



Certificate in PRACTICE MANAGEMENT

Management training for busy lawyers and practice managers in private practice. Over 20 hours of online specialist management training, assessments 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 & Resource Management**
- **Business Planning and Risk Management**
- **Managing People**
- **Policies & Compliance**
- **Communications**
- **Managing a Legal Aid Contract**

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

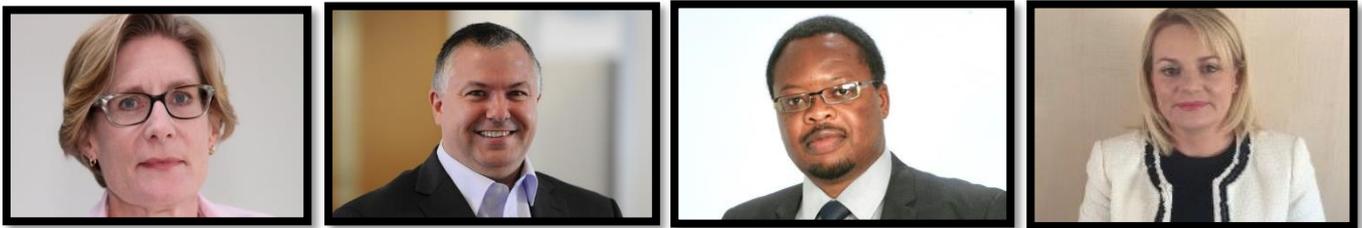
Half a Day: £89 for LAPG Members / £99 for Non-Members

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:
andrea.shumaker@lapg.co.uk

Tutors include:

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



The Course Structure

Session 1: Financial & Resource Management - 16th June 2022

Staying afloat and making money from legal aid has never been harder. This session focusses in on understanding resource and income and on budgeting, forecasting and variance analysis. It aims to give participants the tools necessary for effective financial planning and analysis.

“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 - 14th July 2022

Planning is at the heart of a successful practice. We discuss approaches to strategic and operational planning, including undertaking a strengths weaknesses, opportunities and threats (SWOT) analysis, setting meaningful organisational and operational objectives. We also look at data protection, risk management and the role of the COLP and COFA.

“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: Managing People - 8th September 2022

People are the most important element of any law firm. Those people can also take up most of a manager's time. This session tracks staffing issues from recruitment through probation, supervision, training, and appraisal. It also discusses behaviour, bullying, feedback, and performance management. This is an essential session for anyone managing staff.

"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"

Session 4: Policies & Compliance - 6th October 2022

All legal aid firms must hold either the Legal Aid Agency's Specialist Quality Mark (SQM) or the Law Society's Lexcel standard. They also need policies and procedures to ensure compliance with SRA, OISC, Legal Aid and other regulatory requirements. This risk focussed session covers how to approach effective policies, procedures safeguards and controls. It covers key risks areas, such as data security and GDPR. Our guest tutor, Phaniel Mutumburi, leads a session on diversity and inclusion and their importance in an effective workplace.

Session 5: Communications & Managing a Legal Aid Contract - 3rd November 2022

1. Morning Session:

Communicating, whether with clients, potential clients, and other stakeholders is critical. Social media offers opportunities and risks like never before. This session starts with guest tutor, Jo Edwards, who discusses different approaches to effective communication, especially in the context of social media.

"I can now develop a social media and marketing strategy"

2. Afternoon Session:

Then in the afternoon we are joined by two contract managers from the Legal Aid Agency who will help participants better understand how to manage their legal aid contracts and avoid audit issues and contract notices. After that, Matt and Vicky will pick up and final legal aid issues and bring the course to its close.

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