanding of how companies and boards may work effectively.

Birmingham 5 Feb pm
London 8 Apr pm

HOT TOPIC**Introduction to Corporate Finance****3 B**

Intermediate

Tanya Gass

This half day workshop provides an interactive introduction to the world of corporate finance with an emphasis on equity finance. It covers the key aspects of corporate finance transactions and will demystify jargon and acronyms. In addition, the workshop provides an opportunity for delegates to become familiar with corporate finance transactional material such as prospectuses, rights issue circulars and other behind-the-scenes agreements.

The course will deal with the following:

- Why companies decide to raise equity finance as opposed to debt finance
- Who the key players are and what they do
- Key legislation and regulation explained (e.g. the Financial Services and Markets Act 2000, the Listing Rules, Prospectus Rules, Disclosure Guidance and Transparency Rules)
- Comparisons of debt vs equity, loans vs bonds, public equity vs private equity, Main Market vs AIM
- Debt transactions: loans, notes, bonds, security, credit risk
- Equity transactions: private equity-backed MBOs, floats, rights issues, open offers, placings (when, why and how they are used)
- The many roles of the investment banker
- Key documentation and what it is designed to do
- Common jargon e.g. red herring, price stabilisation, greenshoe, blue book
- The role of solicitors in a corporate finance transaction

London*23 May***Central Law Training On-site courses provide:****Tailored learning**

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www.clt.co.uk/on-site

CLTA11302

Certificate in Insolvency Law

6 A B

Foundation

Stephen Allinson

Insolvency law has faced quite a shake-up in recent years and continues to do so as we get to grips with a whole new set of insolvency rules as well as other legislative changes.

This certificate course is primarily aimed at practitioners in other fields who come across insolvent situations in their practice and wish to develop their knowledge and experience. It is tailored specifically for non-contentious lawyers.

Topics covered include:

- An introduction to the different insolvency regimes (personal and corporate)
- Administration law generally, including an up-to-date analysis of law and practice around pre-pack administrations
- Property law and insolvency
- Employment law and insolvency
- Piercing the corporate veil; getting at the directors personally
- Creditors' rights under the different insolvency regimes
- Getting the most out of the insolvency practitioner – their role and duties, and what happens if you are dissatisfied?
- Remuneration issues for lawyers and creditors

Wish I had done this years ago – Made everything make sense

London

6 Jun

Certificate in Insolvency Litigation

6 B

Foundation

Stephen Allinson

This certificate course is primarily aimed at litigators who come across insolvent situations in practice and wish to develop their knowledge. It will also be a detailed introduction for lawyers wishing to develop an insolvency litigation practice. The course will equip you to advise your clients on the relevant law and practice, to maximise recoveries and understand the breadth of remedies available. It is tailored specifically for lawyers from a contentious background.

This course covers:

- Using insolvency as a debt recovery tool – the latest law and practice
- The roles and duties of the insolvency practitioner, and how they are enforced
- Tips and tactics to maximise insolvency recoveries. Can asset tracing and injunctive remedies help? ss 236 and 366 Insolvency Act – powerful tools or damp squibs?
- Piercing the corporate veil – getting at the directors personally
- Director disqualification
- Other post-insolvency remedies including preferences, transactions at an undervalue, transactions to defraud creditors and illegal dividends
- Funding or assigning insolvency litigation – the changing landscape

Excellent course, in depth content and very interactive presentation and delivery

London

21 May

Insolvency for Commercial Lawyers **NEW**

3 B

Foundation

Stephen Allinson

This course is tailored specifically for the commercial lawyer who may have been asked to advise on one of the many legal areas where insolvency can impinge. The emphasis throughout this course will be on practical solutions and it will also bring you up to date with the latest case law and practice and the proposed legislative and other reforms that are currently being discussed.

This course covers:

- Types of corporate insolvency and the differences
- Powers and duties of the liquidator/administrator/receiver
- Buying from the liquidator/administrator/receiver in a commercial transaction
- Advising directors facing insolvency
- Post-insolvency transactional recovery
- On the horizon: corporate governance reform and related topics

London 17 Apr am
Birmingham 11 Jun am

Insolvency for Property Lawyers **NEW**

3 B

Foundation

Stephen Allinson

This course is tailored specifically for the commercial property sector. The emphasis will be on practical solutions and the course will bring you up to date with the latest case law and practice.

This course covers:

- Types of corporate insolvency and the difference
- Powers and duties of the liquidator/administrator/receiver
- Acting for the liquidator/administrator/receiver on a property sale
- Buying from the liquidator/administrator/receiver on a property sale
- Company Voluntary Arrangements and landlords
- Insolvency in the context of landlord and tenant

London 17 Apr pm
Birmingham 11 Jun pm

FCA Compliance: An Introduction



Foundation

Richard Humphreys

The Financial Conduct Authority is responsible for regulating the financial services sector, which comprises 56,000 firms employing over 2.2 million people. Lawyers advising firms in this sector need to understand its approach to regulation. This half day course is aimed at:

- Lawyers, both in-house and in practice, who advise in connection with FCA regulation
- Non-lawyers working for authorised firms who want to understand the principles which underpin the compliance regimes in which they operate

It will provide an overview and introduction to the theory and practice of the FCA regime and will particularly focus on:

- FCA status, objectives and powers
- s19 FSMA/the General Prohibition
- Exempt firms
- Regulated activities/exemptions
- Alternatives to authorisation
- Applying for authorisation
- Supervision and reporting
- Individual responsibility/the Senior Managers Regime
- FCA enforcement
- The "Handbook" requirements

London

7 Mar pm

The FCA and Consumer Credit: An Introduction



Foundation

Richard Humphreys

This half day course will explain the role and practice of the FCA as regulator of more than 50,000 firms providing consumer credit.

It is aimed at:

- Lawyers, both in-house and in practice, who advise on the FCA CCA regime; and
- Non-lawyers working for CCA authorised firms who want to understand the principles which underpin the regime

The course will provide an overview and understanding of the FCA CCA regime and will explain how it differs from regulation under the OFT.

It will focus in particular on:

- CCA regulated activities
- Exempt activities
- Full/limited permissions
- Alternatives to authorisation
- Applying for authorisation
- The Financial Ombudsman Service
- The Consumer Credit Sourcebook
- Interaction with the new second charge regime
- The remaining provisions of CCA legislation

London

21 Mar pm

Motor Finance: An Introduction and Overview

3 A B

Foundation

Richard Humphreys

Last year over 86% of new cars bought privately were purchased through finance. The range and volume of consumer motor finance arrangements have increased vastly in recent years, with the FCA and PRA both engaging in market reviews as a result. This brand new half day course will be invaluable for lawyers acting for both consumers and financiers.

It provides a full overview of the legal and regulatory issues relevant to the area.

It will examine:

- The FCA regime regulating consumer finance companies and ancillary suppliers such as dealers
- The different forms of finance commonly available, including HP, conditional sale and hire
- The essential consumer credit legislation and guidance affecting motor vehicle contracts, both pre and post contract, including the enforcement of rights
- Quality disputes, including claims under the Consumer Rights Act 2015
- The recovery of vehicles from consumers and third parties, including wrongful disposal and title disputes

London

14 Mar pm

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CLTA11441

HOT TOPIC**Bitcoin Terminology:
The Lawyer's Essential
Guide NEW****3 B**

Foundation

Christian Thornaes

Bitcoin and other Blockchain-based cryptocurrencies exploded in 2017, with a seemingly irrefutable promise of making instant billionaires of anyone getting involved. Then came the crash of 2018, but not only are the main players still going strong, there are now around 1,600 individual crypto-currencies vying for consumer attention. This course will make sense of the specialised terminology around this phenomenon.

The course deals with the following:

- How safe is the encryption technology used?
- What are the risks of disclosure with public ledger?
- How does the Blockchain/Legacy currency interface work? What are the legal risks?
- How easy is it to track a Blockchain account?
- Cryptographic hashing and keeping secrets on a public ledger
- Bitcoin awards to keep the network infrastructure alive
- How do Smart Contracts work?
- The difference between Private and Public, Permissioned and Un-permissioned Blockchains
- What are the similarities between an ICO and an IPO?

London*4 Jun am*

HOT TOPIC**Blockchain in the Digital
Economy: The Lawyer's
Essential Guide NEW****3 B**

Intermediate

Christian Thornaes

A Chinese supermarket wants to use Blockchain to track the delivery of beef from a farm in Australia to the dining table of their customer in China. How do they expect to do that?

The financial services industry is at boiling point with CEOs strongly advising against involvement in Bitcoin, whilst at the same time pouring billions of dollars into Fintech based on the same principles. Why is that?

Will conveyancing disappear from the business plans of English and Welsh solicitors once HM Land Registry has introduced the Blockchain-based solution, Digital Street?

The course deals with the following:

- How do smart contracts work?
- The difference between Private and Public, Permissioned and Un-permissioned Blockchains
- The multiple strands of processes in banking which will be replaced by Blockchain
- Lessons from the Ethereum DAO attack and how a hard fork can be a relief and a burden
- Risk management and security
- Double-spending in a PoW world among anonymous infrastructure nodes
- Quantum computing and implications for cryptography-based solutions
- Scope for UK Business Process Outsourcing service providers
- Regulatory outlook for Blockchain-based business processes

London*4 Jun pm*

Certificate in Consumer Law

12 A B

Foundation

Deborah Parry

This two day course will explain the laws that apply between consumers and traders (including suppliers of goods, services and digital content, repairers, installers and manufacturers). The course will focus on the civil law provisions but there will also be references to relevant criminal and administrative law controls.

The course is aimed at lawyers, professional advisers and customer service managers who may be new to working in consumer law or who need to update and expand their knowledge in the light of changes since 2014.

The main focus will be on the civil law as updated in 2014 and 2015 by the Consumer Rights Act 2015, Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and Part 4A Consumer Protection from Unfair Trading Regulations 2008. There will also be references to criminal and administrative law controls that relate to, and overlap with, the civil law provisions.

Case studies and exercises will enable delegates to apply the topics covered to practical situations and delegates will leave the course able to provide practical advice to both businesses and consumers on their rights and obligations.

This course includes:

- Contract Law
- Introduction to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Information requirements for on-premises, off-premises and distance contracts
- Cancellation provisions for off-premises and distance contracts
- Statutory rights and remedies in contracts to supply:
 - Redress for misleading information:
 - Tortious liability (negligence and Consumer Protection Act 1987)
 - Exemption Clauses and Unfair Terms

Leeds

24 - 25 Jun

Consumer Law – Civil Aspects **NEW**

6 B

Update

Deborah Parry

Following the significant changes in the field of Consumer Law in recent years, this course will look at how the various measures have bedded in, their cumulative effects and recent developments. Traders, whether they operate in shops, on door-steps or at a distance, and whether providing goods, services or digital content, need to be aware of consumers' rights and the various statutory requirements imposed on them.

The course will consider a range of topics across consumer law including:

- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Consumer Rights Act 2015 including statutory rights and remedies, delivery requirements, the passing of risk, exemption clauses and unfair terms
- Consumer Protection from Unfair Trading Regulations 2008 covering:
 - Civil aspects
 - Criminal aspects
- Changes made to the Consumer Rights (Payment Surcharges) Regulations 2012 prohibiting surcharges for card payments

It will also look at other recent statutory developments and relevant case-law and will consider the likely changes resulting from Brexit.

London	12 Mar
Leeds	4 Jun

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CLTA10820

Certificate in Insurance Law **NEW**

6 A B

Foundation

Alison Green

This is a structured one day course designed for those practitioners wishing to gain a good practical grounding in this field. It is suitable for trainees, newly qualified solicitors and paralegals as well as for those returning after a career break and those from another discipline who wish to learn more about insurance law.

It will give you a thorough grounding in insurance law and practice, explaining the different types of insurance contracts that you will encounter in practice and key terms in this area, as well as examining the presentation of the insurance risk and handling claims. It will also cover recent legislative changes that have resulted in important changes to insurance law.

Preliminary matters

- Introduction to principles of insurance law and their sources
- Main types of insurance
- Major players in insurance market
- Main documents in insurance

The Insurance Contract

- Consumer insurance contracts
- Commercial insurance contracts
- Introduction to reinsurance contracts
- Construing insurance contracts

Presentation of insurance risk

- Traditional position regarding presentation of insurance risk
- Presentation of risk in consumer insurance post Consumer Insurance (Disclosure and Representations) Act 2012
- Presentation of risk in commercial insurance post Insurance Act 2015
- Role of insurance broker in presentation

Terms in the insurance contract

- Warranties
- Conditions precedent
- Exclusions
- Other terms

Insurance claims

- Notification of claims
- Claims under claims made policies and under losses occurring policies
- Third party claims and the impact of the Third Parties (Rights against Insurers) Act 2010
- Damages for late payment of claims under the Enterprise Act 2016

London

1 Apr

10 Tricky Points in Insurance Law

6 A B

Intermediate

Alison Green

This course reviews the more difficult issues commonly encountered in insurance law, including what entitles insurers to avoid insurance, the construction of key terms and the effect of their breach. It will also explain the changes introduced by the Insurance Act 2015.

- When are insurers entitled to avoid insurance for material misrepresentation and non-disclosure?
- Commercial insured's duty to make a fair presentation and insurer's remedies for breach.
- Consumer's duty to use reasonable care not to make a misrepresentation and insurer's remedies for breach
- Construing warranties and the effect of breach
- Construing conditions precedent and the effect of non-compliance
- When can insurers be said to have waived their rights?
- When can insurers be estopped from relying on their strict rights?
- Differences between insuring on joint and composite basis
- Differences between insuring on a claims made and losses occurring basis
- Raising fraud in insurance claims

London

3 Apr

Introduction to Public Procurement

3 B

Foundation

Lee Digings

This introductory course is aimed at In-House Counsel and lawyers in private practice who are new to the public procurement regime. Whilst the course is primarily aimed at public sector advisors, it is also relevant for private sector bidders interested in competing for public contracts.

The course will help you to ensure that you get the public procurement process right first time and will identify the pitfalls of procurement which, if unmanaged, have the potential to undermine your procurement strategy.

As well as providing an introduction to this area, the course will lead you through the current hot topics in procurement, including the new public procurement regulations and recent European Court cases, and how this could affect you on a day to day basis.

This course will include a practical case study which will involve some of the issues considered above.

Specifically, the course will cover:

- Introduction to public procurement law
- Procurement procedures
- Change control
- Challenge procedure

London

2 Apr pm

BEST SELLER

Certificate in Competition Law NEW

6 B

Foundation

Stephen Tupper

This full day course is designed to provide a comprehensive introduction to the basic principles and key elements of UK competition law. It is aimed primarily at legal professionals looking for a grounding in the way that this important area of regulation works in practice. The emphasis will be on honing problem-spotting instincts and practical tips regarding compliance. It is ideal for lawyers who specialise in neighbouring fields and for any practitioners looking for a refresher.

Introduction and background

- History
- Relationship with EU law plus “Brexit”
- Underlying purpose(s), role and principles

Anti-competitive behaviour

- Illegal agreements and concerted practices
- Abuse of dominant positions
- Exemptions and exclusions
- Enforcement

Regulation of mergers

- Requirement to notify
- Thresholds for notification
- Clearance procedures
- Penalties

Challenging

- Complaints to regulator(s)
- Enforcement via the civil courts
- Compliance strategies
- Consequences of non-compliance

Great and simple introduction to competition law, which is ideal for anyone with no prior experience. Very enjoyable and informative, with relevant and informative examples and case studies

London

2 Apr

HOT TOPIC**Competition Law
Update: Developments
and Trends **NEW******3** **B**

Update

Stephen Tupper

This practical refresher on the latest developments in UK competition law is presented by an independent practitioner with 30+ years of experience in the field. Avoiding excessive focus on detailed technicalities, the course will examine the important recent trends and their practical consequences for those providing competition law advice. It will examine decisions from both the courts and relevant regulators, and consider actual/potential future policy changes. Ideal for both senior and junior advisers alike.

- Introduction to the basic structures and principles
- Anti-competitive behaviour
- Regulation of mergers
- Other important recent developments

London*11 Jun pm*

**Defamation Law: Serious
Harm, Intermediary
Liability and Other Tricky
Issues for Practice **NEW******3** **A** **B**

Foundation

Peter Coe

This course gives an introduction to UK defamation law and practice. It will provide a practical overview of the Defamation Act 2013 and the changes it introduced. It will also look at the Section 1 'serious harm' and 'serious financial loss' tests and consider their practical application in light of case law from both before and after the 2013 Act.

This course will be of interest to practitioners who are new to or have little experience in defamation law or those who would like to refresh their knowledge of this developing area.

- Introduction to the Defamation Act 2013
- Changes post-Defamation Act 2013
- Section 1 'serious harm' and 'serious financial loss' tests
- Intermediary liability
- The operation of defences
- Role of data protection and its impact on claimants' reputation and the media
- Significant case law, pre and post-2013 Act

London*3 Apr pm*

Certificate in Sports Law **NEW**

6 A B

Foundation

Gregory Ioannidis

This one day course provides an introduction and overview of sports law and practice. It is presented by internationally recognised sports lawyer and an anti-doping litigation expert, Gregory Ioannidis.

The course will introduce delegates to the law in this area, the governing bodies and will examine the key areas of regulation, governance, practice and procedure and ethics. It will also examine the litigation issues arising out of regulation and governance in the sporting disciplinary process, and will include a practical case study, equipping delegates with the knowledge, resources and confidence needed to advise and represent clients.

The course is aimed at newly qualified solicitors, those who are looking to develop a practice in sports law and experienced practitioners looking for a refresher or to deepen their knowledge of the law.

This course will cover:

- An introduction: the theory and practice of sports law
- Self-regulation and governance
- Sporting justice in self-regulation: the judicial process
- Challenging decisions of sport governing bodies
- Practice and procedure at the Court of Arbitration for Sport (CAS): common law or civil law?
- The regulation of football intermediaries
- Self-regulation in anti-doping litigation
- Disciplinary proceedings, litigation and sanctions in anti-doping
- Specific aspects in anti-doping litigation and case study: nutritional and contaminated supplements in sport

See www.clt.co.uk for dates

Disciplinary and Regulatory Proceedings: Enforcing Professional Duties and Obligations **NEW**

6 B

Intermediate

David Travers

This course is an introduction to disciplinary and regulatory proceedings aimed at lawyers from a contentious background which will also provide a useful refresher for those with more experience in the field. It examines the process from the investigation through a fair hearing to the final decision, providing an overview of this complex and growing area.

- The Specialist Tribunal - the rules of procedure and the standard and burden of proof
- The written allegation - in time giving adequate notice and in sufficient detail?
- Registration of professionals
- The appropriate standard and the scope of the professional duty
- Experts and their obligations as professionals
- Preparing for the hearing
- Advocacy before the tribunal - how to present the case
- The role of the legal assessor
- Sanctions
- Challenging the decision - Judicial Review and Statutory Review
- Other proceedings and Double Jeopardy
- Recent case law and developments

Birmingham 5 Mar

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CLTA11442

BEST SELLER

Contract Law Update 2019

6 A B

Update

Helen Swaffield

A review of the latest contract cases with essential drafting and litigation tips. The session is practical enabling delegates an opportunity to experience latest trends.

- Battle of forms and incorporation “terms available on request”
- New guidance on e–signatures from the Law Society for completions
- Contracts by conduct
- Endeavours and good faith
- KPIs
- Variation traps
- Exclusion clauses – “consequential loss” new meaning
- Indemnities and firewalls
- Warranties and disclosure
- Misrepresentation and the entire agreement clause
- Precedence, interpretation and drafting conventions
- Breach and termination
- Affirmation and waiver
- Remedies: damages, specific performance and other relief
- Notices
- Brexit and forum shopping

London	15 Mar
Leeds	17 Apr
Birmingham	17 Jun

HOT TOPIC

Limiting Liability: Indemnities, Warranties and Guarantees That Work

6 B

Advanced

Helen Swaffield

This course is aimed at experienced practitioners who negotiate and draft commercial contracts in private practice and in-house and may also be of interest to litigators. It undertakes an in-depth review of the problem areas around the limitation of liability in commercial contracts. It will also identify common obstacles in negotiations and suggest ways in which these can be navigated.

Topics covered include:

- Limitation of liability: caps, what is reasonable?
- Deliberate breach scenarios; relationship with entire agreement, warranties and indemnities
- Indemnities: providing and resisting, scope and ‘trigger’ mechanisms, support or replace the obligation, enforcement
- Warranties: what can be covered? How to tailor to specific use – services warranties, title, IPR and quality, flow-down and chain issues
- Financial and performance guarantees: form and structure, primary and secondary issues, using bonds and escrow, the impact of change control, e-signatures and pre-emptive defences and enforcement

London	24 Jan, 25 Jun
Birmingham	7 Feb
Sheffield	5 Jun

BEST SELLER

Certificate in Commercial Contract Drafting

12 **B**

Foundation

Helen Swaffield

This two day course is aimed at solicitors with little or no experience of drafting commercial contracts. It will be of particular interest to in-house lawyers and will also be a useful refresher to those returning from a career break.

It equips you with the essential knowledge and skills that you need to negotiate and draft a commercial agreement. It will look at frame agreements, standard terms, purchase orders and web contracting.

Day One

How to draft a contract

- The parties, the price and the content of the goods or services, scope and duration
- Delivery and quality, obligations of means e.g. endeavours
- Setting up different types of agreements
- Using a frame agreement
- Service levels
- Warranties, indemnities, guarantees
- Risk management: liquidated damages and exclusion clauses
- IPR, licences, background and foreground
- Termination and liability and waiver
- Boiler plate: severability, third parties amendment, confidentiality, notices, force majeure, entire agreement and jurisdiction
- Agreements with the consumer and other agreements which require care including restrictions of competition

Day Two

Case studies

- Services contracts under a frame agreement
- Goods contracts and sub-contracts

How to negotiate

- Understanding the leverage
- Styles and tactics
- Authority and capacity

London*18 - 19 Feb, 1 - 2 Apr, 20 - 21 Jun*

BEST SELLER

Drafting Around Tricky Commercial Contract Problems 2019

6 B

Intermediate

Helen Swaffield

This drafting course is aimed at solicitors in private practice and in-house. It reviews and discusses precedent clauses and identifies their advantages and pitfalls in everyday use. It is relevant in a number of different contractual contexts from purchaser to supplier and bespoke contracts to standard terms and conditions. It will also update you on relevant case law.

Topics covered include:

- Precedence of documents – traps after Tekdata
- Deeds and Signature challenges – ostensible authority after Ramsey
- Representations and warranties after Breslin
- Drafting to maximise the Price and Payment (seller/purchaser)
- Incorporating third party guarantee style obligations
- Regulatory and Compliance after the revised DPA
- Reviewing termination clauses
- Liability or indemnity – which is better for you?
- Assignment and change control
- NDAs and IPR

London

2 May

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CLTA10821

The Ultimate Drafting Checklist – For The Supplier **NEW**

3 B

Advanced

Helen Swaffield

This course reviews the key parts of the contract from only a supplier/service provider's perspective. It uses new cases to optimise drafting know-how across key terms. It is particularly useful if you are a supplier working on purchaser's standard terms.

The course covers:

- Pricing and payment terms
- KPIs and performance measures
- Timing for delivery and completion
- Limiting liability effectively
- The warranty gap
- Boilerplate pitfalls
- Diluting the indemnity
- Using customised remedies

Helen is a real subject matter expert and really brings the subject to life

London

14 Mar am

The Ultimate Drafting Checklist – For The Purchaser **NEW**

3 B

Advanced

Helen Swaffield

This course reviews the key parts of the contract from only a purchaser's perspective. It uses new cases to optimise drafting know-how across key terms. It is particularly useful if you are a purchaser working on supplier's standard terms.

The course covers:

- Pricing and payment terms: set-off and interest
- Red-zone drafting through performance
- Condition check list
- Extending liability effectively
- Guarantees instead of warranties
- Boilerplate pitfalls
- Maximising the indemnity
- Termination as a pressure point
- Avoiding waiver

Helen is extremely efficient and coherent with her explanation which helps to understand all the elements touched upon at the course

London

14 Mar pm

Signed, Sealed & Delivered: The Ultimate Toolkit for Incorporation

6 B

Intermediate

Helen Swaffield

This course uses the latest cases and statutory developments to review how to incorporate your terms and conditions and form a contract. It contains a complete review of deeds and the case law challenging their validity. It also focuses on contracts under hand and upon standard terms and conditions and alternatives such as quantum meruit. It is useful for litigators and for non-contentious practitioners who are seeking to improve enforceability.

The course covers:

- Three key mechanisms to incorporate your terms
- Web based platforms
- New rules concerning electronic signatures
- Battle of forms
- When to use a deed
- The required formalities of a deed
- Contracts that can be avoided for execution failures
- Witnesses – what are the rules?
- Acceptance of the offer or delivery and completion?
- Performance-based contracts
- Implied contracts
- Quantum meruit as an alternative to recover a price
- Letters of intent and MOUs
- Check lists

London

29 Mar

HOT TOPIC

Drafting Commercial Contracts

6 B

Intermediate

Keith Lewington

A course aimed at all commercial lawyers, which refreshes and updates the key points of contract law in a practical context. What does the client want? What will the other side accept? Will the court support all the contractual terms? In the course of reviewing relevant recent case law, delegates will consider the following key questions using practical examples:

- What do the words say? Interpreting the contract
- When is the contract made? Formation and letters of intent
- When can you imply terms into a contract?
- What sort of “endeavours”? – “best”, “all reasonable” and “reasonable” compared
- Is a warranty a representation? Consequences for the draftsman
- Warranty or indemnity? The difference between the two
- What liabilities can you limit or exclude?
- What are consequential losses? The lawyer’s definition v the client’s version
- Penalty, ref(?) – The Supreme Court’s findings on penalty clauses
- What is force majeure? How to legislate for the unforeseeable
- What does an entire agreement clause achieve (and what doesn’t it do)?
- What difference does Brexit make? Key points to consider and watch for

See www.clt.co.uk for dates

HOT TOPIC

Contract Breach and Termination – Key Remedies for Litigators **NEW**

6 A B

Advanced

Helen Swaffield

This is a brand new course for commercial practitioners and litigators that focuses on breach of contract and the remedies that follow. It reviews and explains the circumstances which permit termination of a contract as well as highlighting common problems encountered in dealing with poor performance.

- Material breach or repudiatory breach?
- Rights to terminate for innominate clauses including warranties
- Wrongful termination and waiver – how to reserve rights
- Damages – direct and indirect loss
- Claiming around limitation of liability clauses
- Assessing the risk of loss
- Mis-statement and misrepresentation
- Rescission for mistake
- Indemnity measures of loss and whether they are capped
- Specific performance, rectification and declaratory relief
- Using ADR as a powerful tool
- Notice to remedy and service under the contract

Manchester 28 Mar
London 16 May

Damages for Breach of Contract **NEW**

3 B

Intermediate

Iain Campbell

Contracts are made, contracts are broken. When this latter occurs, litigation commences and a claim for damages is made. This course is designed not just for all involved in the drafting of contracts, whether with businesses or consumers, but for all those who have to litigate or face such claims.

Topics covered will include:

- An overview of the principles for recovery of loss
- The standard measure – recovery for loss of bargain
- Recovery for loss of profits and trading income
- What counts as special circumstances which must have been notified to the contract breaker?
- Recovery of pre-contract expenses and expenses incurred in seeking due performance
- Causation
- Mitigation
- Aggravated and exemplary damages
- Validity of clauses excluding or limiting liability for damages

London 14 May pm

An Introduction to Data Protection and GDPR **NEW**

6 B

Foundation

Richard Morgan

All businesses operating in the UK hold information about individuals (whether they be employees, customers or anyone else) and so are affected by data protection laws. Since failure to comply with requirements can result in criminal as well as civil liability, no organisation can afford to ignore the issue of data protection.

This course is aimed at lawyers in private practice, in-house and in public authorities and will also be of interest to Data Protection Officers. It provides a practical guide to how data protection works and how the principles must be applied in a variety of contexts. It provides essential guidance on EU developments in data protection and how they will be applied to UK law. In particular the course has been restructured to take account of the General Data Protection Regulation (GDPR).

The course includes:

- Basic definitions and the six Data Protection Principles in the GDPR
- Key principles, obligations and rights
- Rights of data subjects including access requests and the new rights under the GDPR
- Information management, storage and document retention policies
- Privacy regulations and their relation with the Act
- Role of the Information Commissioner
- Data breaches
- New requirements under the GDPR
- How to keep up to date with data protection

London

7 Feb, 20 Jun

HOT TOPIC

Data Protection and GDPR for the Compliance Officer

3 A

Intermediate

Joanna Morris

This course is designed to assist the person responsible for data protection and GDPR within the law firm in ensuring their practice is compliant with data protection regulations. It addresses the most important obligations of the person responsible for compliance within the law firm and covers the actions which need to be taken to reduce risk and to avoid breaches from occurring within their practice.

This course covers:

- SRA and other obligations
- Requirements:
 - Notification to the ICO
 - Data principles including client data and staff data
 - Data security and confidentiality
 - Data subjects rights including:
 - The right to information
 - The right to access personal data (subject access requests)
 - The right to erasure (the right to be forgotten)
- Dealing with processors
- The role of the data protection officer/ compliance officer
- Handling of data breaches:
 - When and what to report to the ICO and SRA
 - Reporting to the client
- The cost of getting it wrong

London

15 Apr pm

Data Protection and GDPR Update 2019 **NEW**

3 A

Update

Richard Morgan

With the coming fully into force in May 2018 of the General Data Protection Regulation (GDPR) and the new (2018) Data Protection Act, this course will describe new secondary legislation and cases as they arise. There is also likely to be new Guidance from the Information Commissioner's Office (ICO) and the new EU Data Protection Board.

The new EU Privacy Regulation is expected to become law by the end of 2018 and that too will be covered.

This course will inform you of developments since 25 May and ensure you are fully up to speed on the implementation and enforcement of the new data protection laws.

HOT TOPIC

Duties of the Data Protection Officer **NEW**

6 B C D

Intermediate

Richard Morgan

The General Data Protection Regulation (GDPR) which came fully into force in May 2018 requires many data controller organisations to appoint a Data Protection Officer (DPO). Even organisations not obliged to have a DPO may well find it highly desirable to have their compliance co-ordinated by a single individual.

The DPO should, for example:

- Spearhead the move to compliance with the GDPR
- Carry out a thorough audit of all the organisation's processing of personal data
- Devise new Privacy Notices and responses to Subject Access Requests in the fuller forms required by the GDPR
- Establish efficient procedures for Privacy Impact Assessments, Subject Access Requests and data breaches, etc.
- Set up procedures and policies to maintain the organisation's full compliance with the GDPR

This course will address these points in a pragmatic and practical way and will be an invaluable introduction to the responsibilities of the DPO for anyone expecting to take on this role.

Leeds	7 Mar pm
London	12 Mar pm
Derby	26 Mar pm
Birmingham	4 Apr pm

London	12 Feb
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Data Protection: Conducting a Data Audit **NEW**

3 B D

Foundation

Richard Morgan

It is impossible to be compliant with data protection legislation unless the data controller organisation knows exactly what personal data it processes and why. This is the more urgent since the General Data Protection Regulation (GDPR) came fully into force in May 2018 and places additional burdens on the data controller

This course guides practitioners through the kinds of questions to ask in order to discover what data they are handling, how the data was obtained and updated, where it is stored and for what reason it is stored.

This discovery process will feed into the HR, business development and IT departments' policies and procedures designed to keep the organisation compliant, including the ongoing process of monitoring data and its status.

It will also help organisations to meet the GDPR's enhanced requirements in relation to the information they may be required to provide to data subjects in Privacy Notices and responses to Subject Access Requests.

London

29 Apr am

HOT TOPIC

Data Protection: Privacy Notices, SARs, Consent and More **NEW**

3 B C

Foundation

Richard Morgan

The General Data Protection Regulation (GDPR) came fully into force in May 2018 and places additional burdens on the data controller. In particular it will require enhanced information for data subjects in Privacy Notices and responses to Subject Access Requests. This means that organisations must be able to provide not just the information they hold about the subject, but also where the information came from, where it is stored and for how long and for what purpose it is stored.

The GDPR also requires that data controller organisations record their authority for processing the personal data ('lawfulness of processing'). This applies even to data subject consents which are also becoming more onerous.

This course gives guidance as to how to set up procedures to meet these requirements and maintain compliance. It will also examine the new data subject rights (the right to be forgotten, data portability and data restriction) and how these are to be implemented.

London

29 Apr pm

HOT TOPIC**12 Tricky Data Protection Points – updated for GDPR**

6 A B D

Intermediate

Chris Pounder

The new Data Protection law based on the GDPR is hitting the headlines as organisations and individuals struggle with complex rules regarding the protection and sharing of, and access to, personal data. This seminar examines topical issues in data protection law based on the GDPR which will enable lawyers to advise businesses and individuals with more confidence.

Topics covered will include:

1. When is information personal data and subject to the Act?
2. How to recognise a controller or processor
3. What must be collected in an Information Asset Register?
4. What is the legal basis of the processing?
5. What appears in a Notice that satisfies the right to be informed?
6. How to disclose personal data to third parties including the police
7. When can confidential personal data be shared without consent of the data subject?
8. Outsourcing: supervision of the contractor by a controller
9. Transfers outside the European Union (including Brexit implications)
10. Marketing by email and phone
11. Security obligations place on the Controller
12. Keeping records of compliance – the Accountability Principle

London

22 Mar, 21 Jun

GDPR Web Course from Central Law Training

Still working on your GDPR compliance processes?

Are all staff aware of their GDPR responsibilities?

Central Law Training is offering a flexible, accessible and convenient one-hour GDPR web course to help staff understand the new rules

For more information about our web courses, visit:
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CLTA10809

HOT TOPIC

Drafting and Negotiating IP Licences

3 B

Intermediate

James Mitchiner

Exploitation of intellectual property rights is a lucrative commercial area in today's business world and this course is aimed at commercial practitioners involved in this area, covering the fundamental aspects and up-to-date case law and practice in granting intellectual property licences.

The course will be of benefit as a refresher to experienced practitioners and will provide useful guidance to those relatively new to the discipline.

It will examine real clauses and will cover:

- Tips for negotiating and drafting IP Licences
- Defining the grant of IP rights, in terms of exclusivity, duration, territory and sub-licences
- The effect of EU and UK competition law on IP licences
- Revenue collection under IP agreements – minimum guarantees, royalties and advances, generating royalty reports
- Management controls in IP licences including approval rights, marketing obligations and auditing accounts

London*22 Jan am, 18 Jun am*

Drafting IT Agreements – The Essential Guide

3 B

Intermediate

James Mitchiner

This course looks at the fundamental elements of a range of common IT agreements, such as software and hardware development, distribution and licensing agreements and systems implementation agreements, to assist the commercial practitioner in drafting and negotiating agreements in this area.

The course will examine real clauses and will cover:

- Tips for drafting IT agreements
- Scoping the IT project – who should draw up the specification, how detailed should it be, does a lawyer need to know the technical jargon?
- Defining the development or implementation phases, including managing changes to the specification, building useful acceptance testing procedures and structuring milestone payments
- Ownership vs licensing of IT, individual or multi-user rights, use by third parties
- The effect of EU and UK competition law on IT agreements
- Support and maintenance, and Service Level Agreements – setting the standards, assessing compliance and addressing non-compliance
- Drafting warranty, indemnity and liability clauses in the light of recent case law
- Other key clauses in IT agreements – escrow arrangements, ensuring business continuity, termination and its consequences

London*22 Jan pm, 18 Jun pm*

IP and IT Law Update

3 B

Update

Lorna Brazell

This half day course provides a concise update on key recent and emerging issues relating to IT and intellectual property law.

The course will cover:

This course gives guidance as to how to set up procedures to meet these requirements and maintain compliance. It will also examine the new data subject rights (the right to be forgotten, data portability and data restriction) and how these are to be implemented.

- Developments in damages and changes to the law of threats.
- Trade marks – disputes over registrability of colours and shapes including Rubik’s cube, Kit-Kats and Louboutin shoes
- Copyright – progress of the EU copyright reforms, and infringement by office WiFi, hyperlinking, film streaming
- Designs – school lockers
- Patents – significant new decisions on post-patent licences – FRAND licences; a new infringement test laid down by the Supreme Court
- Rulings on commercial terms on the internet – Amazon’s standard terms – luxury goods makers prohibiting resale online
- Data protection and IP addresses
- E-privacy – the new draft Regulation and the Investigatory Powers Act
- Freedom of information – the funding of Brighton’s i360 tower
- What might happen to IP after Brexit

London

29 Apr pm

Overview of Digital and Social Media Law

6 B

Intermediate

Sherree Westell

Digital media is not just maintaining a corporate website or even making products and services available but also setting up blogs, participating in forums and using Twitter, Facebook, LinkedIn and other sites.

This course gives an introduction and overview of the legal risks associated with all elements of digital and social media. It will be of interest to all commercial and corporate practitioners who do not deal with digital and social media law on a regular basis but need to have a working knowledge of it. It will also be useful to those joining the relevant department dealing with digital and social media law either in private practice or in-house.

It includes:

- Overview of social and digital media and key terminology
- Identifying key areas of risk with social and digital media
- Developing and drafting effective social media policies
- Contracting online
- Key contracts with service providers
- Monitoring, moderating and take down policies
- Online brand protection

Birmingham

26 Sep

London

10 Oct

Intellectual Property: Licensing and Exploiting IP **NEW**

6 A B

Foundation

Naomi Korn

This course provides an introduction to the principles of optimising the commercial impact of Intellectual Property (IP). Key topics discussed will include: copyright, design rights, database rights and trade marks. It offers practical training, giving participants the tools they need to understand the issues, benefits and costs associated with generating income from IP. The course is aimed at practitioners who already have a basic understanding of IP and want to further develop their knowledge by offering practical training to start building effective rights exploitation and management tool kits.

This course will cover:

- The key characteristics of different types of IP within the context of exploitation
- How rights might be exploited, managed and protected
- The role of good rights management
- The importance and procedures for achieving best copyright practice
- The legal requirements of various relevant types of IP and the use of documentation to achieve them
- Shortfalls in your own policies regarding IP and methods of improving them
- The next steps: Practical steps to review and effectively exploit your organisation's IP

London

18 Jun

Intellectual Property Law for Commercial Lawyers

3 B

Foundation

Lorna Brazell

This course is aimed at general commercial lawyers who are non-IP specialists.

It provides an overview of the key intellectual property rights and areas of intellectual property law. It aims to equip commercial lawyers with what they need to know in this area when dealing with business clients.

It considers how intellectual property rights can protect valuable aspects of a client's business and how these rights come into existence, are enforced and can be exploited.

Topics covered include:

- Inventions and patents
- Trade marks and passing off
- Copyright and database rights
- Design rights
- Confidential information

Lorna was great at conveying the information and giving examples and case law to demonstrate. Very accessible intellectual property course

Newcastle

11 Feb pm

London

20 Mar pm

Certificate in Intellectual Property Law

12 A B

Foundation

Peter Groves

This course provides an intensive two day introduction to the law of intellectual property. It is aimed at in-house practitioners who have little experience of intellectual property and need to be able to advise their client on the protection and exploitation of IP. It will also be of interest to solicitors looking to develop a practice in the area.

The course is presented by Peter Groves who has practised in IP law for over 30 years and has significant experience as a lecturer. It will equip delegates to advise clients on a wide range of IP problems, and familiarise them with the resources they will need for more information. The course will comprise brief outlines of the different areas of law, focussing on topical developments, with case studies and worked examples providing more detailed practical understanding and illustrating how to deal with real-life problems, with a brief look at the interfaces between intellectual property and taxation and insolvency.

This course will include:

- Copyright
- Design rights
- Confidential information
- Database rights
- Patents
- Trade marks and passing off
- Litigation
- Taxation issues arising from IP
- IP and insolvency

Excellent course. Very engaging and knowledgeable speaker

London

4 - 5 Jun

Copyright Law: An Introduction **NEW**

3 A B

Foundation

Naomi Korn

This course will provide an introduction to copyright, what it is and how long it applies, whilst focussing on its application to print and digital materials created, used and shared in and between organisations. It aims to give those with little or no experience in copyright, the knowledge and resources needed to understand this vitally important and ever-evolving area.

The course will be of value to solicitors working in-house or in private practice whose work touches on content of any kind, who advise organisations and individuals on protecting/exploiting their intellectual property rights or who are simply curious about how this area is developing. The course will use group work, interactive learning techniques and discussions to present and delve into the issues.

Key topics will include the exceptions to copyright, seeking copyright permissions and the role of licences. Attending the course will give you an understanding of:

- Copyright and its application
- Creative Commons Licences
- How to use content for free, freely and in compliance with licensing provision
- How to use digital content supplied under licence

London

4 Jun am

Copyright Law: Infringement and Other Tricky Issues **NEW**

3 A B

Intermediate

Naomi Korn

This course will examine in more depth the role of copyright and contract literacy.

It will be valuable for solicitors working in-house or private practice whose work touches on content of any kind, who advise organisations and individuals on copyright-related issues and who want to tackle the tricky issues around copyright law. The course will use group work, interactive learning techniques and discussions to present and delve into the issues.

Attending the course will give you an understanding of:

- Copyright within the context of social media use
- Orphan works and risk management
- How to develop an organisational framework to reduce risks of copyright infringement and create more efficient working practices
- What to do if rights are inadvertently infringed

London

4 Jun pm

HOT TOPIC**Software Contracts:
Buyers' Rights
and Suppliers'
Obligations **NEW****

3 A B

Intermediate

Sheree Westell

The purchase of software, whether on a disk or by download, is a vast and growing market, for both businesses and individuals. While the Consumer Rights Act clearly sets out the rights of consumers, there is no legislation setting out the rights of business buyers. This course will set out in detail how the rights of consumers and businesses differ, and determine what rights, if any, business buyers have.

The course will address:

- Extended rights for private buyers under the Consumer Rights Act
- Defective software: limiting or excluding liability, and rights to a repair or replacement
- The Sale of Goods Act and goods of proper quality
- Protection of business buyers
- The nature of terms that can be written into a business contract
- Exceptionally onerous terms
- Exclusion or limitation of a business buyer's rights and the Unfair Contract Terms Act
- What happens if software is corrupt or contains a virus and damages the recipient's system
- To what extent a business buyer can spell out in the contract the sums payable if the software is defective

Newcastle 6 Feb pm
London 30 Apr pm

HOT TOPIC**Best Practice for IT and
Outsourcing Contracts**

6 A B C

Intermediate

Sam De Silva

The failure to pay close attention to the nuances of IT contracts is a recipe for dispute. This course mixes the best practice in IT contracts with a review of outsourcing IT contracts. The course reviews some of the issues currently troubling customers, service providers and advisers, including:

IT Contracts

- Key issues to consider in relating to the scope of the software licence
- Ensuring robust acceptance testing
- Avoiding the traps related to the provisions dealing with upgrades, updates, new versions and new releases
- Understanding the various approaches to intellectual property
- Ensuring the technical/operational schedules align with the 'front-end' legals

Outsourcing Contracts

- The appropriateness of post-contract verification
- Latest developments in limitations and exclusions of liability
- Getting the benchmarking provisions right
- Ensuring a balanced approach to step-in rights
- Best practice for contract renewals and exit management

London 6 Feb am

Charity Land Transactions

3 B

Advanced

Jane Lonergan

This course looks at the obligations and requirements which apply on the acquisition, mortgage or disposal of land where charities are involved. It is suitable for all who advise charities or the parties who deal with them.

The course covers the Charities Acts of 1993 and 2006 and the consolidating legislation in the Charities Act 2011 and will look at:

- Charities – introduction for property lawyers
- Disposals by a charity and ss.117-121 Charities Act 2011
- Mortgages by a charity and ss.55, 124-126 Charities Act 2011
- Acquisitions by a charity
- Commercial leases generally and specific issues for charities
- Official custodian for charities – s.122 certificates
- Some common issues, including title issues

*Very knowledgeable presenter
and very engaging seminar*

London 25 Mar pm

The Role and Duties of the Charity Trustee **NEW**

3 A B

Foundation

Mark Cardale

High profile failures of charities and additional powers to remove, suspend and disqualify trustees have thrown a new focus on the role, duties and responsibilities of the charity trustee. This half-day course will be of interest and benefit to all those advising charities and their trustees, trustees themselves, and chief executives and other professionals working within charities.

The course covers:

- The legal rules concerning eligibility to become a charity trustee, and the levels of care and skill legally required of trustees
- The legal duties of trustees, and differences which may arise from the various forms in which charities may be constituted (including the 'trust', the 'company' or the 'CIO')
- The trustees' core duty to fulfil the charity's purposes for the public benefit, their fiduciary duties and duties of loyalty, their responsibilities for financial management and the maintenance of reserves
- Further duties of accountability, reporting, the protection of charity property, risk management and succession planning
- The role of the Charity Commission, Charity Commission guidance on trustee responsibilities, and codes which may be relevant to trustee behaviour
- The new rules in the Charities (Protection and Social Investment) Act 2016 relating to social investment and to fundraising

London 4 Jun pm

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A Foundation

An Introduction to the Governance of Charities

Mark Cardale

This webinar provides an introduction to governance in the large and multi-faceted voluntary and community sector. It considers the constitution of charities, their trustees, and their governance requirements. It also looks at the role, functions and responsibilities of the Charity Commission.

B Foundation

UK Listed Companies Series: A Practical Guide to AGMs

Tanya Gass

From drafting the Notice of AGM and preparing for legal issues at the meeting itself through to what needs to be published post-AGM, this webinar provides a practical guide to advising on AGMs, with a focus on listed companies.

B Intermediate

Arbitration: Midnight Clauses and Effective Drafting

Helen Swaffield

This webinar explores the problems in drafting and interpreting dispute resolution and arbitration clauses often put as a boilerplate into the agreement as a last thought.

A Update

Breach of Contract: New Cases

Helen Swaffield

This webinar reviews the new cases when litigating breach of contract and is a good starting point for all commercial and litigation practitioners faced with a claim.

A C

Foundation

Data Protection: A Guide to Consent under GDPR

Mariel Irvine

Consent under GDPR needs to be fully informed and freely given, and may easily be withdrawn. This webinar explores when to rely on consent, how it may be obtained and withdrawn, and how you evidence consent.

B

Update

Insolvency Case Law Update 2018

Tony Sampson

This webinar takes you through the interesting and quirky recent cases in corporate and personal insolvency that reflect the interesting times that the insolvency world is presently experiencing, and highlights the practical impact on the work of all practitioners.

B

Intermediate

Corporate Insolvency Overview

Tony Sampson

This webinar equips practitioners with the relevant information and overview so that they can advise a corporate client confidently about the sensible selection of the corporate insolvency procedure for that client's specific circumstances. It also discusses the strengths and weaknesses of the various procedures and how the client can get back on its feet, remain a client and trade profitability into the future.

B

Intermediate

Litigating Against Directors: Lifting the Veil

Tony Sampson

This webinar is aimed at the practitioner representing an unsecured/or only partially secured creditor, who is seeking to make a recovery against director/s of an insolvent company which has no assets or whose assets are fully secured. It assumes no detailed knowledge of insolvency procedures. It will focus on claims against directors (and other third parties), discusses the definition of a director, and how best to prepare for a successful claim. This webinar is a highly-practical litigator's focus on recoveries – can you afford to overlook it?

Management and Personal Skills Training

Management and Strategy

For those new to management responsibilities or looking to deepen their understanding of law firm management and strategy.

6 C

Foundation

Management Course Stage 1
London 9 Apr

6 C D

Advanced

Management Course Stage 2
London 8 May

12 A C D

Intermediate

Preparing for Partnership
London 7 May

12 C D

Advanced

Two Day Law Firm Management Masterclass
London 27 - 28 Mar
Birmingham 29 - 30 Apr
Manchester 22 - 23 May

Project Management

Key skills to enable you to manage work effectively.

6 B D

Intermediate

Project Management for Transactional Lawyers
London 20 Mar

6 C D

Foundation

Case Analysis and Project Management for Junior Litigators
London 21 May

People Management

Courses to help staff at any level understand how to support and manage team members.

6 A B C

Foundation

Legal Aid Supervision: An Introduction
London 14 Mar
Manchester 18 Jun

6 D

Intermediate

Managing and Motivating People
London 3 Apr

Communication Skills

Brush up your oral presentation skills.

3 B C

Foundation

Advocacy and Persuasive Communication
Newcastle 22 Jan pm
London 21 May pm

Financial Management

Ensure your firm's finances are well-managed.

5 C

Intermediate

SRA Accounts Rules: Achieving Compliance
London 6 Feb
Manchester 21 May

6 A

Foundation

Understanding and Interpreting Company Accounts
London 14 May

Compliance

Practical courses that will help you and your firm stay on the right side of SRA and general business regulations.

3 A

Update

SRA Handbook: Are you ready for the changes?

Birmingham 12 Feb pm
Exeter 28 Feb pm
London 7 Mar pm
Southampton 20 Mar pm
Manchester 21 Mar pm
York 28 Mar pm

3 A

Update

Money Laundering Compliance in Private Practice

London 7 Mar pm
Manchester 12 Jun pm

6 A

Foundation

COLPs, COFAs and Managing Compliance 2019

London 13 Mar
Sheffield 20 Jun

5 A

Intermediate

Conflicts and Confidentiality in Law Firms

London 20 Jun

6 B

Foundation

An Introduction to Data Protection and GDPR

London 5 Feb, 20 Jun

6 B C D

Intermediate

Duties of the Data Protection Officer

London 12 Feb, 11 Jun

3 A

Update

Data Protection and GDPR Update 2019

Leeds 7 Mar pm
London 12 Mar pm
Derby 26 Mar pm
Birmingham 4 Apr pm

3 A

Intermediate

Data Protection and GDPR for the Compliance Officer

London 15 Apr pm

3 B D

Foundation

Data Protection: Conducting a Data Audit

London 29 Apr am

3 B C

Foundation

Data Protection: Privacy Notices, SARs, Consent and More

London 29 Apr pm

For In-House Lawyers

Courses designed to help in-house lawyers develop and succeed in their careers.

12 A B C D

Foundation

Essential Toolkit for In-house Counsel

London 19 - 20 Mar

6 B C

Foundation

The Successful In-house Lawyer

London 1 May

6 C D

Advanced

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London 2 May

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