

Management Course Stage 1

Synopsis

All lawyers in their first 3 years post qualification must complete the SRA's Management Course Stage 1.

The focus of this excellent course is to explain the business rationale behind law firm management, prioritise delivery of excellent service to your clients and prepare lawyers to manage successful teams.

Duration

7 hours

Format

The course features a realistic law firm simulation. Delegates can assess the impact of management decisions and understand exactly how they can contribute more effectively to their firm's performance and financial results.

Delegates

A compulsory course for all 0 – 3 year qualified solicitors
Maximum 20 per course

Outcomes

As a result of attending the course, you will be able to:

- understand the key law firm performance indicators
- act confidently on information contained in financial reports
- organise your people to deliver services that impress clients
- focus on developing competitive advantage
- delegate effectively
- get the best from your colleagues
- consider your own development needs

Content

Managing finance

Business planning
Key Performance indicators
Funding and solvency
Understanding profit
Controlling costs
Working capital control and cashflow

Managing people

Delegation & managing other people's work
Effective teamwork
Decision-making processes
How to get the most from a meeting
Motivation and performance appraisal
An individual development plan

Managing clients

Understanding what motivates clients
Delivering what clients want in the way they want it
The retainer & solicitors' professional obligations
Organising client relationships effectively