



certificate in practice management

Management training for busy lawyers and practice managers in private practice. Over 40 hours of specialist management training and learning opportunities

A market-leading management course, the Certificate in Practice Management has been designed by lawyers and expert sector consultants and geared to the needs of law firms (particularly legal aid firms) and redeveloped for online learning. It provides an accessible and affordable management training programme for busy lawyers and practice managers.

“Your training and support of our practice manager seems to have revolutionised our legal aid work and significantly increased our billing last year.”

The pressures on small and medium sized law firms have never been greater: limited resources; rising competition; lack of legal aid funding; greater client need and expectation; changing technology - the list goes on and on. Managing a practice (or a team) in the current environment is no easy task and there is a lack of cost-effective and tailored management training available to hard pressed lawyers and practice managers.

The course was developed in 2015 by Legal Aid Practitioners Group with support from the UK Commission for Employment and Skills.

90% of employers said they noticed their colleague had increased in confidence after the course and 100% said their management skills had improved.

The Certificate of Practice Management covers:

- Financial Management
- Business Planning and Risk Management
- Communications & Marketing
- Legal Aid Contracting
- Equality and Inclusion
- Leadership
- Managing People

It is designed around the Law Society Lexcel standard and the Specialist Quality Mark. It deals throughout with managing legal aid contracts and working with the Legal Aid Agency.

The course meets the LAA's requirements for an approved supervision course.

www.lapg.co.uk/courses

Full Five-Day Course: £499 for LAPG Members / £649 for Non-Members

One Day: £149 for LAPG Members / £199 for Non-Members

Half a Day: £89 for LAPG Members / £99 for Non-Members

Or join us for single sessions and build up credits towards the full Certificate - contact us to discuss your options

For more information or to book please email:
lucinda.acland@lapg.co.uk

Tutors include:

Vicky Ling, Matthew Howgate, Phaniel Mutumburi and Jo Edwards.



The Course Structure

Session 1: Financial Management - 26 May 2021

This session introduces the course and focusses on understanding the financial implications of running a legal practice. It covers resources, setting and updating budgets, cash flow and forecasting so you understand what income you can generate and where best to focus. It includes cash-flow forecasting, variance analysis and understanding accounts.

“Now I can read our balance sheet properly and see the real benefit of forecasting and monitoring and the introduction of KPIs”

Session 2: Business Planning and Risk Management - 23 June 2021

Matt and Vicky concentrate on the key areas of SWOT Analysis and business planning. Business continuity and risk management. You will learn how to create management information and dashboards to review performance and track key metrics to manage risk and compliance.

“I’ll certainly use the checklists for compliance, Business Continuity Plan ideas, data security improvements. Thank you for all your enthusiasm and inspiration”

Session 3: Communications & Marketing and Legal Aid Contracting - 21 July 2021

Morning Session

Jo Edwards leads on key aspects of the marketing mix giving delegates the opportunity to review how they might practically implement those ideas into their own marketing activities. Covering changes to marketing post pandemic and current trends; preparing a digital marketing plan; choosing social media platforms and content with a focus on using LinkedIn more effectively.

“I can now develop a social media and marketing strategy”

Afternoon Session

A senior manager from the LAA will focus on effective contract management and working with the LAA. Vicky and Matt lead sessions focusing on managing crime and civil contracts and passing LAA audits.

“The course made me feel more confident with auditing and supervising and dealing with the LAA”

Session 4: Equality and Inclusion and Leadership - 10 September 2021

Morning Session

In this session, Phaniel Mutumburi discusses the manager’s role in embedding true inclusion in the workplace through good equality and diversity practices. He will look at the Equality Act in terms of the protected characteristics; harassment, bullying and victimisation; understanding how unconscious biases manifest and how to counter them; and the importance of organisations fostering a sense of belonging.

“I want to know what I don’t know and to challenge myself to be better”

Afternoon Session

Matt and Vicky discuss models of leadership to suit different organisations and teams. The session includes practical techniques for influencing and managing challenges.

Session 5: Managing People 8 October 2021

Led by Matt and Vicky, this session focuses on key issues when managing staff and covers recruitment, communicating targets, supervision, giving effective feedback, performance management, dealing with bullying and inappropriate behaviour.

“I liked looking at the importance of induction and probation and getting it right at the beginning. I thoroughly enjoyed the course as a whole”

APRIL 2021