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SEPTEMBER – DECEMBER 2019

# Litigation and Dispute Resolution

Your Training Guide



Central Law Training

# Your Litigation and Dispute Resolution Training Guide

We are pleased to introduce the **September – December 2019 Training Guide**. Are you ready to submit your SRA declaration by **31 October 2019**? Take this opportunity to reflect upon and address your learning and development needs with our extensive range of training courses and webinars, designed to support you in developing and maintaining your professional competence.

**Central Law Training**, the UK's leading provider of post-qualification training for legal professionals provides training **courses, conferences, webinars and e-learning**. These are delivered by expert speakers to help you develop your skills and knowledge.

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.

View our full range of training at [www.clt.co.uk](http://www.clt.co.uk) to ensure you have addressed your learning and development needs by **31 October**.

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

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**BEST SELLER**

## Certificate in Civil Litigation Procedure

12 B

Foundation

Andrew McLoughlin

This two day course is designed for 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 or wishing to change disciplines. It is designed to provide an A to Z of litigation.

Topics covered include:

- Preliminary matters
  - Information required from and to be given to the client
  - Costs considerations
  - Is the claim/defence worth pursuing?
  - Limitation
  - Can it be settled?
  - Pre-action protocols
  - Negotiations and tactics
  - WP and open communications
  - Part 36
- Preparing for litigation
  - Pre-action disclosure
  - Obtaining information from third parties
  - Preserving evidence
  - Pre-action interim remedies
- Starting proceedings
  - Drafting statements of case
  - RFIs
  - Issuing and serving the claim
  - Case management
  - Allocation and directions
- Strike out/court sanctions
- Vexatious applications
- Early judgment
- Summary judgment/strike out
- Default judgment
- Witness statements
  - Preparing statements for interim applications and trial
  - The use of witness summaries
  - Hearsay evidence
- Experts
  - Single joint and separately instructed experts - the practical implications
  - Instructing the expert
  - Without prejudice meetings
  - What can the other side see?
- Disclosure
  - What needs to be disclosed?
  - Available objections
  - Privilege claims
- Preparing for trial

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Manchester	12 - 13 Sep
Birmingham	22 - 23 Oct
London	14 - 15 Nov

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**BEST SELLER****CPR, Civil Litigation and Jackson Update 2019**

6 A

Update

Andrew McLoughlin and Ian Gascoigne

This course has been proven over time to be one of the most reliable tools for the busy practitioner to gather their knowledge. It is a lively and informative review of recent cases which assesses the impact of the Jackson reforms across the CPR.

- Reforms and updates
- Relief from sanctions
- Jackson and costs reforms
- CFAs
- Commercial litigation and specialist divisions
- Pre-action protocols and ADR – costs implications
- Issue, service and acknowledgement of service
- Service out of the jurisdiction
- Case management
- Disclosure, Norwich Pharmacal Orders and privilege
- Striking out/dismissal/default judgment
- Admissions/withdrawal of admissions
- Substitution and amendment of parties/causes of action
- Injunctions
- Witnesses and experts
- Part 36 update and drafting settlement agreements
- Costs and interests
- Enforcement mechanisms
- Appeals and limitation

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Southampton	18 Sep
Birmingham	25 Sep
London	8 Oct
Manchester	18 Oct

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**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.*

It 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

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London	9 Oct pm
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**HOT TOPIC**

## Conducting a Civil Claim from Start to Finish in the Post-Jackson Era

6 B

Foundation

Andrew McLoughlin

This is a comprehensive and common sense course, concentrating on the practical aspects of conducting a civil claim. It is designed to give you a full understanding of how to conduct civil proceedings from start to finish and is regularly revised and updated. It will be particularly of interest to those who are new to litigation, in-house counsel and those returning from a career break.

The course includes:

- Initial instructions and steps
- What to do next in protocol and non-protocol cases
- Obtaining and preparing the evidence
- A brief outline of costs issues
- Negotiations and offers – the different options and tactics
- Part 36 offers and payments – tactics and pitfalls
- Statements of case and starting proceedings
- The tracks and case management
- Interim applications
- Preparing for trial and trial procedure
- Judgment and enforcement

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London 17 Sep  
Manchester 21 Oct

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## Eight Tricky Issues in Civil Litigation **NEW**

5 B

Intermediate

Ian Gascoigne

Running civil claims is a difficult occupation, and things that go wrong are often not the lawyer's fault. Tight deadlines, assertive case-managing judges, awkward opponents and clients whose instructions are not forthcoming quickly enough may be among the causes. While prevention is better than cure, resolving the problem and keeping the case on track is an important part of the litigation lawyer's job.

In this practical course, Ian Gascoigne will look at eight tricky situations a lawyer handling disputes may encounter. He will refer to recent cases and ask how best to get out of them.

The course includes:

- Suing the wrong party
- A wrongly-named defendant
- Budget set too low
- Missing an important deadline
- Declining an offer to mediate
- Late amendments
- Discontinuing a claim
- Co-operation with the other side

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London 22 Oct  
Birmingham 29 Oct

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## Certificate in Debt Recovery

6 B

Foundation

Stephen Allinson

This certificate course is aimed at civil litigators, debt recovery practitioners and paralegals who wish to enhance their understanding of the debt recovery process, from the initial taking of instructions through to enforcement, and develop a comprehensive analysis of this area of law.

It has been designed to take account of the changes to the enforcement regime in recent years, and the ongoing procedural and administrative reforms, including, of course, how the proposed new online court may impact on debt recovery practice. The first half of the course will cover all steps up to obtaining judgment and the second half the important area of enforcing that judgment.

The course covers, among other topics:

- Building a debt recovery practice
- Pre-action considerations
- Analysis of different trading entities
- Taking instructions
- Limitation periods: their relevance in debt recovery litigation
- Issuing proceedings
- Default judgments, summary judgment and striking out
- Costs: who pays? Part 36 offers
- Enforcement

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London

20 Nov

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## Certificate in Costs Law

6 B

Foundation

Andrew McAulay

This practical course is presented by an experienced costs lawyer and lecturer and will provide junior lawyers with a basic knowledge of costs law. It will explain the fundamentals and consolidate knowledge in key areas with some worked examples, giving you the competence and confidence to advise clients and undertake basic applications.

This course will consider:

1. What are legal costs?
2. What is the indemnity principle?
3. How are legal costs assessed? *Standard Basis v Indemnity Basis*
4. What is summary assessment (with practical exercise)?
5. What is detailed assessment?
6. What is provisional assessment?
7. What is costs management (with practical exercise)? How does it interact with detailed assessment?
8. The new era of 'phased' time recoding and the 'J-Codes'
9. Hourly rates – what are the SCCO guideline hourly rates? How do I achieve more than the Guideline Rates?
10. Funding – what are the ways in which to fund litigation?
11. What is proportionality? – Why is it so important?
12. Solicitor/own client costs
13. A look at some key costs law decisions

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See [www.clt.co.uk](http://www.clt.co.uk) for dates

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## Costs Law Update 2019

6 A B

Update

Claire Green

This course is designed to provide an overview of the most recent costs law cases.

It covers a huge range of recent and pending costs law and practice changes. It provides an analysis of the legal developments and considers these in the light of the practical implications for day to day practice.

Specifically we will be looking at the latest developments in the costs and case management regime, solicitor/client costs, assignment issues and Part 36.

*The content of the course  
was very detailed and useful.  
Great insight into the recent changes*

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Manchester 24 Sep  
London 15 Oct

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## Budgeting, Billing and the Electronic Bill

6 D

Intermediate

Claire Green

This highly interactive one day course will update you on the current budgeting regime, including recent cases which impact upon the process and the idiosyncrasies of the budget form.

You will learn 'what can go wrong' so you know what to avoid, and how you can manage the process to ensure a satisfactory outcome for you and your client.

You will learn what accurate time recording really means for your billing and costs recovery, now but even more so in the future.

You will be given an overview of the reasons for electronic billing, why it has come about and have the opportunity to look at the new electronic bill.

Topics covered include:

- What can go wrong in budgeting?
- Complying with the guidance
- Estimating work accurately
- Billing solicitor/client versus inter partes
- The new electronic bill – how it works
  - Does it have benefits?
  - Will it take over the world?

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London 4 Oct

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## Avoiding and Managing Commercial Disputes: A Guide for In-house Counsel

6 B

Intermediate

Helen Swaffield

This course is designed for in-house lawyers who do not have a contentious background. It will assist you to minimise the risk of disputes by identifying risk factors in procurement processes and implementing measures to mitigate these risks. It will help you to deal with disputes as they arise, examining the issues that should be considered, advising on compliance with disclosure obligations and providing strategies to reduce the cost and time incurred. It will reap dividends for a busy in-house lawyer.

Where do the risks occur?

- Transaction
- Counter-party
- Country
- Product
- Process

Dispute Resolution provisions

- DR mechanisms
- Choice of law
- Choice of jurisdiction
- Alternative Dispute Resolution

Preliminary issues to consider when a dispute arises

- Engaging/choosing external lawyers
- Fee Structure
- Managing a litigation budget
- Engaging overseas lawyers: practical tips

Funding litigation, Case Strategy, Disclosure and document management, Privilege, Cross-border disputes

London

5 Nov

## Brexit and Cross-Border Litigation: Implications and Actions **NEW**

6 B

Update

John Walmsley

This course provides an overview of the issues facing cross-border litigation and the impact of Brexit on commercial litigation. The course will consider practical issues and give tips regarding the conduct of litigation with an international element. It will also include a round-up of recent cases.

Topics covered include:

- Forum shopping: main considerations when bringing a commercial claim
- Governing law/choice of law: formal requirements, restrictions, non-contractual obligations, governing law in the absence of choice by the parties, tips for drafting clauses
- Jurisdiction clause: types and tips for drafting;
- Brexit implications: deal or no-deal, transition period and beyond
- Hague Convention: key aspects and considerations
- Anti-suit injunctions: how and when to consider trying to halt proceedings in another EU member state
- Enforcement of judgments in EU member states
- Arbitration agreements
- Interim relief: freezing orders and other reliefs

London

22 Oct

## Consumer Law – Civil Aspects

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 incorporates legislative changes such as those stemming from Brexit.

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
- Consumer Protection from Unfair Trading Regulations 2008 covering:
  - Civil aspects
  - Criminal aspects
- Changes made to the Consumer Rights (Payment Surcharges) Regulations 2012

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London 8 Oct

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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

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Manchester 27 Sep  
Bristol 18 Oct  
London 25 Oct

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## Contract Breach and Termination – Key Remedies for Litigators

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

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London 16 Sep

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### HOT TOPIC

## Damages for Breach of Contract

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 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

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London 3 Oct pm  
Manchester 15 Oct pm

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## 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:

- 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

*A very useful overview of limiting liability, highlighting some important drafting points*

Leeds	23 Sep
London	8 Oct

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CLTA12318

## Certificate in Intellectual Property Law

6 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.

The 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

*This course covered a lot of information.  
Very engaging and knowledgeable speaker.  
Good to get a basic understanding of IP.*

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London

15-16 Oct

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## Insolvency and Recoveries Update 2019

3 A B

Update

Stephen Allinson

This area of law has undergone its most significant period of change in over 30 years on many levels and is very much at the centre of the Government's corporate governance agenda.

This course, presented by leading insolvency expert and lawyer Stephen Allinson, provides an essential guide to all the case law and legislative developments in the last 12 months. It is an essential refresher for anyone who practises in this area to keep you fully up to date whether in the non-contentious or contentious fields. It will explain and set in context all that is taking place and explore the implications for your clients.

The course will cover:

- The 2016 Rules – how are they bedding in?
- Corporate Rescue Procedures – the up to date law and practice
- Directors and insolvency – a brave new world?
- Personal insolvency overview – what's new?
- The seminal cases in the insolvency world from the last 12 months; trends and policies

London

30 Oct pm

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- **FREE** online tool to track and manage your training

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[www.clt.co.uk/membership](http://www.clt.co.uk/membership)

CLTA12320

## 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. 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. There is a complementary [Certificate in Insolvency Litigation](#) (see page 19) and the two courses will provide a complete overview of insolvency law and practice.

At the end of the course, delegates will be in a position to advise their clients on the law and practice in both corporate and personal insolvency as well as understanding how restructuring fits into the area.

- An introduction to the different insolvency regimes (personal and corporate)
- Administration law generally to include 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 – his role and duties, and what happens if you are dissatisfied?
- Remuneration issues for lawyers and creditors

*Thanks for a really great course. Very enjoyable and really helpful.  
I came away feeling excited about the subject.*

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London

25 Sep

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## 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.

The course covers:

- Using insolvency as a debt recovery tool – the latest law and practice
- The Insolvency Practitioner's roles and duties 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. The latest law and practice on wrongful and fraudulent trading and misfeasance.
- Do some of the recent changes assist recovery opportunities?
- Director disqualification – a new tougher regime?
- Other post insolvency remedies including preferences, transactions at an undervalue, transactions to defraud creditors and illegal dividends. Much talked of, but how do they work in practice?
- Funding or assigning insolvency litigation; the changing landscape. What are the current opportunities?

The emphasis will be on practical application and will include an analysis of recent legislation and case law and how the landscape has changed through these developments.

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

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London

9 Oct

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**BEST SELLER**

## Contentious Probate and Will Disputes: Developing Your Knowledge

5 A B

Foundation

Richard Land

Unlike some other litigation, contentious probate and will disputes are increasing year-on-year. This course is designed for litigators who wish to develop their knowledge in this field and enable them to start to build a practice in an area which is both interesting and challenging in equal measure.

The course will cover both legal and practical issues:

- Different types of claim
- Probate and intestacy
- Standing searches, caveats, warnings and appearances
- Challenging a will
- Inheritance Act claims: factors to consider, pre-action steps, the effect of prenuptial agreements, dispositions intended to defeat claims
- Cost and case management
- When to mediate and when not to?
- Costs: usual rules and exceptions, Part 36 offers and conduct of parties
- Potential claims against solicitors for negligent will drafting and advice

*The speaker was very engaging and relevant and involved the attendees to interact during the presentation*

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Birmingham	17 Sep
Manchester	14 Oct
London	20 Nov

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## Contentious Probate: Current Issues and Problem Areas for Practitioners

5 B

Intermediate

Luke Harris

Contentious probate is an expanding area of practice. This course equips practitioners to advise personal representatives, beneficiaries and potential claimants with confidence and is equally suitable for contentious and non-contentious probate practitioners and civil litigators who seek a greater understanding of the issues involved.

It will include a review of developments and relevant case law over the last 5 years, a consideration of preparation of cases, and practical obstacles and how to overcome them.

The course will cover:

- The probate jurisdiction of the court
- Issues as to formal validity of wills: testamentary intention and due execution
- Probate claims based upon testamentary incapacity, want of knowledge and approval, undue influence and forgery
- Interest claims
  - Evidence
  - Practice and procedure in probate claims
  - Costs in contentious probate claims

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Bristol	17 Sep
London	25 Sep
Newcastle	3 Dec

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## 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

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

London

16 Oct

## Central Law Training On-site courses provide:

### Tailored learning

All On-site Training can be fully tailored to suit your firm's exact requirements

### Cost-effectiveness

If you have four or more people attending, On-site Training will be cost-effective

Up to 25 delegates can attend your On-site course with no additional fee

### Confidentiality

The opportunity to cover potentially sensitive subjects

### Flexibility

You can decide the best time and location for your organisation

For more information visit  
[www.clt.co.uk/on-site](http://www.clt.co.uk/on-site)

CLTA11829

BEST SELLER

# 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.

Alison Green LL.M., barrister of 2 Temple Gardens, who specialises in insurance and reinsurance law, will conduct the course and give practical tips on approaching insurance contracts and on the resolution of insurance disputes.

## 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

## Terms in the insurance contract and how they have been affected by the legislation in the previous section

- 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

London

9 Oct

**HOT TOPIC****Certificate in Commercial Property Litigation**

12 B

Foundation

Mark Shelton

Commercial landlord and tenant law and practice remains a complex area of law, presenting many legal and practical challenges. As a commercial property litigator, it is essential you maintain an effective, up-to-date understanding of legislation and procedure.

In this course, you will be taken through an in-depth review of the Landlord and Tenant Act 1954. This Act is fundamental to the management of commercial property, and from it a large proportion of your work is undoubtedly derived. However, as it is a highly technical piece of legislation, there are many traps for the unwary.

This course will give you a firm grounding in the core areas for commercial property litigators, starting with the 1954 Act and covering common areas of dispute, including:

- The basic concepts of the 1954 Act: What is a 'business lease'? Who is the 'competent landlord'?
- Procedure, and renewal terms
- Tactics and requirements for opposing lease renewal
- Service charges – common causes of dispute, the code and s 20 consultation in mixed use developments
- Enforcement of leasehold covenants – the pre-1996 and post-1995 regimes
- Break options – drafting and serving notices, payment of rent and interest, conditional clauses
- Interpreting repairing covenants, and conducting and settling dilapidations claims
- Obtaining landlord's consents: formalities and pitfalls
- Trespassers – efficient conduct of court procedures, and adding value with practical measures for eviction and preventing recurrent occupations
- Avoiding inadvertent waiver of the right to forfeit, and a guide through the variety of relief jurisdictions

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 London

 23 - 24 Sep
 

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## Certificate in Construction Law

12 B

Foundation

Darryl Royce

This two day course provides an introduction and overview of construction law and practice.

The course is aimed at lawyers who are looking to develop a practice in construction law and experienced construction professionals who wish to deepen their understanding of the law.

It will explain the different types of construction contract that you will encounter in practice – procurement, traditional and design & build, as well as examining partnering and collaborative contracts and those regulated by Housing Grants, Construction & Regeneration Act 1996.

### Day One

- Formation of contracts
- Contract documents
- The standard forms
- Implied terms
- Subcontracts & works contracts
- Collateral warranties and performance bonds
- Working with others
- Interim & final payments
- Changes & variations

### Day Two

- When things don't go to plan
- Liquidated damages
- Practical/substantial completion
- Defects liability or rectification period
- Indemnity & insurance
- Termination
- Contractors' claims
- Notices
- Delay, disruption & acceleration
- Extensions of time
- Concurrent delay
- Issues arising from disruption via multiple causes
- Ownership of float
- Proof of causation – critical path method
- Expert evidence
- Direct & indirect costs and interest
- Compromises
- Time bars & final certificates
- Smash & grab claims
- Dispute resolution – the options available
- Litigation tactics

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Manchester 16 - 17 Oct  
London 20 - 21 Nov

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## Construction Law Update 2019

3 B

Update

Darryl Royce

This half-day course is presented by leading construction barrister Darryl Royce. It will explain the main developments in construction law over the past 12 months and review the most important cases.

It will focus in particular on:

- Tortious duties of care – when mates fall out
- Unfair contract terms – effect of negotiations
- Payment – notices
- Limitation – NHBC scheme
- Extensions of time – contiguous or what?
- Global or total cost claims – any distinction?
- Performance Bonds – need for determination by engineer?
- Insolvency – genuine cross-claim?
- Third party costs orders – when can the discretion be exercised?
- Total failure of consideration – the correct approach?
- Statements of case – amendment after expiry of limitation period
- Adjudication
- Pre-action protocol – the amendments
- Expert witnesses – need for independence
- Contractors' design obligations – the Supreme Court speaks

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London

23 Oct pm

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## Concurrent Delay & Construction Insurance

3 B

Intermediate

Darryl Royce

This course will comprise a survey of the difficulties that can arise from contractors' claims where there is or may be an element of concurrent delay and insurance problems. There will be a review of all the most important cases.

**Concurrent delay:**

- Extensions of time and loss and expense/compensation generally: the JCT, ICC, NEC and FIDIC standard forms
- Gross and net extensions of time
- The authorities
- The origins and development of concept of concurrent delay: the dominant cause test
- Contiguous and non-contiguous extensions of time

**Insurance:**

- Proof of causation
- Effect of contractual provision for insurance
- Need for damage
- Accidental damage
- Categories of insurance: liability to third parties, material damage and consequential loss
- Excess and aggregation
- Notice of claims and conditions
- Comprehensive project insurance
- Insurance Act 2015

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London

23 Oct am

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## Case Analysis and Project Management for Junior Litigators **NEW**

6 C D

Foundation

Iain Campbell

Seeing beyond the 'issues' to the practical (and cost) implications as a case progresses to trial can be challenging for litigators at an early stage of their careers. This case-study based course, designed to raise your commercial awareness and budgeting skills, will help you to develop an understanding of litigation as a project to be managed cost-effectively.

The course will cover:

- Pre-action behaviour
- Tactical offers
- Estimating your own fees and costs reliably
- What success really looks like

You will learn how to:

- Establish a case theory (what do we need to prove to win?)
- Identify the required steps in an action
- Plan the case as a project (key stages and when to take them)
- Deliver value for money to your clients

---

London

10 Oct

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## Drafting Effective Witness Statements

3 B

Intermediate

Helen Swaffield

This half day course provides an essential guide to drafting a compliant and compelling witness statement. It is suitable for all litigators.

- First interview and memory jogging
- Assessing credibility and familiarisation
- Your words in their mouth
- Drafting from proof to statement: structure and exhibits
- Dealing with difficult areas
- Illegally obtained evidence
- Managing costs and costs assumptions
- Hostility and summons
- Overseas witnesses
- Hearsay
- Opinions and value judgments
- Court guides about exhibits

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London

22 Oct am

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## Interviewing Witnesses: How to Unlock Their Memories

6 C D

Intermediate

Geoff Coughlin

The SRA Competence Statement makes it clear that solicitors must be capable of “obtaining relevant information through effective use of questioning and active listening”. This is sometimes easier said than done when the events in question took place several years before.

This course teaches you how to use techniques based on cognitive interviewing that really work in getting information out of witnesses.

It uses a series of memory retrieval techniques to increase the amount of information that can be obtained from a witness or client.

Cognitive interviewing is successfully used in some of the largest UK law firms and will increase the completeness and accuracy of what your witnesses can remember, helping them to remember clearly things that happened many months, or even many years ago. It will also enable you to:

- Assess litigation risks and make decisions about a case
- Prepare cases and take statements based on the full facts
- Obtain up to 40% more relevant information
- Obtain uncontaminated evidence from witnesses
- Obtain more facts and details from witnesses first time, reducing the need for costly re-interviews

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London 30 Oct

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## Preparing For and Conducting Negotiations **NEW**

3 C D

Foundation

Fred Motson

This course will focus on improving practical negotiation skills. It will cover both preparation for negotiations and the conduct of a negotiation itself.

The former will include: discussion and advice regarding planning and structuring negotiation; identifying optimal outcomes; an overview of negotiation styles and strategies; and how to choose an appropriate approach for a particular negotiation. We will then go on to consider how to conduct a negotiation, including improving communication skills, using effective questioning, dealing with nerves and making and responding to offers.

The course will include:

- Planning to negotiate and identifying a satisfactory outcome
- Negotiation styles and strategies
- Choosing your strategy
- Verbal and non-verbal communication during a negotiation
- Exploring the issues and getting to yes
- Nerves and when things go wrong
- Offers and agreement

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London 18 Sep am  
Manchester 15 Oct am

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## Advocacy Before the District Judge **NEW**

6 B

Foundation

Iain Campbell

Aimed at newly or recently qualified solicitors, this course provides an opportunity to prepare and try out your advocacy in a simulated court room. You will learn how to plan and deliver your submissions and rebut your opponent's submissions, as well as courtroom etiquette, persuasiveness and thinking 'on your feet'.

Using realistic case studies, advocates will prepare and deliver (or oppose) typical contested applications, in a risk-free environment, including summary judgement/striking out, disclosure of documents and Requests for Information.

You will also learn about the court's case management powers, Rules and Practice Directions relating to applications, and deciding what you must prove.



*A very useful and informative course, will be very beneficial going forward*

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London 13 Nov

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## Advocacy and Persuasive Communication **NEW**

3 B C

Foundation

Fred Motson

This course will focus on improving practical advocacy skills. It is suitable for both those with no previous advocacy training/experience or for those who wish to build on what they have learned from courses such as the LPC.

The course begins with an interactive discussion as to the importance of good advocacy and its use both in and out of courtroom environments. We will then go on to work on key foundation competencies required for advocacy, with an emphasis on allowing delegates to practice their own skills and receive feedback in a supportive and risk-free environment. A broad approach will be taken, with the intention of improving confidence, public speaking skills and the ability to mount a persuasive argument. This is intended to make this course valuable to not only those who use or intend to use such skills in court but also professionals looking to improve these skills for use outside of the courtroom.

This course will include:

- What is advocacy and why is it important?
- What makes a good advocate?
- Preparing to advocate
- Public speaking as a skill
- Verbal and non-verbal communication
- Making your submissions persuasive
- Nerves and when things go wrong

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London 18 Sep pm  
Manchester 15 Oct pm

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## Making a Success of Every Interim Application **NEW**

6 B

Advanced

Helen Swaffield

This is the ideal course for busy practitioners looking to re-acquaint themselves with the latest authorities in making applications. It aims to be practical, with checklists and recent examples of using the Civil Procedure Rules to best tactical advantage.

Topics covered will include:

- Setting aside judgment in default
- Security for costs
- Summary judgment
- Striking out
- Abuse of process
- Interim payments
- Removal/change of an expert
- Stay for alternative dispute resolution
- Case management
- Privilege
- On notice injunctions
- Without notice applications
- Summary assessment of costs

London

22 Nov

## A Practical Guide to Using Mediation Successfully

5 C D

Foundation

Iain Campbell

Settling a case on good terms by mediating is what parties hope for, but the process can end in disappointment through inexperience and lack of proper preparation.

This introductory seminar, presented by an experienced mediator and litigation lawyer, is aimed at recently qualified solicitors who know the principles of mediation but wish to improve their negotiation skills. The seminar will address key issues including:

- Your client's interests – deciding what a case is worth, and what to be willing to settle for
- What to expect from the other side and how to persuade them
- Managing your client's expectations
- Why some mediations don't work out

Using case-studies and exercises this practical seminar will cover:

- Mediation – the principles and process
- How to prepare – before the meeting, and on the day
- Negotiating tactics
- Coping with mediators
- Focusing on realistic case assessment and target settlements

See [www.clt.co.uk](http://www.clt.co.uk) for dates

## Disciplinary and Regulatory Proceedings: Enforcing Professional Duties and Obligations

6 B

Intermediate

David Travers QC

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

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Birmingham 17 Oct  
London 23 Oct

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## Professional Negligence Update

5 B

Update

Andrew McLoughlin

This course will focus on developments in professional liability, including both negligence and contractual liability, as reflected by appellate court case law over recent years.

You will gain an understanding of professional liability, the duty of care, the standard of care, causation, loss of chance, and limitation in a number of professions, with a particular emphasis on solicitors' and barristers' liability, but including some coverage of surveyors, accountants' and insurance brokers' claims.

A large number of the principal cases in this complex field shall be discussed. There will also be a practical session focusing on a recent case that raises many issues covered in the course.

Finally, delegates will receive an insight into the implication for professional liability practitioners of the Jackson reforms, *Mitchell v News Group Newspapers [2013] EWCA Civ 1537* and subsequent cases.

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London 18 Sep

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**HOT TOPIC**

## Tricky Problems in Professional Negligence

6 B

Intermediate

Helen Swaffield

This course reviews the latest cases on professional negligence across the financial, legal, construction and similar sectors. It also provides a review of typical procedural problems using the Civil Procedure Rules.

Topics covered will include:

- Evidencing breach
- Is there a duty of care?
- The tortious measure in property negligence – difference in value
- Cost of cure
- The special relationship for pure economic loss
- The Saamco cap following BPE v Hughes Holland
- Using the retainer to enable loss of profit and other consequential loss
- Mitigation requirements
- Remoteness problems
- Loss of a chance calculations
- Losses capped by the exclusion clause
- Aggregation
- Issue-based summary judgment
- Part 36 in the pre-action protocol

## Regulatory Law in the Healthcare Professions

3 B

Intermediate

Andrew Crammond

This course focuses upon regulatory law and principles specific to the healthcare professionals. The course is aimed at those already practising in the field of regulatory law in the healthcare professions, whether in private practice or within a regulatory body.

This course will include:

- Background to the various healthcare regulatory bodies, their scope and aims
- Introduction to rules and procedure in the healthcare regulatory bodies
- The applicable legal principles in the healthcare regulators
- Managing the client and practical initial steps
- Understanding and avoiding the risks
- Updates and opportunities going forward

*Excellent presenter who brought the subject to life. Great insight on a challenging but interesting area of law*

London

4 Nov

London

8 Nov am

## Certificate in Sports Law

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

*Really interesting. Gregory is a true expert on Sports Law.*

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London

13 Dec

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## 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

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Manchester 30 Sep pm

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## 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

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Manchester 30 Sep am

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**HOT TOPIC****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.

This course will include:

- 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

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London 26 Sep

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**The Duty of Candour NEW**

6 B

Intermediate

David Travers QC

**The legal basis of the Duty of Candour**

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Who is a 'registered person'?
- What amounts to 'an open and transparent way'?
- What is the difference between 'relevant persons' and 'service users'?
- What is a 'notifiable safety incident'?
- What amounts to 'as soon as reasonably practicable'?
- How to give notice orally and in writing?
- How to support the recipient?

**Consequential issues**

- The challenge of recipients without capacity
- The challenge for corporate governance
- The impact of the duty on:
  - Future litigation
  - Insurance cover
  - Professional misconduct proceedings

**Guidance from the regulators**

- The professional regulators:
  - General Medical Council (GMC)
  - Nursing and Midwifery Council (NMC)
  - General Dental Council (GDC)
- The wider guidance: Care Quality Commission and Department of Health
- Is complying with guidance always enough?

**How to apply the duty of candour in practice: case study**


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Manchester 9 Oct  
London 29 Oct

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## Certificate in Personal Injury

12 A B

Foundation

Orlando Holloway

*Accredited by APIL Training*

This is a structured two 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 who have had little or no grounding at the academic stage, for those returning after a career break and those wishing to change specialisms.

The course will include:

- Grounds for Personal Injury liability
  - Road Traffic accidents
  - Accidents at work
  - Occupiers Liability
  - Children
  - Claims for psychiatric injury
- Statements of Case
  - Analysing fact, evidence and law
  - Preparation of particulars of claim and a case study workshop
- Pre-action protocols
- Funding – Conditional fee arrangements
- Part 36 offers
- Issuing court proceedings
- Small, fast and multi track claims
- The effective use of directions questionnaires
- Interlocutory matters
- Disclosure – lists of documents
- Selecting and instructing expert witnesses
- Quantum
  - Heads of damage
  - Schedules of loss
- Preparation for trial
  - Witness statements
  - Expert evidence

*Well structured course delivered by a knowledgeable practising professional*

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London

10 - 11 Oct

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## Personal Injury Update 2019

6 A B

Update

Andrew McLoughlin

This course will provide you, as a busy personal injury practitioner, with a comprehensive update and some suggestions for an innovative approach to personal injury litigation. It will provide greater awareness of current authorities in the Supreme Court and Court of Appeal and the changing landscape on public policy. The course will also look at practical solutions for practitioners and doing the best for your client. You will gain a working knowledge of the Ogden Tables and issues relating to life expectancy.

The course will include an overview of:

- Essential Procedural Updates
- Service
- Part 36
- Admissions
- EL Regulations
- Work Equipment
- Construction Regulations
- Employers Liability
- Vicarious Liability
- Protection from harassment
- RTA
- Insurance Issues
- General Liability Issues
- Occupiers Liability
- Public Liability
- Suicide
- Criminal Liability for Accidents at Work
- Funding
- CFA's
- Quantum Update

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Manchester 14 Oct

## Damages: Dealing with Higher Value PI Claims

6 A B

Intermediate

Thomas Wood

*Accredited by APIL Training*

This workshop is designed to provide those moving on from lower to higher value PI claims with a thorough and practical grounding in assessment of damages and the relevant practice and procedure.

It will suit both claimant and defendant practitioners and will examine the following, by reference to recent case law:

- Types of injury
- Problems with causation
- Choosing appropriate experts
- What are the heads of damage?
- Putting together a schedule
- The defendant's perspective
- Types of damages awards
- Interest
- CRU

*Good discussion of how to run a case with high value and what is needed from both the claimant and defendant's point of view.*

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London 4 Oct

## Certificate in Clinical Negligence

6 A B

Foundation

Linda Lee

*Accredited by APIL Training*

This one-day course is aimed at those who are new to clinical negligence and keen to develop their expertise or as a refresher for those who wish to return to this area of practice.

The course is presented by expert clinical negligence lawyer, former President of the Medico-Legal Society and AvMA consultant, Linda Lee. It will explain the law and help you to develop the practical skills you require to become an expert in this field. It will also demonstrate how to run claims profitably whilst delivering an excellent service to your clients. Consideration will also be given as to how you will develop your career in clinical negligence in what is a very competitive market.

The course covers the following:

- The law
- Assessing quantum-special considerations in clinical negligence claims
- Running a claim
- Litigation
- Developing a clinical negligence practice and career development

*Extremely helpful and informative. Linda Lee is very engaging and explanations were very comprehensive*

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London

2 Oct

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## Inquests: A Practical Guide

3 B

Intermediate

Sheriff Payne

*Accredited by APIL Training*

The circumstances of nearly 8% of all deaths are considered in detail at inquests held by Coroners. Such hearings are often the only opportunity for the family and the public to find out what happened and provide a challenge to those representing them or clients whose conduct may be called into question.

A representative at an inquest will be able to assist the client, assess the weight of the evidence, identify the strengths and weaknesses of the case for or against the client in allied proceedings and advise them accordingly.

The law, practice and procedure relating to inquests is unique. This practical and comprehensive course is an essential guide to practitioners who have a basic understanding as well as those who have experience of this field of law.

By attending this course you will learn:

- The role, duties and powers of the Coroner
- Coronial law in outline
- Who are interested persons
- The rules of evidence and disclosure
- Procedure at the inquest hearing
- Types of conclusions or verdicts
- Conclusions incorporating neglect
- Inquests and conclusions that comply with Human Rights legislation
- Proceedings to review an inquest or a Coroner's decision

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London

15 Nov am

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## Introduction to Personal Injury

New inspirational e-learning course

**A comprehensive and enjoyable introduction to the key principles and processes involved in personal injury litigation practice.**

- ✓ Provides an understanding of the whole claims process with crucial timelines and deadlines
- ✓ Ensures consistency of training across your team enabling them all to add value by developing their understanding of personal injury practice
- ✓ Intensely practical – full of interactive activities
- ✓ Completely flexible – can be accessed any time, any place
- ✓ A new approach to legal training offering an engaging and interactive modular course that legal professionals will really want to take

**For further information and a free preview of the course content please contact:**  
wendy.harbottle@clt.co.uk

CLTA12324

**BEST SELLER**

# Private Client Conversion Course

27 **A** **B**

Intermediate

Caroline Bielanska, Ian Bond, Linda Pratt, Rebecca Sharp

This course is designed to bring delegates up to a basic level of competence in private client work. It is suitable for practitioners in any field wishing to change specialisms and also for trainees as it assumes no knowledge at the outset. There will be practical exercises and case studies throughout with plenty of opportunity for questions and discussion. Accompanying the course materials will be a resources pack with forms, guidance and other materials.

**Day 1: Will Drafting and Basic Tax**

Includes structure and specific clauses, IHT and CGT and variations and disclaimers.

**Day 2: Trusts**

Includes principles and essential elements for creating trusts, taxation and drafting lifetime trusts and a look at the intestacy rules.

**Day 3: Advising Elderly Clients**

Includes the Mental Capacity Act 2005, the Code of Conduct, assessing mental capacity, Lasting Power of Attorney forms and nursing care funded by NHS.

**Day 4: Probate and Administration of Estates**

Includes property passing outside the will/intestacy, preparing the IHT205/IHT400, oaths, tax during the administration of estate, finalising IHT and estate accounts.

**Day 5 AM: Workshop of Practical Exercises and Case Studies**

This will provide an opportunity to review your learning over the course and look at detailed case studies with worked examples. Feedback from earlier events shows this is a much needed exercise in consolidation.

**Day 5: Fee Charging for Private Client Work**

Using the course case studies Linda will explain her approach to the challenging exercise of setting an effective fee charging structure.

**£1012.00 + VAT Package price**

£1147.50 + VAT CLT Members/£2295.00 + VAT Non-members

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London	25-29 Nov
Birmingham	2-6 Dec

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## Legal Aid Supervision: An Introduction



Foundation

Vicky Ling and Matthew Moore

This course has specifically been designed for those who are stepping into the role of legal aid supervisor or deputy for the first time.

The course has been written with the demands upon supervisors under the SQM/ Lexcel and legal aid contracts in mind, and explains the role of the legal aid supervisor and the management skills needed to be effective.

- It meets the generic requirements for supervisor status on page one of the LAA Supervisor Form
- Meets the supervisor standards for crime contracts 2017
- Meets the supervisor standards for civil and family contracts 2018
- Covers supervision requirements in current legal aid contracts
- Covers SQM 2017 and Lexcel 6.1 requirements for supervision and file review
- Provides levels of competence as required by the SRA competence statement
- Practical supervision – day-to-day techniques for better file compliance
- Hints and tips for dealing with legal aid audits
- Building relationships and credibility
- Time management

*Worth every penny!  
Both speakers were fabulous in delivery and content.*

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London      17 Sep  
Birmingham      8 Oct

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## Webinar Highlights

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One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit [www.clt.co.uk/webinars](http://www.clt.co.uk/webinars)

B

Update

### Litigating Against a Self-Represented Opponent

Ian Gascoigne

In this webinar Ian Gascoigne examines the issues around litigating against a self-represented opponent, also looking at the recent cases and asking how lawyers can best handle such situations.

B

Update

### Checking up on Your Boilerplates

Helen Swaffield

This webinar provides a guide to the current issues that you should have in mind when drafting boilerplate clauses and is suitable for all contracts lawyers.

B

Foundation

### Predictive Coding and Artificial Intelligence in Civil Litigation

Andrew McLoughlin

This webinar explains the nature and extent to which predictive coding and artificial intelligence can be used in the modern litigation world and addresses its use bearing in mind the implementation from January 2019 of the Business and Property Court disclosure pilot. It comes complete with a detailed set of notes and cases where such tools have been used to assist the disclosure process.

A

B

Update

### Limitation of Liability 2019

Helen Swaffield

This webinar updates commercial practitioners and litigators on the stream of recent cases that have changed the landscape for the enforceability of exclusion clauses.

## Management and Personal Skills Training

### Management and Strategy

6 A C D Intermediate  
**Preparing for Partnership**  
 London 11 Nov

12 C D Advanced  
**Two Day Law Firm Management Masterclass**  
 London 3 - 4 Dec

6 C D Advanced  
**Management Course Stage 2: Developing the Manager**  
 London 8 Oct

### People Management

6 A B C Foundation  
**Legal Aid Supervision: An Introduction**  
 London 17 Sep  
 Birmingham 8 Oct

6 D Intermediate  
**Supervision: Essential Skills for Lawyers**  
 London 23 Oct

6 D Intermediate  
**Managing and Motivating People**  
 Birmingham 8 Oct  
 London 15 Oct

6 D Intermediate  
**Performance Management in Legal Practice**  
 London 26 Sep

6 B Update  
**Performance Management and Capability Procedures: Making Them Work**  
 London 24 Sep

### Financial Management

6 A Foundation  
**Understanding and Interpreting Company Accounts**  
 Manchester 17 Oct  
 London 28 Oct

5 C Intermediate  
**SRA Accounts Rules: Achieving Compliance**  
 London 19 Sep

3 A C Update  
**Getting to Grips with the New SRA Accounts Rules**  
 Birmingham 17 Oct pm  
 London 24 Oct pm

### Compliance

3 A Update  
**SRA Handbook: Are you ready for the changes?**  
 Bristol 10 Sep pm  
 Cambridge 2 Oct pm  
 Carlisle 16 Oct pm  
 London 16 Oct pm, 6 Nov pm  
 Birmingham 31 Oct pm

3 A Update  
**Money Laundering Compliance in Private Practice**  
 Leeds 11 Sep pm  
 Birmingham 18 Sep pm  
 London 24 Sep pm

**6** **A** Foundation  
**COLPs, COFAs and Managing Compliance 2019**  
**Birmingham** 2 Oct  
**Manchester** 3 Oct  
**Leeds** 15 Oct

**6** **B** Foundation  
**An Introduction to Data Protection and GDPR**  
**London** 18 Sep, 4 Dec  
**Cambridge** 3 Oct

**6** **B C D** Intermediate  
**Duties of the Data Protection Officer**  
**London** 23 Oct

**3** **A** Update  
**Data Protection and GDPR Update 2019**  
**Manchester** 12 Sep pm  
**London** 9 Oct pm  
**Birmingham** 30 Oct pm

**3** **B D** Foundation  
**Data Protection: Conducting a Data Audit**  
**London** 16 Oct am

**3** **B C** Foundation  
**Data Protection: Privacy Notices, SARs, Consent and More**  
**London** 16 Oct pm

**3** **A D** Foundation  
**Data Protection and Cyber Security**  
**Birmingham** 23 Sep pm  
**London** 24 Oct pm, 10 Dec pm

## Personal Skills

**6** **C D** Foundation  
**Case Analysis and Project Management for Junior Litigators**  
**London** 10 Oct

**3** **C D** Foundation  
**Preparing For and Conducting Negotiations**  
**London** 18 Sep am  
**Manchester** 15 Oct am

**3** **B C** Foundation  
**Advocacy and Persuasive Communication**  
**London** 18 Sep pm  
**Manchester** 15 Oct pm

**3** **B D** Intermediate  
**Drafting Legal Documents for Lawyers**  
**London** 19 Sep pm  
**Birmingham** 4 Dec pm

**6** **B D** Intermediate  
**Project Management for Transactional Lawyers**  
**London** 17 Sep

**5** **C** Intermediate  
**Getting the Very Most Out of Your Day**  
**Birmingham** 15 Oct  
**London** 19 Nov

**3** **A C D** Foundation  
**Effective Complaints Handling**  
**London** 12 Nov pm

## For In-House Lawyers

**12** **A B C D** Foundation  
**Essential Toolkit for In-house Counsel**  
**London** 7-8 Oct

**6** **C D** Foundation  
**The Successful In-house Lawyer**  
**London** 16 Oct

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