



# SRA MANAGEMENT COURSE: STAGE 1

BUILDING FUTURES



# SRA MANAGEMENT COURSE: STAGE 1

This course is compulsory for all solicitors in their first three CPD years after admission.

## Essential details

One day course.

7 CPD hours.

Trainers (to be drawn from):

John Loosemore

Mark Manley

Jon Goodman

Adèle Warchester

and Nick Parker.

Course fee per delegate: £225 + VAT

Past Kaplan Altior PSC or QLTT delegates may claim a reduced fee of £202.50 + VAT.

Course fee includes lunch, refreshments and materials.

We can tailor the Management Course Stage 1 as an in-house programme for your firm. Please contact Barbara Anderson, our Business Development Director at [babs.anderson@kaplan.co.uk](mailto:babs.anderson@kaplan.co.uk) for more information on this.

## Why you should attend this seminar

All solicitors have to attend this course before the end of their 3rd full CPD year after admission. The course will bring you the very latest practice management thinking and techniques. It will equip you to make the maximum contribution to your firm, both as a fee earner and as a future partner.

## Who should attend

- Solicitors within their first 3 full CPD years, post qualification
- In-house solicitors and ILEX Members
- Anyone else interested in law firm management
- It is also suitable for solicitors and other fee earners to assist them towards satisfying the supervision skills requirements of the Legal Services Commission's Specialist Quality Mark standard (para D3.3). Attendance will also count towards the management training requirements under the new Rule 5 for solicitors supervising and managing a practice or branch office.

### Key benefits

- A good understanding of law firm economics and management structures
- Exposure to a range of real life management issues
- An understanding of the key management skills required of law firm managers
- The opportunity to develop and improve presentation skills

### Course director



**John Loosemore**, founder of Kaplan Altior, has spoken to thousands of lawyers and advised many law firms both in the UK and abroad and advises many firms on practice management issues. He founded and built a large legal practice which he ran for many years and has been at the forefront of the debate on the future role of lawyers. He is the co-author of 'Accounting for Success' (Oxford University Press, 3rd Edition 2002) which explains the mysteries of accounts to lawyers.

### Programme includes

- Vital areas for management
- The qualities of a good manager
- Motivating yourself and your team
- Effective communication
- Setting and monitoring objectives
- Support skills
- Performance management
- Creating effective working relationships
- The art of delegation and supervision
- Consultation – the key to good decisions
- Achieving excellence
- The science (and art) of management
- The need for strategic planning
- How to anticipate and plan for change
- Innovation: the secret of survival
- Successful case management
- How to make an effective presentation
- Meetings with a purpose
- What solicitors need to know about a law firm's profit and loss account and balance sheet
- Managing for success
- How to manage your time
- Setting personal goals
- Working effectively under pressure
- Major time wasters
- Making yourself invaluable to your organisation

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## Locations & dates

<b>Birmingham</b>	7 October 2010
<b>Bournemouth</b>	20 July 2010
<b>Bristol</b>	6 July 2010
<b>Cambridge</b>	16 September 2010
<b>Cardiff</b>	14 October 2010
<b>Derby</b>	1 July 2010
<b>Leeds</b>	30 September 2010
<b>Liverpool</b>	21 September 2010
<b>London</b>	15 July 2010 2 September 2010 29 September 2010 - tbc 19 October 2010 7 December 2010
<b>Manchester</b>	26 October 2010
<b>Newcastle</b>	12 October 2010
<b>Nottingham</b>	21 October 2010
<b>Plymouth</b>	5 October 2010
<b>Preston</b>	8 September 2010
<b>Swansea</b>	8 July 2010

New 2011 dates will be confirmed soon,  
please contact us for details

“

*The course was informative, interactive  
and well structured.*

”

**Craig Burton**  
Delegate  
Management Course stage 1

# BOOKING FORM

WEB

Management Course: Stage 1

Please complete the details below in BLOCK CAPITALS.

We wish to make a booking for the delegate(s) named below and enclose a cheque for the full amount of

£  made payable to Kaplan Altior.

<input type="checkbox"/>	Delegate(s) at £225 per person .....	£ <input type="text"/>
<input type="checkbox"/>	Past PSC/QLTT delegate(s) at £202.50 per person.....	£ <input type="text"/>
<input type="checkbox"/>	Plus VAT at 17.5% .....	£ <input type="text"/>
<input type="checkbox"/>	Total .....	£ <input type="text"/>

contact's full name	Ms/Mrs/Miss/Mr
correspondence to be sent to delegate <input type="checkbox"/> or contact <input type="checkbox"/>	
firm's name and address	
DX	
telephone	
fax	
training contact for firm	
training contact's email	

**Name(s) or delegates(s): Please use block letters and continue on a clearly labelled separate sheet if necessary.**

title	first name	surname
position in firm		SRA roll number
course date		course venue
delegate's mobile*		delegate's email**
<b>Important:</b> Please tick the relevant box		
I am a solicitor in a... <input type="checkbox"/> Commercial firm		<input type="checkbox"/> Legal aid firm
<input type="checkbox"/> High Street firm		<input type="checkbox"/> CPS
<input type="checkbox"/> In-house legal department		<input type="checkbox"/> Other (please state)

\* To be used only to advise delegates of late course changes.

\*\*A valid email address is essential for us to send important course information to you. Please provide a valid and regularly checked email address for this purpose.

**Return this form to:** Kaplan Altior, 2nd Floor, St. David's House, Wood Street, Cardiff, CF10 1ES.

dx: 33035 Cardiff 1 tel: 029 2045 1000 fax: 029 2045 9900 e-mail: altior@kaplan.co.uk www.altior.co.uk

We will not pass your details to any third parties but we may use this information to contact you about future Kaplan Altior courses and special offers. Please put a cross in the box if you do not wish to be contacted.



# HOW TO BOOK

## Telephone, email & fax

Call us on 029 2045 1000,  
email [gemma.evans@kaplan.co.uk](mailto:gemma.evans@kaplan.co.uk)  
or [tracy.salvage@kaplan.co.uk](mailto:tracy.salvage@kaplan.co.uk)  
or fax 029 2045 9900.

You may pay by debit/credit card over the telephone or send a cheque (payable to Kaplan Altior) by post the same day.

## Post

Complete and send the booking form to the address below, together with your cheque (payable to Kaplan Altior).

**Course fee per delegate:** £225 + VAT

Past Kaplan Altior PSC or QLTT delegates may claim a reduced fee of £202.50 + VAT.

## In-house programmes

Some firms are choosing to run this course in-house. Please call us for details of how we can tailor this to your needs. Prices will be quoted on request.

Kaplan Altior will endeavour to accommodate delegates with disabilities, specific learning difficulties or with medical conditions which affect their studies or the sitting of examinations. Please discuss your needs with us asap.

Terms & conditions apply - see [www.altior.co.uk](http://www.altior.co.uk)  
Details correct as at date of print - July 2010

## Kaplan Altior

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