



# certificate in practice management

Management training for busy lawyers and practice managers in private practice and not-for-profit agencies

Over 50 hours of specialist management training and learning opportunities

A market leading management course, the Certificate in Practice Management combines face-to-face training with online learning and materials to provide an accessible and affordable management training programme for busy lawyers and practice managers

The pressures on small and medium sized law firms and legal advice agencies 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.

The Certificate covers:

- strategy & business planning
- financial management
- recruitment
- performance management
- marketing
- risk management

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](http://www.lapg.co.uk/courses)

Early Bird Full Course Fee: £999 for LAPG Members / £1299 for Non-Members

(Flexible payment terms available)

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: [chris.minnoch@lapg.co.uk](mailto:chris.minnoch@lapg.co.uk)

Tutors include:



Vicky Ling



Matthew Howgate



Jo Edwards



Chris Minnoch

## The Course Structure - London - September 2019 to January 2020

The next course commences on 13 September 2019 and combines face-to-face sessions (all in London) with online learning:

### Session 1: Financial Management - 13 September 2019

This session introduces the course and focusses on understanding the financial implications of running a legal practice and on understanding accounts, setting budgets, cash flow and forecasting.

*“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 - 11 October 2019

Matt and Vicky concentrate on the key areas of business planning and risk management and on creating management information and dashboards to review performance and track key metrics.

*“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: Legal Aid Contracting and Developing Profile - 22 November 2019

Jo leads on marketing and raising awareness of your organisation, with a particular emphasis on online profile. 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”*

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

### Session 4: Managing People - 24 January 2020

Led by Matt and Vicky this session focuses on the challenges of managing staff and covers areas like setting targets, supervision, giving effective feedback, recruitment, bullying and inappropriate behaviour and equality and diversity.

*“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 5: For NfP participants only - Date TBC

Will cover fundraising, charging for services, governance and/or innovation.

*“I now have a much clearer understanding of the different roles and responsibilities of managers and trustees”*

### Over-arching Themes

There are also a number of themes covered throughout the course including:

- leadership
- risk management
- equality and diversity
- compliance
- data security
- working with the Legal Aid Agency

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