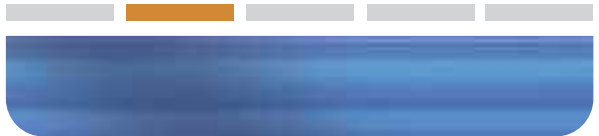




SENIOR MANAGEMENT & PARTNERSHIP COURSES 2009/10

BUILDING FUTURES



SENIOR MANAGEMENT & PARTNERSHIP

These courses can help contribute towards the training requirements of the SRA for Management Course Stage 2 and Rule 5 for solicitors wishing to be “qualified to supervise.” Rule 5 of the Code requires solicitors wishing to be “qualified to supervise” to undertake 12 hours of management skills training.

SRA Management Course: Stage 2 (one day course) - **NEW**

What Every New Partner Needs to Know

How to Bring in New Partners and Succession Planning

Successful Staff Management

Successful Client Management

Successful Law Firm Leadership

Successful New Business Development

How to Grow and Defend Key Accounts - **NEW**

Setting Up and Running a Profitable, Successful Debt Recovery Business - **NEW**

Successful Financial Management

Getting Paid While Others Wait - **NEW**

NEW

SRA MANAGEMENT COURSE: STAGE 2

Essential details

One day course.

6 CPD hours.

Trainer: Mac Mackay.

Course fee per delegate £265 + VAT

Course fee includes refreshments and materials.

Why you should attend this seminar

From the Solicitors' Code of Conduct, Rule 5: "... you must make arrangements for the effective management of the firm as a whole..." This programme builds on the mandatory Management Course Stage One and explores the subject in more depth providing delegates with information to become a more effective manager and help them meet the requirements of the Code.

Who should attend

- Solicitors
- In-house Lawyers
- Partners
- Team Managers

Key benefits

- Improve your understanding of organisational structure – what works best where?
- Become conversant with Profit & Loss Accounts and Balance Sheets
- Understand how to develop a 'balanced scorecard' of objectives
- Know how to overcome resistance to changes required for the development of your firm
- Explore how to evaluate client care to direct business improvement

- Recognise your team player skills and what makes for a good team
- How to avoid making people redundant and how to manage the process professionally
- Recognise how you manage conflict and strategies to deal with it
- Strategies to develop the talent of your people

Programme includes

Managing Finance

- Management structures
- Getting agreements to budget
- A case study reviewing financial information
- Achieving a balanced scorecard of objectives
- Driving change successfully

Managing Client Relationships

- Maintaining supplies
- Evaluating Client Care – a case study
- Team player skills – achieving the balance

Managing People

- How to manage redundancy – a guide for employers
- Coaching and mentoring – understanding best practice
- Managing conflict in the firm
- How to develop the talents of your people – a case-study approach

Locations & dates

Birmingham	7 September 2009
Leeds	3 November 2009
London	5 October 2009
Manchester	10 November 2009

For further information, please call 029 2045 1000 or visit www.altior.co.uk

WHAT EVERY NEW PARTNER NEEDS TO KNOW

Essential details

Half day course - pm.

3 CPD hours.

Trainer:
John Loosemore.

Course fee per delegate £225 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

The days are gone when solicitors accepted partnerships without question, or set up their own firm without thorough preparation. This interactive course is an invaluable guide to potential new partners and those setting up from scratch. This course will save you your course fee many times over.

Who should attend

This course is essential for:

- Associates
- Partners
- Salaried Partners
- Junior Partners
- Anyone setting up their own firm

Key benefits

The delegate will be fully equipped to determine whether partnership is right for them.

Programme includes

- How to evaluate a partnership offer
- How to appraise a start-up opportunity
- Negotiation with existing partners
- How to limit your liability
- Do we need a partnership deed?
- The importance of an “exit route”
- The regulatory framework
- Maximising the rewards
- How to value a law firm – tangible assets, work in progress, clients and goodwill
- Provision of working capital
- Age structure of the partnership
- How to understand the accounts of a law firm
- How to negotiate borrowing terms.

Location & date

London

10 November 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

HOW TO BRING IN NEW PARTNERS & SUCCESSION PLANNING

Essential details

Half day course - pm.

3 CPD hours.

Trainer:

John Loosemore.

Course fee per delegate £225 + VAT

Course fee includes refreshments and materials.

Why you should attend this seminar

Key questions for Partners are:

- How can I secure the future of the firm?
- How to negotiate an “exit route”?

This interactive course answers these questions. It is an essential, practical guide to structuring and developing a partnership. Ample time will be available for questions

Who should attend

This course is essential for:

- Partners
- Sole practitioners
- Anyone setting up their own firm

Key benefits

The delegate will be given an essential overview of how a firm works and what added value will be given to that firm for bringing in new partners.

Programme includes

- When to bring in new partners
- How to negotiate essential terms
- Spreading and limiting liability
- Management control – in whose hands?
- Profit shares
- How to value your firm
- Buying in to work in progress, goodwill and other assets
- Working capital or overdraft?
- How to negotiate banking terms
- Securing your “exit route”

Location & date

London

8 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call 029 2045 1000 or visit www.altior.co.uk

SUCCESSFUL STAFF MANAGEMENT

Essential details

Half day course - am.

3 CPD hours.

Trainer:
Stephanie Dale.

Course fee per delegate £165 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

An exclusive management master class to give you practical tips on how to manage your firm's most important assets – your people - more effectively. Numbers of delegates will be strictly limited to ensure that everyone obtains the maximum benefit from this interactive workshop.

Who should attend

- Partners
- Practice managers
- Senior solicitors
- HR professionals

Key benefits

The delegate will be better able to be an effective team leader and manager. They will be better able to understand the difference between mentoring, coaching and delegation which will provide them with more time to develop and enhance their own career.

Programme includes

- What makes a good manager
- Developing coaching skills
- Effective management styles: the one-on-one relationship
- How to communicate to staff
- Creating team structures
- Recruiting and retaining staff
- How to give feedback and appraise effectively
- Learning how to motivate: it's not just about the money
- Managing the poor performer
- Setting challenging and achievable goals
- Learning to let go: the art of delegation and supervision
- How to make your staff feel valued

Locations & dates

London	16 September 2009
Manchester	9 September 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

SUCCESSFUL LAW FIRM LEADERSHIP

Essential details

Half day course - am.

3 CPD hours.

Trainer:
Stephanie Dale.

Course fee per delegate £165 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

This seminar analyses what is expected of today's law firm leader-managers and helps them to gain the knowledge and skills required.

Who should attend

- Partners
- Practice managers
- Senior solicitors
- Business development professionals

Key benefits

The delegate will be better able to determine how to successfully retain the clients' business.

Programme includes

- Different leadership styles
- Managing tasks, teams and individuals
- Employees' expectations of their leaders
- Giving and receiving feedback
- Motivating people
- Delegation

Location & date

London

27 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

SUCCESSFUL NEW BUSINESS DEVELOPMENT

Essential details

Half day course - pm.

3 CPD hours.

Trainer:
Stephanie Dale.

Course fee per delegate £165 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

In a competitive market, every firm is aware of the need to develop new business. Few firms can rely on sufficient numbers of clients simply walking through the door to make a reasonable profit. This practical seminar considers ways to gain new clients and to encourage existing ones to return to the firm.

Who should attend

- Partners
- Practice managers
- Senior solicitors
- Business development professionals

Key benefits

The delegate will be better able to win new clients and win new work from existing clients.

Programme includes

- Assessing different techniques to generate more clients
- Showing staff how to identify business opportunities
- Gaining more business from improved cross-referring
- Knowing how to make the single biggest difference to gaining a new client
- Encouraging existing clients to recommend the firm to others

Location & date

London

27 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

NEW

HOW TO GROW AND DEFEND KEY ACCOUNTS

Essential details

One day course.

6 CPD hours.

Trainer:
Richard Gardiner.

Course fee per delegate £265 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

As clients sharpen their search for the best value suppliers professional services firms are confronted, not only with a series of threats, but also with significant opportunities. This course will enable delegates to keep up with the changing needs of their clients, to help spot potential new work opportunities and to better articulate and deliver value. Above all, it has been designed to help place your clients at the heart of the business and to encourage the development of a more pro-active approach to key account management and client care.

Who should attend

- All lawyers in private practice, especially Partners and others who have responsibility for, or an interest in, in account management and client development.
- Senior business development professionals

Key benefits

- Better understand the rapidly changing competitive landscape and the implications
- Recognise the benefits that can be realised from capturing, evaluating and acting on client knowledge

- Understand the necessary steps to increase client profitability, client loyalty and client retention
- Approach key account management with increased confidence and be able to apply 'best practice' tools to existing account management activities

Programme includes

- Why the current climate magnifies the need for increased client focus
- Psychological pitfalls common in professional firms and how to avoid them
- Understanding the relationship
- Developing the relationship
- Planning for success
- How to get a step ahead of your competitors
- Managing key client relationships
- Building an appropriate key account programme and governance framework
- Spotting and developing specific new business opportunities
- Thinking from the client's perspective
- Maintaining a dialogue appropriate for your client
- Identifying and winning new opportunities
- Developing value propositions
- Introduction to cross selling and making it happen
- Differentiating to win

Location & date

London

29 September 2009

For further information, please call
029 2045 1000 or visit www.altior.co.uk

NEW

SETTING UP & RUNNING A PROFITABLE, SUCCESSFUL DEBT RECOVERY BUSINESS

Essential details

One day course.

6 CPD hours.

Trainer:
Mike Connelly.

Course fee per delegate £265 + VAT

Course fee includes refreshments and materials.

Why you should attend this seminar

The impact of the credit crunch has created a huge surge in people needing law firms who can provide debt recovery services and related advice. It has also led to a reduction for many firms in other areas of incoming work. This course is the perfect antidote to both as it is aimed at showing you the essentials of how to set up a debt recovery practice as an additional income stream for your firm.

Who should attend

The people likely to gain the greatest benefit from attending will be influencers and decision makers who can, as a result of coming on the course, make an educated and informed decision as to whether this is a new area of work they wish to branch into.

Key benefits

- To understand the advantages of having a debt recovery income stream
- To see how this could fit in with your existing services

- Make the most of the opportunities for debt recovery work which the credit crunch provides to law firms
- Have all the key facts at your fingertips so that a decision to proceed (or not) with this area of work can be made

Programme includes

- Information on what the UK debt recovery market is worth in terms of potential
- Know how to build a debt recovery business stream from scratch
- Understand how to resource such a new income stream
- Find out what to offer potential new clients to win them over
- Consider issues as to territory and the range of services you could offer

Location & date

London

5 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call 029 2045 1000 or visit www.altior.co.uk

SUCCESSFUL FINANCIAL MANAGEMENT

Essential details

Half day course - pm.

3 CPD hours.

Trainer:
John Loosemore.

Course fee per delegate £225 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

- An exclusive management master class to show you how to manage your firm profitably
- Numbers of delegates will be strictly limited to ensure that everyone obtains the maximum benefit from this interactive workshop

Who should attend

- Managing Partners
- Practice Managers
- Partners with management responsibilities

Key benefits

- How can your firm be managed profitably, without cutting corners or succumbing to the 'long hours' culture?
- What are the secrets of successful and creative leadership?
- How can law firm management be adapted to assess and manage risk?

Programme includes

- How to develop a modern partnership & management structure and ensure the succession of your firm
- What sort of firm are we....and where are we going?
- The role of Financial Director
- Work in progress and goodwill
- Agreeing fees with clients
- Billing and getting paid
- Targets for fees and chargeable hours
- Key law firm ratios
- Controlling cashflow
- Overdraft or term borrowing?
- How to reduce your tax bill
- What do your firm's accounts really say?

Location & date

London

1 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

NEW

GETTING PAID WHILE OTHERS WAIT

Essential details

One day course.

6 CPD hours.

Trainer:
Mike Connelly.

Course fee per delegate £265 + VAT

Course fee includes refreshments
and materials.

Why you should attend this seminar

This very practical course will deal with everything you need to know with regard to recovering debts in a difficult and unsound marketplace. Whilst we sit in the eye of the storm of a credit crunch and recession it is vitally important that solicitors are able to advise on debt recovery and also recover debts from their own clients. This helpful and inspiring course will guide you through the process of pro active debt recovery. This interactive course is not only an investment in your education but also in your business.

Who should attend

- Managers
- Solicitors and In-house lawyers
- Team Leaders, Associates and Partners
- Trainee solicitors
- Anyone with an interest in debt recovery

Key benefits

- A vital business guide to advise on debts and their early recovery
- Improves your ability and confidence in dealing with debt recovery, and ensures you can advise your client correctly.

Programme includes

- A practical guide to debt recovery
- An explanation of the court rules on debt actions
- Dealing with “Caring Agencies” and third parties
- Credit checking and assessment
- Explanation of the Data Protection Act
- Tracing “gone away” debtors both corporate and individual
- The Late Payment of Commercial Debts Interest Act

Location & date

London

6 October 2009

Course dates for 2010 will be confirmed soon. Please keep checking www.altior.co.uk or call us on 029 2045 1000 for more information.

For further information, please call
029 2045 1000 or visit www.altior.co.uk

HOW TO BOOK

Telephone, email & fax

Call us on 029 2045 1000,
email gemma.evans@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).

In-house programmes

Please contact our Business Development Director, Barbara Anderson, on 029 2045 1000 for details about how these courses can be run in-house at your firm.

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
Details correct as at date of print - August 2009

Course fees per delegate:

SRA Management Course: Stage 2

Course fee £225 + VAT

What Every New Partner Needs to Know

Course fee £225 + VAT

How to Bring in New Partners & Succession Planning

Course fee £225 + VAT

Successful Staff Management

Course fee £165 + VAT

Successful Client Management

Course fee £165 + VAT

Successful Law Firm Leadership

Course fee £165 + VAT

Successful New Business Development

Course fee £165 + VAT

How to Grow and Defend Key Accounts

Course fee £265 + VAT

Setting Up & Running a Profitable, Successful Debt Recovery Business

Course fee £265 + VAT

Successful Financial Management

Course fee £225 + VAT

Getting Paid While Others Wait

Course fee £265 + VAT

Kaplan Altior

2nd Floor, St. David's House,
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fax: 029 2045 9900
email: altior@kaplan.co.uk
www.altior.co.uk

BOOKING FORM

web

Senior Management & Partnership Courses

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"/>	SRA Management Course: Stage 2 delegate(s) at £265 per person	£ <input type="text"/>
<input type="checkbox"/>	What Every New Partner Needs to Know delegate(s) at £225 per person	£ <input type="text"/>
<input type="checkbox"/>	How to Bring in New Partners & Succession Planning delegate(s) at £225 per person	£ <input type="text"/>
<input type="checkbox"/>	Successful Staff Management delegate(s) at £165 per person	£ <input type="text"/>
<input type="checkbox"/>	Successful Client Management delegate(s) at £165 per person	£ <input type="text"/>
<input type="checkbox"/>	Successful Law Firm Leadership delegate(s) at £165 per person	£ <input type="text"/>
<input type="checkbox"/>	Successful New Business Development delegate(s) at £165 per person	£ <input type="text"/>
<input type="checkbox"/>	How to Grow and Defend Key Accounts delegate(s) at £265 per person	£ <input type="text"/>
<input type="checkbox"/>	Setting Up & Running a Profitable, Successful Debt Recovery Business delegate(s) at £265 per person	£ <input type="text"/>
<input type="checkbox"/>	Successful Financial Management delegate(s) at £225 per person	£ <input type="text"/>
<input type="checkbox"/>	Getting Paid While Others Wait delegate(s) at £265 per person	£ <input type="text"/>
	Plus VAT at 15%	£ <input type="text"/>
	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**	

* To be used only to advise delegates of late course changes
 ** Please only include an email address if it is a suitable address (i.e reliable and regularly checked, not temporary) for us to send important course and other information to.

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.