



# 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 with managing a legal aid contract and working with the Legal Aid Agency. The course

helps fee earners to maintain or attain LAA supervisor status.

The full programme delivers over 50 hours of training and learning opportunities.

*'I would recommend the CPM to other people, especially people who are relatively new to management.'*

*'I really enjoyed it, I thought it was great.'*  
(Manager with over 10 years' experience)

*'This is a fantastic course, a real eye opener in many ways; very well presented and very informative.'*

Almost 90% of employers involved in the programme to date said they noticed that their colleague had increased confidence after the course and 100% said their management skills had improved.

We have added an extra session to the course for NfPs delivering legal aid services. This session covers topics such as fundraising, charging for services, governance and innovation.

[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)

## The Course Structure - London - October 2017 to February 2018

The next course commences on 27 October 2017 and combines face-to-face sessions (all in London) with online learning:

### Session 1: Financial Management - 27 October 2017

During this session we introduce the course and set out the key learning objectives. The session then focuses on understanding the financial implications of running a legal practice and on understanding accounts, setting budgets, cash flow and forecasting.

### Session 2: Business Planning and Risk Management - 24 November 2017

Matthew Howgate and Vicky Ling 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.

### Session 3: Legal Aid Contracting and Developing Profile - 26 January 2018

Jo Edwards leads on marketing and raising awareness of your practice, projects and services, with a particular emphasis on online profile. A senior manager from the LAA will focus on effective LAA contract management and the role of Contract Managers. Vicky Ling and Matthew Howgate will then lead sessions focusing on managing crime and civil contracts and passing LAA audits.

### Session 4: Managing People - 23 February 2018

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.

### Session 5: For NfP participants only - Date TBC

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

### Over-arching Themes

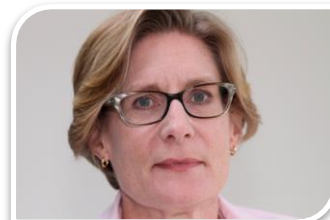
There are also a number of themes covered throughout the course including:

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

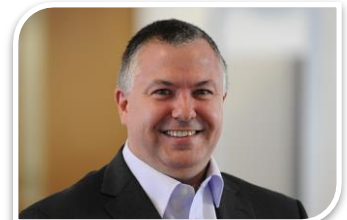
### Tutors include:



Carol Storer



Vicky Ling



Matthew Howgate



Chris Minnoch



Jo Edwards