

Short courses

Law firm finances

Planning & KPIs	90 mins
Profitability & cash flow	90 mins

Time management

Delegation	60 mins
Planning & prioritising	90 mins

Writing skills

Mastering minutes	90 mins
Proofreading	120 mins
Writing with impact	
• Objectives and structure	45 mins
• Writing that flows	45 mins
• Choosing the best words and phrases	45 mins
• Writing persuasively	45 mins

Speed reading	120 mins
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Understanding company accounts

Finding your way around a set of accounts	90 mins
Analysis & interpretation	90 mins