



08/08/23

## LAPG Member Update

Issue 20 of 2023

### Management and Legal Aid Training Courses

Dear Members,

We know how hard it is to run a legal aid organisation and that one of the many challenges you face is accessing good quality, affordable training tailored to the needs of legal aid practitioners. We have developed a series of training courses and online modules to help you to train and support your staff and increase their skills and confidence. Outlined below are 8 of our courses, all designed specifically for legal aid practitioners, supervisors and those managing teams, departments and organisations. All of our courses are designed and delivered by experts in the field.

If you have any questions about our courses, or have thoughts about training content that would be most useful for you and your colleagues, please contact our training lead, [Andrea Shumaker](#).

### Management Skills for Private Practice

\*\*\* New Course Design \*\*\*

In 2015, LAPG launched the Certificate in Practice Management. We have now completely re-designed the programme and this year sees the launch of our **Management Skills for Private Practice** training modules. You can take any number of modules to suit your needs. Complete them all and you will be awarded the LAPG Certificate in Private Practice Management.

The modules are designed around the Law Society LEXCEL standard, the Specialist Quality Mark and the SRA competence framework:

1. [Finance & Resource Management](#) – 28<sup>th</sup> September

2. [Business Planning & Risk Management](#) – 19<sup>th</sup> October
3. [Managing People](#) – 9<sup>th</sup> November
4. [EDI, Policies & Compliance](#) – 30<sup>th</sup> November
5. [Marketing & Communications](#) – 14<sup>th</sup> December, Half-Day Session (AM)
6. [Managing a Legal Aid Contract](#) – 14<sup>th</sup> December, Half-Day Session (PM)

If you would like to take multiple sessions, but not the entire course, please contact our training lead, [Andrea](#). For each additional session you book, **you receive a 10% discount**. We are able to heavily discount this course thanks to the generous support of The Legal Education Foundation and the Community Justice Fund.

*90% of employers surveyed said they had noticed increased knowledge, skills and confidence in the staff that had attended the full programme*

Our lead tutors, Matt Howgate and Vicky Ling, bring invaluable knowledge gained through many years of work in the sector and consultancy. Matt and Vicky will:

- Show you how to set meaningful organisational and operational objectives by using a SWOT analysis
- Help you carry out effective financial planning and analysis by focusing on understanding resource, income, budgeting, forecasting, resource and variance analysis
- Give you the tools to manage all aspects of people management from recruitment to appraisal
- Discuss SQM and Lexcel as well as policies to ensure compliance with SRA, OISC, Legal Aid and regulatory requirements including how to avoid audit issues and contract notices
- Create communication strategies

A recent graduate of the 2021 course said:



*“I would highly recommend the LAPG Certificate in Practice Management course for all partners and managers in legal aid firms. It is the only law management course I know of aimed exclusively at helping legal aid firms to manage their businesses – good management is so essential for delivering access to justice to all. The course is full of practical tips and over 5 sessions gives you get a very good overview of all the key aspects of running a legal aid practice.”*

Managing Partner of a large legal aid firm

---

## Legal Aid Supervision

Designed for new LAA Supervisors or those wishing to refresh their supervisory skills, our course helps you meet a key component in securing and then effectively operating your legal aid contract and meeting the LAA's supervisor standards. We again welcome Matt Howgate and Vicky Ling as our tutors for this

course. You will receive practical help filling out supervisor forms, learn how to conduct file reviews and how to keep up to date with LAA changes. You can book your place on either of the remaining 2023 training dates below:



[26<sup>TH</sup> SEPTEMBER 2023](#)

[22<sup>ND</sup> NOVEMBER 2023](#)

LAPG members receive a £40 discount on the course fee, bringing it down from £250 to £210 for the day. Book multiple delegates from your organisation and receive an additional 10% discount.

The content in this course is relevant for both crime and civil practitioners.

---

## Introduction to Civil Legal Aid

The Civil Legal Aid scheme is incredibly complex and the consequences of getting something wrong can be damaging to a client's case or financially damaging to the organisation doing the work – sometimes both. We have therefore developed the first module in a series which provides a general introduction to the Civil Legal Aid scheme aimed at trainees, paralegals, junior lawyers and those that wish to refresh their knowledge having worked in the sector for some time.



We now offer this course in written and video versions. Once you are enrolled on the course you will have the option to read through the material yourself or watch a video! You can mix and match

how you learn to complete the course in a way that best suits your learning style and time constraints. All the video and written content is available on the learning platform and you will have full access to both versions.

If you would like to subscribe for just £99 [please click here](#).

If you have any issues or require an invoice please email [Andrea Shumaker](#). We offer three discount codes, JFF, for Justice First Fellows, JFFO, for Just First Fellowship Host Organisation employees, and multiple-tickets, to be used when subscribing more than one participant on the course.

---

Take care one and all,

Chris Minnoch, CEO [@ChrisLAPG](#)

Follow LAPG on Twitter [@WeAreLAPG](#)  
[#WeAreLegalAid](#)  
08/08/23



#WEARELEGALAID

Subscribe to our courses

Would you like to contribute to our Member Updates and share news and information with other members? If so, just email us and we can discuss how you can best contribute.

Thank you for being brave enough to be part of the LAPG community!

# LEGAL AID LAWYER OF THE YEAR AWARDS



*Copyright © 2023 Legal Aid Practitioners Group, All rights reserved.*

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#).