

BPP Professional Development Management Course Stage I



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

Did you know you need to complete the Management Course Stage I?

Now that you have gained your QLTT qualification, did you know all newly qualified Solicitors' that wish to practice in England and Wales are required to complete the Management Course Stage I within the first three years of qualifying?

BPP offers this course as a highly interactive workshop that will provide you with a great grounding in some of the key areas of law firm management and will inspire you to take a real interest in the way firms are managed for future success.



Management Course Stage I (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.



Management Course Stage I - 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.



**For further information
or to book**

call: **0845 226 2422**

email: **enquiries@bpp.com**

visit: **www.bpp.com/pd**

Please quote reference MANC7A