



Accredited for CPD by the Solicitors Regulation Authority, the Bar Standards Board, the Institute of Legal Executives, the Pensions Management Institute and the Council for Licensed Conveyancers

# **BPP Professional Development**

## **Management courses stage 1 & 2**

### **2010 Programmes**



Attendance at **Management Course Stage 1** is mandatory for all Solicitors who are in years 1 to 3 post qualification. However, if you are in your **third year** post admission, you need to attend this course before **31 October 2010**, i.e. before the end of the current CPD year. Our popular course is available at numerous locations and dates in 2010 and is also available specifically tailored to in-house lawyers.

Once you have attended this compulsory course, book your place on our advanced course **Management Course Stage 2** - the second stage of your management skills development.

These highly interactive courses will provide grounding in some of the key areas of law firm management AND will inspire you to make a valuable contribution to the way firms are managed for future success.



### Management Course Stage 1 (For Solicitors 0-3 years Qualified)

This highly interactive workshop provides grounding in some of the key areas of law firm management and will inspire recently qualified solicitors to take a real interest in the way firms are managed for future success.

Our course is accredited by the Solicitors Regulation Authority and introduces and explains all the vital management issues you could face during your professional career, including finance, marketing, and people management.

#### Learning Objectives

By the end of this course delegates should be able to:

- Identify the key issues affecting the profitability of a law firm
- Classify what financial information fee earners need and how should they use it
- Effectively manage law firm finance
- Demonstrate good client care and marketing
- Create effective teams and know how to motivate staff
- Delegate effectively
- Supervise efficiently

#### Cost

£190 + VAT including lunch, refreshments and materials

#### Locations and dates

|            |             |             |             |
|------------|-------------|-------------|-------------|
| Birmingham | 02 Feb 2010 | 11 Jun 2010 | 11 Oct 2010 |
| Bristol    | 07 Sep 2010 | 07 Oct 2010 |             |
| Leeds      | 13 Apr 2010 | 02 Sep 2010 | 02 Dec 2010 |
| London     | 26 Jan 2010 | 11 Feb 2010 | 03 Mar 2010 |
|            | 31 Mar 2010 | 22 Apr 2010 | 06 May 2010 |
|            | 07 Jun 2010 | 20 Jul 2010 | 19 Aug 2010 |
|            | 03 Sep 2010 | 21 Sep 2010 | 05 Oct 2010 |
|            | 14 Oct 2010 | 26 Oct 2010 | 17 Nov 2010 |
|            | 06 Dec 2010 |             |             |
| Manchester | 23 Feb 2010 | 20 May 2010 | 06 Sep 2010 |
|            | 05 Oct 2010 | 20 Oct 2010 | 14 Dec 2010 |
| Newcastle  | 07 May 2010 | 08 Oct 2010 |             |

#### Time

9.30am - 5.00pm

7 CPD Hours (includes one hour of pre-course work)

*This course satisfies the Solicitors' Code of Conduct Rule 5 for solicitors who manage or supervise staff.*

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## Management Course Stage 1 - For In-House Lawyers (0-3 years Qualified)

We also offer this Solicitors Regulation Authority accredited course designed specifically for in-house lawyers whether in the public sector or industry. It will give you an introduction to the management issues relevant to an in-house department and the associated personal management skills.

### Learning Objectives

By the end of this course delegates should be able to:

- The different purposes and roles of an in-house lawyer
- Understanding the internal client
- Business and legal risk management
- Effective communication skills of listening, building rapport and influencing
- How to lead when you are not in charge
- The four steps to becoming a trusted adviser
- Setting objectives
- Leadership and management skills
- Managing people
- Managing external legal advisers

### Cost

£190 + VAT including lunch, refreshments and materials

### Locations and dates

|            |             |             |             |
|------------|-------------|-------------|-------------|
| London     | 02 Feb 2010 | 19 May 2010 | 12 Jul 2010 |
|            | 10 Sep 2010 | 15 Oct 2010 | 15 Dec 2010 |
| Manchester | 18 May 2010 | 29 Sep 2010 | 06 Dec 2010 |
| Newcastle  | 25 Jun 2010 |             |             |

### Time

9.30am - 5.00pm

7 CPD Hours (includes one hour of pre-course work)

*This course satisfies the Solicitors' Code of Conduct Rule 5 for solicitors who manage or supervise staff.*

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## Management Course Stage 2

Once you have attended the compulsory Management Course Stage 1, why not update your management skills with our advanced course Management Course Stage 2?

The future of a law firm is too important to leave to chance; effective practice management and exceptional client care are the cornerstones that underpin the competitive differentials of all successful firms. This course will focus on leadership and strategic planning that is a necessity and provides a sense of purpose to client care and marketing - key facets of successful law firm management.

### Learning Objectives

By the end of this course delegates should be able to:

- Discuss with confidence the three cornered approach to the complete leader
- Know how to turn the classical SWOT from an analytical tool into an effective strategy
- Demonstrate the transition curve to enable the more successful management of change
- Understand how to implement marketing initiatives that work

### Cost

£190 + VAT including lunch, refreshments and materials

### Locations and dates

|            |             |             |             |
|------------|-------------|-------------|-------------|
| Birmingham | 22 Sep 2010 |             |             |
| Bristol    | 07 Oct 2010 |             |             |
| Leeds      | 29 Apr 2010 | 21 Sep 2010 |             |
| London     | 23 Mar 2010 | 16 Jun 2010 | 25 Aug 2010 |
|            | 28 Sep 2010 | 29 Oct 2010 | 09 Dec 2010 |
| Liverpool  | 30 Sep 2010 |             |             |
| Manchester | 10 Feb 2010 | 29 Jun 2010 | 22 Sep 2010 |
|            | 27 Oct 2010 |             |             |

### Time

9.30am - 5.00pm

6 CPD Hours

*This course satisfies the Solicitors' Code of Conduct Rule 5 for solicitors who manage or supervise staff.*

# BPP Membership Scheme

To take advantage of discounts on our other CPD courses why not also join our membership scheme. For more information:  
visit [www.bpp.com/pd/membership](http://www.bpp.com/pd/membership) or call: 0845 226 2422

BPP Professional Education help people and businesses build their skills. We provide professional programmes to management and staff at all levels and also train for recognised professional qualifications.

[www.bpp.com](http://www.bpp.com)

|                     |                     |                          |               |
|---------------------|---------------------|--------------------------|---------------|
| Accountancy and Tax | 0845 075 1100       | Insolvency               | 0845 226 2422 |
| Actuarial           | +44 (0)1235 550005  | Law School               | 0845 678 6868 |
| Financial Services  | +44 (0)20 7786 5999 | Professional Development | 0845 226 2422 |
| Human Resources     | +44 (0)20 8253 6150 |                          |               |



Sustainable Forest



Recyclable



ECF Low Chlorine

TO BOOK: Contact our CPD Team on 0845 644 6030; return this booking form to BPP Professional Education, 5th Floor, Boulton House, Manchester, M1 3HY; fax it to 0161 237 9650; email [enquiries@bpp.com](mailto:enquiries@bpp.com) or book online at [www.bpp.com/pd](http://www.bpp.com/pd)

**Terms and conditions**

**Acknowledgement of Booking**

If you have not received acknowledgement of your booking by one week before the course date please telephone our CPD team on 0845 644 6030.

**Substitute Delegates**

If you are unable to attend, a substitute may attend in your place at no extra charge. Please inform us of these changes as soon as possible.

**Payment**

Payment of the course fee is due prior to the course date. You and your company/firm are jointly and severally liable for payment of all fees.

For bookings made 14 days or less (including the 14th day) prior to the date of the course, the fee is payable immediately and is non-refundable.

**Cancellations and Refunds**

All cancellations MUST be in writing. For bookings cancelled at least 15 days (by 5.30pm) prior to the course date, we will refund the course fee. For bookings cancelled between 14 and 4 days (by 5.30pm) prior to the course date delegates may attend another course of equivalent value free of charge. The fee is still payable and is non-refundable.

For bookings cancelled 3 working days or less (by 5.30pm) inclusive of the course date, delegates may attend another course of equivalent value for an administration fee of £25 plus VAT for a half-day course, £50 plus VAT for a one day course, or £100 plus VAT for a two day or more course. We reserve the right to vary course content and/or presenters or to cancel a course where necessary.

Non refundable credits must be used within 12 months from date of issue.

**BPP Professional Development Membership Scheme**

You may receive a discount of up to 50% if you (or your firm) have a valid BPP PD Membership. The discount applies only to Professional Development Courses offered by BPP Professional Education's Professional Development division. This discount does not apply to the Management Stage 1 and 2 courses. No discount is available on any courses offered by other divisions of BPP Professional Education leading to a professional qualification with any UK or overseas body.

A BPP Professional Development (PD) Membership cannot be cancelled or any fee refunded. Any fee is payable and non-refundable even if no courses are booked. Membership discounts do not apply to administration fees. Bookings made with a BPP PD Membership are subject to the terms and conditions of the Membership scheme.

It may be necessary for reasons beyond our control to alter the course content or speakers.

E&OE. Full terms and conditions can be viewed at [www.bpp.com/pd](http://www.bpp.com/pd)

# Booking Form PHOTOCOPY IF REQUIRED

DELEGATE NAME (Mr/Mrs/Miss/Ms)

Name(s) ..... Surname .....

Member Body ..... Year Qualified .....

Specialist area .....

Firm .....

Address/DX .....

Tel No ..... Fax No .....

Email .....

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? Yes/No

I AM ALREADY A MEMBER OF THE BPP MEMBERSHIP SCHEME

I/WE WISH TO BECOME A MEMBER(S) OF THE BPP MEMBERSHIP SCHEME

**CORPORATE/FIRM MEMBERSHIP - £695 + VAT = £816.63**

**INDIVIDUAL MEMBERSHIP - £225 + VAT = £264.38**

| COURSE TITLE(S)                      | DATE(S)    | LOCATION(S) | COST(S)<br>Exc. VAT | VAT<br>@ 17.5% | Total   |
|--------------------------------------|------------|-------------|---------------------|----------------|---------|
| Example<br>Management Course Stage 1 | 15/10/2010 | London      | £190                | £33.25         | £223.25 |
| .....                                | .....      | .....       | .....               | .....          | .....   |
| .....                                | .....      | .....       | .....               | .....          | .....   |
| .....                                | .....      | .....       | .....               | .....          | .....   |

TOTAL .....

I would like a certificate/s of attendance for the above course/s

Signed ..... Date .....

I, the above named, agree to abide by the BPP Professional Education Terms and Conditions

**METHOD OF PAYMENT (Please have your card details ready if calling our CPD team)**

MASTERCARD/VISA: Valid From: ...../...../..... Expiry Date: ...../...../.....

Cardholder's name (as it appears on the card) .....

Card No: ...../...../..... Security Code (last three digits on the signature strip) .....

MAESTRO/DELTA: Valid From: ...../...../..... Expiry Date: ...../...../.....

Cardholder's name (as it appears on the card) .....

Card No: ...../...../..... Issue No: .....

Security Code (last three digits on the signature strip) .....

CHEQUE enclosed - payable to BPP Professional Education

Amount £..... + VAT @ 17.5% Total £.....

BPP Professional Education, 5th Floor, Boulton House, Manchester, M1 3HY  
DX 709000 Manchester 62 Tel: 0845 644 6030 Fax: 0161 237 9650  
email: [bookings@bpp.com](mailto:bookings@bpp.com) or visit [www.bpp.com/pd](http://www.bpp.com/pd)

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