



The Law Society

Career crossroads workshop

Planning your next chapter

Thursday 25 March 2010 4.30pm registration
5.00pm - 7.00pm workshop, followed by networking drinks until 8.00pm
The Studio Birmingham, 7 Cannon Street, Birmingham B2 5EP

Overview

The Law Society is keen to help its members through career transitions and has extensive resources and experience on this issue. This workshop will be led by Sapphire Partners, a specialist head-hunter with a strong track record in advising senior professionals as they plot their second or third careers.

Programme

The workshop will cover:

- Taking stock: the importance of thorough and realistic self-assessment
- The advantages and disadvantages of the main alternative career tracks
- How to use your network strategically
- What is a portfolio career and are you suited to it?
- The resources you might use: coaches, outplacement, head-hunters, recruiters
- Developing your 'elevator' pitch
- Best practice for CVs, e-mails, covering letters
- Tips for interviewing
- Mistakes to avoid

At the end of the workshop you will have:

- A portfolio road map
- Key resources and checklists
- Networking tips
- Flexibility tips
- An individual action plan
- A recommended reading list

Who should attend?

Solicitors who:

- Are approaching retirement
- May have taken redundancy with 8+ years experience
- Have had a career break
- Are contemplating a major career move

The workshop will be small and highly interactive. Numbers will be limited so registration is on a first come, first served basis. If you cannot attend this date but are interested in future workshops, please let us know.

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To book and pay

For enquiries please telephone 0207 316 5552 or e-mail rita.oscar@lawsociety.org.uk

By cheque

To pay by cheque, please complete the form below in CAPITAL LETTERS and return it with a cheque made payable to **The Law Society** to: Finance Department, The Law Society, Ipsley Court, Berrington Close, Redditch, Worcestershire B98 0TD or DX: 19114 Redditch

By phone

To pay by phone using your credit card, please ring Rita Oscar on 0207 316 5552. A handling charge of 1.75% will apply.

Delegate name: _____

Delegate job title: _____

Organisation: _____

Tel no: _____

Fax no: _____

Email: _____

Address: _____

Postcode: _____

Joining instructions will be sent one week before the seminar.

Registration fee

£100 including VAT

Special requirements

Please advise if you have any special requirements: _____

Office Use:

PD24 LB101 GRP023

Terms and Conditions

1. Event documentation will be distributed on the day.
2. The Law Society reserves the right to amend or cancel this event. Should the event be cancelled a full refund of the registration fee will be made. The Law Society can accept no further liability if the event is cancelled, including no liability for any expenses incurred as a result of cancellation.
3. If you have any special dietary requirements you must give us written notice at least 10 working days before the event and a supplement may be payable for special dietary requests.
4. Full payment is required unless you give written notice of cancellation at least 10 working days before the event, in which case you will be refunded the registration fee less an administration charge of £25 + VAT.
5. You may substitute a colleague without charge, provided you confirm in writing who the substitute will be before the day of the event.
6. The delegate and the firm/organisation are jointly and severally liable for payment of the fees due.
7. The Law Society can accept no liability for any loss suffered by any person acting or refraining from action as a result of the material delivered during or in connection with the event.
8. Acceptance by the Law Society of your booking will give rise to a legally binding contract between us on these terms and conditions.
9. If delegates have any specific access or mobility requirements, or if a hearing loop is required, please e-mail rita.oscar@lawsociety.org.uk