



MANAGEMENT COURSE STAGE 1 & 2

DOUG ROBINSON

Do you know what makes a successful law firm? These courses will show you what makes the best law firms tick, what they do to stay ahead of the pack and what you have to do to contribute most effectively.

MC1 is a compulsory Solicitors Regulation Authority course to be taken after qualification and before the end of the third full CPD year. The course counts towards the required 12 hours of management training under the Solicitors' Code of Conduct Rule 5.

Managing Finance:

Financial planning and key performance indicators;
Understanding financial information-the basics. The profit and loss account and the balance sheet;
How do law firms generate profit?;
What can you do to make your firm more profitable?;
Maximising income and controlling costs;
Rewards systems;
Solvency, cash flow and managing working capital.

Managing Clients:

Delivering what the client wants, how they want it;
Professional obligations;
Handling complaints;
Client acceptance and client review procedures;
Effective client care techniques.

Managing People:

Delegation and Supervision;
Effective meetings, teamwork and decision-making;
Effective monitoring and support techniques;
Motivation and performance appraisal.

MC2

Building on the mandatory 'Management Course Stage One' this seminar explores supervision and management in more detail. The course counts towards the 12 hours of management training required for Rule 5 compliance.

Financial Management:

Managing individual performance - from trainee to Partner;
Increasing profitability;
Utilisation and realisation;
Why managing cashflow is crucial in a challenging economic climate;
Billing and collecting.

Client Relationships:

Business development;
Managing risk;
Client expectations and how to meet them;
Client Care and Complaints handling.

Managing People:

Leadership styles;
Learning styles;
Supervision - skills and competencies.

Project Management:

Setting objectives;
Organisation, planning and control.

7 Hours CPD

20th of April 2010 AND also

7th of September 2010

9.30am - 5.30pm lunch provided

Venue: Birmingham Law Society, Cornwall Buildings, 45-51 Newhall Street B3 3QR

Member fee: £190 +VAT

Non-Member fee: £230+VAT

6 Hours CPD

20th of October 2010

9.30am - 4.30pm lunch provided

Venue: Birmingham Law Society, Cornwall Buildings, 45-51 Newhall Street B3 3QR

Member fee: £190 +VAT

Non-Member fee: £230+VAT

BOOK ON BOTH DAYS AND RECEIVE A 10% DISCOUNT

To book onto this seminar telephone Glenda Rogers, Professional Services Manager at Birmingham Law Society on 0121 222 4193 or e-mail glenda@birminghamlawsociety.co.uk or book www.birminghamlawsociety.co.uk

SPEAKER: Doug Robinson is a Chartered Accountant who has worked exclusively in the field of professional development since 2003. Doug is a consultant to the College of Law where he teaches PSC Financial and Business Skills, Management Course Stage One and a range of other financial and management courses aimed specifically at lawyers in practice. He has recently been involved in the design of College of Law's LLM programme, acting as a consultant on the Business, Finance and Legal Services module.