



## SRA PROFESSIONAL SKILLS COURSE (PSC)

BUILDING FUTURES



# SRA PROFESSIONAL SKILLS COURSE (PSC)

The Professional Skills Course is the compulsory course for trainee Solicitors. It must be completed by all trainees.

## Why choose our Professional Skills Course?

- Law Society/SRA approved provider since inception of course
- Specialist team of highly qualified tutors with considerable experience as practitioners and trainers
- 100% examination success rate on many of our courses
- Thoroughly practical tuition based on easy-to-use notes, course materials and case studies
- Quality venues and facilities
- Our course is planned to offer complete flexibility to trainees
- The course is designed to be user-friendly:
  - Each core module is available several times in a two year period
  - Electives may be completed at a convenient time during the training contract
  - Tuition times planned to assist travel to the venue

## In-house courses

We work with a number of Top 200 firms to provide tailored PSC programmes in-house. If this is an option which appeals to your firm, please contact Barbara Anderson on 029 2045 1000 or email [babs.anderson@kaplan.co.uk](mailto:babs.anderson@kaplan.co.uk) for further details.

The course consists of 3 Core Modules & Electives.

## Core modules

Client Care and Professional Standards - 2 days  
Advocacy and Communication Skills - 3 days  
Financial & Business Skills (including 1½ hr exam) - 3 days

## Electives

In addition to the Core Modules, trainees (unless exempt) are required to complete 24 hours of Electives of which at least 12 hours must be face to face tuition.

## Assessment

Financial and Business Skills  
- 1½ hr written examination  
Advocacy & Communication Skills  
- assessment throughout the module  
Client Care & Professional Standards  
- satisfactory attendance  
Electives  
- satisfactory attendance and distance learning

Certificates of Satisfactory Completion will be issued to trainees who satisfy the course requirements.

## Course details

In 2010, in the majority of our venues, it is possible to complete all the PSC core modules within a two week period (Fast Track option).

Please note, however, that dates can also be combined to spread your PSC core module training over a longer period of time.

For further information, please call 029 2045 1000 or visit [www.kaplan.co.uk](http://www.kaplan.co.uk)

pleted satisfactorily during a training contract in order to qualify as a Solicitor.

## Higher Rights of Audience

The route to gaining Higher Rights of Audience changed on the 1st April 2010. Trainees who successfully completed Stage 1 before this date will benefit from transitional arrangements which give them until March 2012 to complete the Higher Rights of Audience qualification under the old regime **but without the necessity to complete a portfolio**.

There is no compulsory training under the new scheme, but we will continue to offer high quality programmes to prepare candidates for the new, more onerous assessments; including a programme on written advocacy (incorporating evidence and ethics) and practical advocacy. We anticipate that these programmes will qualify as PSC electives and details will be confirmed soon.

Please keep checking our website at [www.altior.co.uk](http://www.altior.co.uk) for more detailed information about the changes to Higher Rights.

## 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.

## Electives

### Who has to attend?

In addition to completing the Core Modules, all trainee solicitors must complete Electives, unless exempt.

### Who is exempt from attending Electives?

- Students who, after completing the Legal Practice Course (LPC) do not have to enter a training contract prior to admission - these include Fellows of the Institute of Legal Executives (FILEX) and some Magistrates' Court Clerks
- Trainee solicitors who completed a LPC that began before Autumn 1997 and who therefore have not completed Accounts on the LPC (please contact us for more information about the requirements affecting you)

### What electives are offered?

You must attend 24 hours of Electives, 12 hours of which may be distance learning. Please see the back pages of this leaflet for a full list of the electives we run.

### When must I attend?

Electives may be completed at any time during the training contract.

| Venue                    | Client Care & Professional Standards<br>Day 1   | Financial & Business Skills<br>Day 2  | Advocacy & Communication   |
|--------------------------|---|---|--|
| <b>2010 course dates</b> |   |   |  |
| <b>Birmingham</b>        | 3 August<br>28 September<br>26 October  | 4 August<br>29 September<br>27 October  | 5, 6 & 9 August<br>30 Sept, 1 & 4 October<br>11, 12 & 15 November<br>10, 11 & 12 August<br>5, 6 & 7 October<br>30 November, 1 & 2 December   |
| <b>Bournemouth</b>       | 28 September  | 16 March 2011   | 14, 15 & 18 October<br>9, 10 & 11 November   |
| <b>Brighton</b>          | 19 October  | 20 October  | 4, 5 & 8 November<br>30 November, 1 & 2 December   |
| <b>Bristol</b>           | 12 October  | 13 October  | 28, 29 October & 1 November<br>9, 10 & 11 November   |
| <b>Cambridge</b>         | 12 October  | 13 October  | 14, 15 & 18 October<br>19, 20 & 21 October   |
| <b>Cardiff</b>           | 27 July<br>28 September<br>9 November   | 28 July<br>29 September<br>10 November  | 29, 30 July & 2 August<br>30 September, 1 & 4 October<br>11, 12 & 15 November<br>3, 4 & 5 August<br>5, 6 & 7 October<br>16, 17 & 18 November   |
| <b>Leeds</b>             | 7 September<br>23 November  | 8 September<br>24 November  | 9, 10 & 13 September<br>25, 26 & 29 November<br>14, 15 & 16 September<br>7, 8 & 9 December   |
| <b>Leicester</b>         | 27 July   | 28 July   | 29, 30 July & 2 August<br>3, 4, & 5 August   |
| <b>Liverpool</b>         | 21 September  | 22 September  | 23, 24 & 27 September<br>28, 29 & 30 September   |
| <b>London</b>            | 27 July<br>17 August<br>14 September<br>* 21 September<br>19 October<br>16 November<br>7 December | 28 July<br>18 August<br>15 September<br>* 22 September<br>20 October<br>17 November<br>8 December | 29, 30 July & 2 August<br>19, 20 & 23 August<br>16, 17 & 20 September<br>* 23, 24 & 27 September<br>21, 22 & 25 October<br>18, 19 & 22 November<br>9, 10 & 13 December<br>3, 4 & 5 August<br>24, 25 & 26 August<br>21, 22 & 23 September<br>* 28, 29 & 30 September<br>26, 27 & 28 October<br>23, 24 & 25 November<br>14, 15 & 16 December |
| <b>Manchester</b>        | 10 August<br>14 September<br>5 October<br>9 November  | 11 August<br>15 September<br>6 October<br>10 November   | 12, 13 & 16 August<br>16, 17 & 20 September<br>7, 8 & 11 October<br>11, 12 & 15 November<br>17, 18 & 19 August<br>21, 22 & 23 October<br>12, 13 & 14 October<br>16, 17 & 18 November   |
| <b>Nottingham</b>        | 2 November  | 3 November  | 18, 19 & 22 November<br>7, 8 & 9 December  |
| <b>Plymouth</b>          | 2 November  | 10 March 2011   | 25, 26 & 29 November<br>30 November, 1 & 2 December  |
| <b>Preston</b>           | 20 July   | 21 July   | 22, 23 & 26 July<br>27, 28 & 29 July   |
| <b>Sheffield</b>         | 26 October  | 27 October  | 28, 29 October & 1 November<br>2, 3 & 4 November   |
| <b>2011 course dates</b> |   |   |  |
| <b>Birmingham</b>        | 25 January<br>12 April  | 26 January<br>13 April  | 10, 11 & 14 February<br>12, 13 & 16 May<br>1, 2 & 3 March<br>7, 8 & 9 June   |
| <b>Cardiff</b>           | 1 February<br>17 May<br>26 July   | 2 February<br>18 May<br>27 July   | 3, 4 & 7 February<br>19, 20 & 23 May<br>28, 29 July & 1 August<br>8, 9 & 10 February<br>24, 25 & 26 May<br>2, 3 & 4 August   |
| <b>Leeds</b>             | 22 March  | 23 March  | 24, 25 & 28 March<br>29, 30 & 31 March   |
| <b>Liverpool</b>         | 12 April  | 13 April  | 14, 15 & 18 April<br>19, 20 & 21 April   |
| <b>London</b>            | 11 January<br>15 February<br>8 March<br>* 15 March<br>5 April<br>10 May<br>14 June                | 12 January<br>16 February<br>9 March<br>* 16 March<br>6 April<br>11 May<br>15 June                | 13, 14 & 17 January<br>17, 18 & 21 February<br>10, 11 & 14 March<br>* 17, 18 & 21 March<br>14, 15 & 18 April<br>12, 13 & 16 May<br>16, 17 & 20 June<br>18, 19 & 20 January<br>22, 23 & 24 February<br>tbc<br>* 22, 23 & 24 March<br>19, 20 & 21 April<br>17, 18 & 19 May<br>21, 22 & 23 June   |
| <b>Manchester</b>        | 25 January<br>8 March<br>17 May   | 26 January<br>9 March<br>18 May   | 27, 28 & 31 January<br>10, 11 & 14 March<br>19, 20 & 23 May<br>1, 2 & 3 February<br>15, 16 & 17 March<br>7, 8 & 9 June   |
| <b>Sheffield</b>         | 10 May  | 11 May  | 12, 13 & 16 May<br>17, 18 & 19 May   |
| <b>Swansea</b>           | 8 March   | 9 March   | 31 March, 1 & 4 April<br>12, 13 & 14 April   |

For later dates in 2011, please contact us on 029 2045 1000 or visit [altior.co.uk](http://altior.co.uk)

\* City/Commerical version

# SRA PROFESSIONAL SKILLS COURSE (PSC)

## Course fees

|                               |             |
|-------------------------------|-------------|
| Core Modules only             | £1045 + VAT |
| * Core Modules plus Electives | £1345 + VAT |
| Electives only (24 hours)     | £470 + VAT  |

\* Please note: this is a special package price for core modules with electives. It is possible, however, to book and pay for individual core modules.

|                                      |            |
|--------------------------------------|------------|
| Client Care & Professional Standards | £320 + VAT |
| Financial & Business Skills          | £395 + VAT |
| Advocacy & Communications Skills     | £485 + VAT |

[Please enquire for prices for Core Modules + new Higher Rights electives.](#)

- The fee includes full course documentation and examination fee(s) (except resits)
- A deposit of £200 plus VAT is payable on booking. The balance is due at least 28 days before the start of the course initially booked
- We can accommodate trainees on individual modules - please ask for details of fees, times and venues

## How to book

Once you have obtained authorisation from your Training Principal to book your PSC with us, fill in the following booking form and return together with a deposit cheque of £200 plus VAT to Kaplan Altior. If booking within 8 weeks of the start of the course, please send the full fee plus VAT with the booking form. Early booking is advisable as most previous courses have been sold out. Places are allocated strictly on a 'first come, first served' basis.

## Enquiries

If you have any queries or require further information on this course please contact Barbara Anderson (in house courses), Jenna Williams or Kelly Morris on 029 2045 1000.

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

1. We reserve the right to vary or cancel any course, and/or amend our fees, and will accept no liability if this happens.
2. We reserve the right to charge an administrative fee of £50 plus VAT per day if you wish to re-arrange any day of the course within 14 days before the relevant course date.
3. Once we have accepted your booking, you are not entitled to cancel it and you are liable for the full course fee. However, delegates may be substituted free of charge, provided that you notify us before the start of the course.
4. The delegate and (if listed on your booking form) the firm are jointly and severally liable for payments to us.
5. We reserve the right to exclude a delegate from any course unless payment has been received in full.
6. Fees are non-refundable, unless we cancel the relevant course.
7. We may charge interest at 8% per annum from the due date on outstanding amounts.

# BOOKING FORM

WEB

Professional Skills Course. Please complete the details below in BLOCK CAPITALS.

|                         |                |
|-------------------------|----------------|
| delegate's full name    | Ms/Mrs/Miss/Mr |
| firm's name and address |                |
|                         | DX             |
| telephone               | fax            |
| delegate's mobile*      |                |
| email**                 |                |

\* 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. Please provide a valid and regularly checked email address for this purpose.

|  |
|--|
| address for correspondence (if different from above) |
|  |

If the delegate is to be responsible for the course fees, please tick .....

Training Principal's authorisation received, please tick ..... yes  no

|  |
|--|
| your purchase order number (if applicable) |
|--|

|         |
|---------|
| SRA no. |
|---------|

|                                 |
|---------------------------------|
| start date of training contract |
|---------------------------------|

|                               |
|-------------------------------|
| end date of training contract |
|-------------------------------|

|                                     |
|-------------------------------------|
| training principal (Ms/Mrs/Miss/Mr) |
|-------------------------------------|

|                            |
|----------------------------|
| training principal's email |
|----------------------------|

|   |
|---|
| Have you been awarded at least 6 months to count?    yes <input type="checkbox"/> no <input type="checkbox"/> |
|---|

|                                 |            |
|---------------------------------|------------|
| Client Care module:    location | start date |
|---------------------------------|------------|

|                         |            |
|-------------------------|------------|
| FBS module:    location | start date |
|-------------------------|------------|

|                              |            |
|------------------------------|------------|
| Advocacy module:    location | start date |
|------------------------------|------------|

|  |
|--|
| do you need to attend electives?    yes <input type="checkbox"/> no <input type="checkbox"/> |
|--|

|   |
|---|
| if yes, please state choices, locations & dates below (or tbc if undecided)<br><b>please do not state choice only</b> |
| 1.  |
| 2.  |

I wish to make a booking for the delegate named above and enclose a cheque for the deposit of £235.00 (inclusive of VAT) made payable to Kaplan Altior. **If booking within 8 weeks of the start of the course, please send the full fee plus VAT with the booking form.**

**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.

## SRA Professional Skills Course Electives

Trainees need to complete 24 hours of Electives. If you are interested in other topics, either in-house or on our public courses, please contact us. Unless otherwise stated, each course comprises 6 hours face to face tuition and 6 hours distance learning. Each trainee therefore only needs to attend 12 hours of face-to-face tuition in total. For full details and course dates, please see [www.allior.co.uk](http://www.allior.co.uk).

**1. Advanced Draft Pleadings** - Delegates will learn how to draft in line with the CPR. They will also gain practical experience in drafting effective pleadings for the civil case study using plain English.

**2. Ancillary Relief: Essential Skills** - This one-day course will provide trainees with an introduction into the workings of ancillary relief. If it is your intention to work in family law this is an essential course for you.

**3a. An Essential Guide to ADR (pm)** - (3 hours face to face tuition and 3 hours distance learning). With litigation becoming increasingly costly, uncertain and destructive, it's no surprise that many lawyers are actively considering ADR as part of their dispute resolution strategy. What's more, both the Civil Procedure Rules and the Code of Conduct stress the need to consider ADR at the earliest opportunity. This course explains the different strands of ADR and when to use them, and looks at the different roles, skills and tactics that underpin the process. Delegates will also have the opportunity to participate in a simulated mediation.

**3b. An Essential Guide to Disclosure (am)** - (3 hours face to face tuition and 3 hours distance learning) Lawyers have a huge responsibility both to the Court and their clients in the area of disclosure. Yet many remain either fearful or unaware of their obligations. This course will explain those obligations and provide an update on recent cases, particularly in the field of e-disclosure.

**4. An Introduction to Insurance Law** - The course will provide an introduction to the essential areas of insurance law and will focus on the essential elements in an insurance contract such as warranties, conditions. As part of the course delegates will also be taught about indemnities and when and how they will operate as part of the contract. The course will also cover "good faith" and how this can impact on the formation of the contract; both from the insurer and the insured's point of view and the impact of fraudulent claims.

**5. An Introduction to Road Traffic Law** - Traffic law is fast becoming a valuable income stream for many law firms and this course will provide you with the basics to effectively represent clients at the Magistrates court. Aimed at someone new to traffic law it will cover potential procedural and evidential defences in speeding; insurance; construction; and use and contravention of road signage (red light etc) matters.

**6. Case Management Strategies** - The course is based around a civil case and delegates will learn how to comply with the CPR; how to analyse their own case and formulate a case theory and how to consider and deal with their opponent's case.

**7. Civil Litigation Update** - This course will give trainees a practical update on the most recent developments in civil litigation and procedure. The tutor will cover how the Civil Procedure Rules are being interpreted and applied, significant cases and any other major developments as they occur.

**8a. Commercial Awareness (am)** - (3 hours face to face tuition and 3 hours distance learning). The most successful lawyers combine technical ability with an understanding of their clients' businesses. This course will help junior lawyers develop their commercial awareness and give advice to clients in context in a way which they understand and value.

**8b. Effective Business Writing (pm)** - (3 hours face to face tuition and 3 hours distance learning). This course adopts a modern approach to business writing and will show delegates how to write to clients and colleagues using simple, concise and effective language.

**9. Commercial Contract Drafting Skills** - This course is designed to improve, and increase your confidence in, your commercial drafting skills. Designed as an interactive workshop, the course will cover the drafting of a range of clauses found in typical commercial contracts.

**10. Commercial Property: Essential Skills** - This course will provide an overview of the commercial property conveyancing process and will also involve practical drafting and other skills exercises.

**11. Corporate Insolvency** - This course introduces delegates to formal insolvency procedures for companies – i.e. Administrations, Receiverships, CVA's and

Liquidations. The seminar explains the language of insolvency law in a practical context through the use of examples and case studies. The course also covers key numerical analyses including Statements of Affairs, Deficiency Accounts & Estimated Outcome Statements.

**12. Criminal Law Update** - The pace of change, by legislation and case law, in criminal law continues unabated. At the same time, the pressure of casework reduces the time available to practitioners to keep up-to-date. This course is designed to take you through the recent developments in this category of law.

**13. Criminal Sentencing Update & Refresher** - The course will help improve delegates' understanding of the different sentences available in the Youth Court, Magistrates' Court and Crown Court. It will also look at the new Magistrates' Court Sentencing Guidelines in force from August 2008.

**14. Cross-Examination Techniques** - The course is practically based and after considering what makes an effective cross examination, the delegates will carry out a mock cross exam and then receive feedback on their performance.

**15. Drafting Share Sale & Purchase Agreements** - This course will give an overview of the share sale process and cover the drafting of a share purchase agreement, from the point of view of both seller and buyer.

**16. Drafting Software Licences** - The course will help delegates to understand the legal principles behind software licences, and appreciate what clauses are included in them and why, and how they will vary depending on the licence in question. It will also enable them to develop a feel for when exemption clauses are likely to work.

**17a. Effective Client Interviewing (am)** - (3 hours face to face tuition and 3 hours distance learning). Taking accurate and detailed instructions from clients is a pre-requisite for solicitors in a wide variety of matters. This course will help you develop the skills necessary to interview clients effectively. You will also learn how these skills can be applied in other types of interviews, such as witness and recruitment interviews.

**17b. Effective Client Relationship Management (pm)** - (3 hours face to face tuition and 3 hours distance learning). Strong and fruitful client relationships are key to every legal practice. Today it is particularly important for lawyers to possess the key skills for building and maintaining client relationships. And, with client loyalty being a key factor in promotion and headhunting decisions, it is an extremely important area of professional development. The session will equip you with the essential skills required to effectively maintain and develop successful client relationships.

**18. Effective Presentation Skills** - Making effective presentations is a vital and integral part of a lawyer's work – It can help you win and keep clients, and enable you to stand out within your organisation from an early stage. This course will help you become more confident and proficient in making presentations to a range of audiences and in various situations.

**19. Employment Contract Drafting Skills** - This course is designed to improve your drafting technique and develop confidence in handling basic and more complex employment contracts, taking into account the rapid legislative developments affecting this type of work.

**20. Employment Law Update** - Employment law is one of the fastest changing areas of law. This course will give delegates the opportunity to bring their knowledge up-to-date in the principal areas of employment law and practice.

**21. Family Law Update** - A new update course which will enable family lawyers to update their knowledge on the latest legislative, procedural and case law developments.

**22a. Handling Difficult People (am)** - (3 hours face to face tuition and 3 hours distance learning). In any job we are, at certain times, all faced with difficult situations and/or people whom we perceive are being awkward; whether they are colleagues, other lawyers, suppliers or clients. This course will help you develop the skills necessary to deal with these circumstances effectively.

**22b. Building Rapport with Clients (pm)** - (3 hours face to face tuition and 3 hours distance learning). Clients are the most important people you will deal with as a solicitor. But are you confident in dealing with them, how well do you

## SRA Professional Skills Course Electives

understand what they expect from you and will you deliver a service to them that meets or exceeds their expectations? This course will help you develop the skills necessary to build a rapport with your clients.

**23. How to Conduct a Child Care Hearing** - This course incorporates a mock contested Child Care hearing in the County Court. Participants will represent one of the parties to the proceedings - Local Authority, parents or Children's Guardian.

**24. How to Conduct a Clinical Negligence Hearing** - This course will use detailed case studies to develop lawyers working in clinical negligence. It will explain the difference between clinical negligence and personal injury claims. The course will follow which will assist in developing your knowledge and skills in the preparation and presentation of a clinical negligence action.

**25. How to Conduct a Trial in the Magistrates' Court** - This course involves preparation for and participation in a mock criminal trial dealing with drugs, criminal damage, co-defendants and PACE issues. Participants will be allocated either prosecution or defence roles. The course will greatly assist you to develop courtroom skills, understand evidence and conduct issues and learn how to make procedure work for you and your clients.

**26. How to Conduct an Unfair Dismissal Case** - This course involves an unfair dismissal case, including issues of liability and quantum. It is an ideal opportunity to learn and develop tribunal advocacy skills.

**27. Immigration & Asylum: Essential Skills** - This course will focus on the practice and procedure of immigration & asylum law for junior lawyers.

**28. Intellectual Property: Essential Skills** - The course will help trainees understand the commercial importance of intellectual property (IP) and improve their skills when dealing with IP matters. It covers an overview of the main types of IP, with a focus on drafting clauses commonly found in licensing agreements and assignments.

**29. Interim Applications** - Delegates will consider the types of interim applications and what supporting documents and authorities they may need. They will also receive instruction in how to effectively present their application to a court.

**30. Introduction to Business Development & Networking** - This course will explain the basics of marketing and business development in a professional practice and will give delegates the chance to practise their networking skills. It is designed for trainee solicitors or those looking for an introductory course in this increasingly important area.

**31. Introduction to Employment Law** - Employment law is a complex and wide-ranging subject. This course has been designed to give delegates an informed understanding of the subject and to offer an insight into the common areas encountered in practice. With practical examples and interactive discussion, delegates will look at issues that commonly arise within an employment relationship - from hiring to firing through to what to expect at an employment tribunal.

**32. Litigation Drafting Skills** - Solicitors are increasingly realising that they need to develop their written skills in order to provide an effective litigation service to their clients. This course will help you achieve this aim. It will enable you to improve your drafting skills, and show you how to work within the rules and practice directions.

**33. Mediation: Essential Skills** - Resolving disputes outside the formal court arena is a complex and rapidly developing area. Cost effective, fast, and within the client's control, mediation is an invaluable tool for any civil litigator. Trainees will learn how to manage the mediation process and how to use it to help clients settle disputes effectively.

**34. Negotiation Skills for Lawyers** - This course will help you to obtain the skills necessary to achieve the best results for your clients. Some of the topics to be covered include:-

- Strategies and tactics of successful negotiators
- Analytical skills to plan for a negotiation
- What to do if a stalemate is reached

**35. Personal Injury Claims: Essential Skills** - This course will provide personal injury lawyers with a specific guide to the skills needed for them to be successful in litigation. It will provide an update on the recent case law including Part 36 and the effects of the recent decision in Carver vs BAA. The course will follow a case

study and assist delegates in presenting cases in both the county and high court.

**36. Probate and Estate Administration Skills** - This course will focus on the essential practical skills and knowledge needed by every lawyer in this field. It is intended as an introductory course for the less experienced lawyer.

**37. Representing Children and Families in the Family Proceedings Court** - This course will provide a complete guide to the practice and procedure of the Family Proceedings Court and the special skills required to represent children and families.

**38. Representing Young Offenders** - The profile of the Youth Court is greater now than at any time, with considerable attention being given to the causes and consequences of youth offending. This course provides lawyers with a comprehensive guide to the Youth Court and deals with the skills required by lawyers when representing young persons and communicating with families.

**39. Residential Conveyancing Skills** - This course is designed to improve drafting technique and develop confidence in handling basic and complex residential conveyancing transactions, taking into account the rapid legislative and technological developments affecting this type of work.

**40. Residential Conveyancing Update** - This course is designed to highlight the practical effect on residential conveyancing transactions of changes to legislation, professional rules and obligations, and Land Registry procedures. It will provide essential updates and examine the impact of changes on the use of relevant forms and documents.

**41a. The Future of Legal Services (am)** - (3 hours face to face tuition and 3 hours distance learning). The nature of legal services is evolving at an ever increasing pace. What shape will the legal services landscape take in the future? This course looks at changes currently faced by lawyers, how these affect their work practices and how to introduce and implement change successfully.

**41b. How to Bill Clients Effectively (pm)** - (3 hours face to face tuition and 3 hours distance learning). This course tackles key issues such as:-

- How and when to discuss fees with clients
- Sharing risk with clients
- How to bill well without alienating the client
- How to become a key fee earner

**42. Time & Stress Management for Lawyers** - This day will be led by Rob Parsons, who is well known in the profession as a stimulating and entertaining speaker. The course will show you how to cope with the pressures of practising as a lawyer.

**43. Trial** - The course will deal with preparing for trial and will include ethical considerations; skeleton arguments and will deal with conducting examinations in chief and the structure and purposes of opening and closing speeches.

**44. Understanding Company Accounts** - This course will equip you to perform fundamental analysis of published accounts, make inter-company comparisons and understand ways of valuing a business.

**45. Understanding the City** - This course builds a good working understanding of the City and how it functions on a day to day basis. Delegates will learn about the different markets, the institutions, workers and financial instruments. They also learn about the role of lawyers in City transactions.

**46. Will Drafting Skills** - It is vitally important that lawyers are best able to properly draft wills. This introductory course will improve your drafting of wills and develop your confidence in drafting and probate advice.

### Higher Rights of Audience

For more details about our new Higher Rights elective, please contact us on 029 2045 1000 or visit [altior.co.uk](http://altior.co.uk)