

Management Course Stage 1



Management is a key part of a lawyer's life, whether it's managing teams, individuals, clients or the entire business.

The College of Law is a leading provider of Management Course Stage 1, the compulsory Solicitors Regulation Authority course for solicitors which must be undertaken after qualification and before the end of the third full CPD year.

Our Management Course Stage 1 is an exciting one day course that features a unique and realistic law firm situation, with "on screen" financial reports. Instant results and feedback on your management decisions will maximise the opportunity to take your learning directly back into the workplace. Our training will enable you to build successfully on your previous training, both as a trainee and as a qualified solicitor.

Key outcomes

The course will enable delegates to:

- develop an understanding of key financial performance indicators and management issues
 - act confidently on information contained in financial reports
 - meet and exceed client expectations
 - plan and effectively manage valuable and successful relationships with clients and colleagues
 - delegate effectively
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Course structure

A one-day course, MC1 includes a series of short, focused presentations by an experienced practitioner, explaining management concepts and terminology in straightforward jargon-free language. After each presentation, you will participate in realistic exercises based on a law firm simulation with financial reports.

Course Modules

Managing Finance

- Business planning
 - Key performance indicators
 - Funding and solvency
 - Understanding profit
 - Controlling costs
 - Working capital control and cashflow
 - What to look for in financial reports
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Managing Clients

- Understanding what motivates clients
 - Delivering what clients want in the way they want it
 - The retainer and solicitors' professional obligations
 - Organising your client relationships effectively
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Managing People

- Delegation and managing other people's work
 - Effective teamwork and decision-making processes
 - How to get the most from a meeting
 - Motivation and performance appraisal
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Using “on screen” data & information, you will be able to:

- assess the impact of decisions on the law firm’s profitability, cash flow and productivity
- consolidate your understanding of the sources and uses of the key financial indicators
- develop your skills in analytical review and financial trend analysis
- improve the way you organise your client relationships
- delegate and supervise other people’s work more effectively
- ensure that meetings are more efficient and productive

Who is the course for?

Management Course Stage 1 is a compulsory Solicitors Regulation Authority course for solicitors and must be completed after qualification and before the end of the third full CPD year.

All delegates receive a copy of the Solicitors Regulation Authority’s ‘Solicitor’s Guide to Good Management’.

Each course is limited to a maximum of 20 delegates and on completion you will qualify for 7 CPD hours.

Feedback from previous delegates

“An interesting and interactive course with an engaging tutor who explained well and concisely. It provided good reference material for use after the course”

Yvonne Ewang-Sanvincenti, Consultant

“Good subject matter with an enthusiastic tutor whose use of anecdotes maintained interest throughout.”

Debbie Nash, Solicitor

“A very informative and interactive tutor whose succinct teaching made the course clear and interesting”

John Colbourn, Solicitor

To book

Course dates can be found on the online timetable on our website www.college-of-law.co.uk

To book, call us on 01483 216216 or e-mail pd@lawcol.co.uk.

Complete and return the booking form to:

The Customer Centre, College of Law Services, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey, GU3 1HA. DX: 2400 Guildford.

Contact us

For further information, please call us on 01483 216216 or e-mail us at pd@lawcol.co.uk.
Alternatively, visit www.college-of-law.co.uk

The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey, GU3 1HA

Tel: 01483 216216 E-mail: pd@lawcol.co.uk www.college-of-law.co.uk

The College of Law pursues a policy of continuous development of its courses and services.

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Management Course Stage I

Booking form 2008/2009

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

Your details

Title: _____ First name: _____ Last name: _____

E-mail: _____ Date of birth: _____

Telephone no: _____ Fax no: _____

Years qualified: _____ SRA Registration no: _____

Employer's name: _____

Employer's address: _____

Postcode: _____ DX address: _____

Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.)

Yes (If YES, please attach full details of your needs,
together with supporting medical/other evidence)

No

Why did you choose The College of Law for Management Course Stage I? _____

FOR OFFICE USE ONLY

Course

Price

Date Received

Date Entered

Inv. No.

Payment details

Please book me onto the following detailed below:

	Date	Class code	Location
The course fee is £285 + VAT =£334.87	_____	_____	_____

I enclose a CHEQUE for £_____made payable to 'College of Law Services Ltd'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT CARD with an amount of £_____

Card Type: Visa Mastercard Switch/Maestro

Card number: Security code:

(last three digits of the security code on the reverse of your credit/debit card.)

Valid from: ____/____/____ Expiry date: ____/____/____ Issue Number (Switch Only): _____

Cardholder Name: _____

Card Billing Address: _____

Signature: _____ Date: _____

Please invoice my firm once this booking has been processed

Please provide e-mail address for invoicing _____

(If invoice address is different, please give contact name and address here): _____

Terms & Conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 Prices quoted are valid until 31/07/09. College of Law Services Ltd. reserves the right to change the course fees.
- 3 All courses are subject to availability and demand.
- 4 Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 5 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 6 Fees are non refundable. We are happy to transfer you to an alternative date up to 24 hours before the commencement of your course however, cancellations received after this time are non refundable and non transferrable. Cancellations must be made in writing to pd@lawcol.co.uk, they will be acknowledged by College of Law Services Ltd and will not be valid unless proof of acknowledgement is held by both parties.
- 7 College of Law Services Ltd cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 8 Payment terms of 30 days apply.
- 9 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

I accept the Terms and Conditions detailed herein.

Signature _____ Date _____

Information on the full range of continuing professional development solutions can be found on our website at www.college-of-law.co.uk

Contact details

To find out more about Management Course Stage 1 training courses, talk to the Customer Centre on telephone **01483 216216**, or e-mail pd@lawcol.co.uk.

Please return this form to:

The Customer Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA DX:2400 Guildford

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