



The Law Society

LMS Junior Lawyers Forum 2010

Management Course Stage One

Thursday 7 October 2010

The Law Society, London

7 CPD hours

Plenary sessions:

Keynote address: Core duties and management
Importance of excellence in management
Marketing, growth and management
Personal talent management

law management





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About the event

The ninth annual LMS Junior Lawyers Forum satisfies the criteria for Management Course Stage One (MCS1), an important compulsory phase in your training that must be completed within three years of qualification. The training is specifically designed for newly qualified solicitors, those seeking partnerships and in-house lawyers interested in the management of a legal department.

The course covers essential management issues including finance, marketing, business development, quality, risk management and informative sessions on career development and preparing for partnership.

Delegates can choose from six in-house and private practice breakout sessions, and have the opportunity to network during the drinks reception following the event.

Delegates will also receive free copies of *Clarity for Lawyers*, and the *Solicitors' Guide to Good Management*.

Venue

The Law Society's Hall, 113 Chancery Lane, London WC2A 1PL.

The Law Society is located at the Fleet Street end of Chancery Lane

Nearest Tube station: Chancery Lane (Central Line), Temple (District and Circle lines)

About the Division and Section

The Law Management Section

The Law Management Section is a representative membership association of the Law Society. Established in 1998, it provides best practice information and support on the full range of practice management disciplines.

An executive committee is responsible for developing the future strategy of the Section and enhancing the services it offers members. The committee is guided by the LMS constitution.

The Section offers a comprehensive range of products and services, including *Managing for Success* quarterly magazine - up to eight hours' free CPD each year, and regular law management e-alerts and national CPD accredited events programme covering all management disciplines.

For further details, visit www.lawmanagementsection.org.uk

Junior Lawyers Division

The Junior Lawyers Division was set up as a specific group within the Law Society to provide junior lawyers with support, advice, information and networking opportunities. This division represents all student members of the Law Society enrolled through the Solicitors Regulation Authority, trainees, and solicitors with up to five years' active post qualified experience.

It also represents members' views through lobbying and campaigns both internationally and here in the UK.

For further details, visit: www.juniorlawyers.lawsociety.org.uk

Conference chair

Judith Perkins studied law with Australian law at Nottingham University before undertaking the Legal Practice Course at Nottingham Law School. After training at Reynolds Porter Chamberlain and qualifying in 2006 Judith moved to niche City practice Elborne Mitchell, and now practises as an associate in the insurance and reinsurance team.

After more than two years on the Junior Lawyers Division (JLD) Executive, Judith is the current Vice-Chair of the JLD, and will take on the role of Chair at the end of this year. She assists in forming JLD policy, dealing with press enquiries, and has primary responsibility for JLD Conference. In addition to her role within the JLD, Judith sits on the London Young Lawyers Group Executive committee and on the Legal Services Commission Training Contract Grants Roundtable.

Speaker biographies can be found on the Law Management Section website - visit www.lawmanagementsection.org.uk and click on 'events'.



Programme

- 08.30 - 09.00** **Registration**
- 09.00 - 09.05** **Welcome**
Judith Perkins, Vice-Chair, Junior Lawyers Division
- 09.05 - 09.45** **Keynote address - 'Core duties and management'**
Samantha Barrass, the Director of Corporate Regulation, Solicitors Regulation Authority
- 09.45 - 10.20** **The importance of excellence in management**
Lucy Scott-Moncrieff, Deputy Vice President, the Law Society
- 10.20 - 10.40** **Refreshments and networking**
- 10.40 - 11.30** **Financial management**
Jon Cartwright, LLP Partner, Hazlewoods LLP
- Law firm profitability - how young solicitors fit into the bigger picture
 - Taking care of business - efficient billing, work in progress and time management
 - Personal financial performance - making sure you do it right
- 11.30 - 12.20** **Breakout sessions**
- | | |
|--|---|
| <p>1. Private practice stream:
Principles of law firm management
Peter Scott, Consultant,
Peter Scott Consulting</p> | <p>2. In-house stream:
Legal department management
Fiona Westwood, Westwood Associates</p> <ul style="list-style-type: none"> • influencing internal perceptions of legal departments • leadership, governance and service • building the team |
|--|---|
- 12.20 - 13.10** **Lunch and networking**
- 13.10 - 14.00** **Breakout sessions**
- | | |
|---|--|
| <p>1. Private practice stream:
Quality and risk management
Olivia Burren,
Senior Risk Management Consultant,
Travelers Professional Risks Limited</p> | <p>2. In-house stream:
Legal department management
Anthony Armitage, Director, First Law</p> |
|---|--|
- 14.00 - 14.50** **Breakout sessions**
- | | |
|--|--|
| <p>1. Private practice stream:
Partnership preparation
Adam Edwards, Partner,
Cumberland Ellis LLP</p> | <p>2. In-house stream:
Career progression
Annalisa Checci,
Legal Counsel for Liberata UK Limited</p> <ul style="list-style-type: none"> • Developing management skills • CPD/professional qualifications • Planning your future |
|--|--|
- 14.50 - 15.05** **Refreshments and networking**
- 15.05 - 16.00** **Marketing in the changing legal services environment**
Alastair Moyes, MarketLaw
- 16.00 - 17.00** **Personal talent management**
Patricia Wheatley Burt, Director, Trafalgar - The People Business Ltd
- people's perceptions of you
 - making the most of your talents
 - doing your own public relations internally and externally
 - the power of questioning
- 17.00 - 17.15** **Conference summary**
Judith Perkins, Vice-Chair, Junior Lawyers Division
- 17.15** **Close** (Distribution of MCS1 certificate and free books)

law management

Registration form

LMS Junior Lawyers Forum 2010

To register for this event, book online at www.lawmanagementsection.org.uk

Alternatively, please complete the form in CAPITAL LETTERS and photocopy for any additional delegates and return with your cheque to: Operations Admin, The Law Society, 113 Chancery Lane, London WC2A 1PL (DX 56 Lon/Chancery Ln).

Enquiries: telephone 020 7316 5707 or e-mail lawmanagementsection@lawsociety.org.uk

Title: _____ First name: _____ Surname: _____

Position: _____

Organisation: _____

Address: _____

Postcode: _____ DX: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Access/dietary requirements: _____

Please note that we may not be able to cater for any dietary requirements unless we are notified at least 10 working days prior to the event. A supplement may be payable for special dietary requests.

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Registration fee

Please tick a corresponding box and make cheques payable to: The Law Society

Law Management Section member: £195 + VAT = **£229.12** LMS membership number: _____

Non-member: £250 + VAT = **£293.75***

Additional delegate from the same firm: £150 + VAT = **£176.25**

* Includes complimentary membership to the Law Management Section until January 2011, worth £147 + VAT

Parallel workshops

(Please indicate your preference below):

Private practice breakout stream:

- Principles of law firm management
- Quality and risk management
- Partnership preparation

In-house breakout stream:

- Legal department management
- Legal services management
- Career progression

Non-members

To obtain introductory membership to the Law Management Section until January 2011, worth £147 + VAT, please complete the following:

Type of practice:

- Chief executive
- Director
- Executive committee member
- Head of department
- Managing partner
- Partner (specialist responsibilities)
- Practice manager
- Senior partner
- Support staff member
- Other (please specify) _____

Areas of interest:

- Legal sole practitioner
- 2-4 partner firm
- 5-10 partner firm
- 11-19 partner firm
- 20 plus partner firm
- Local government
- Commerce-industry
- Academic
- Other (please specify) _____

Role (select one):

- Client care
- Finance
- Legal aid
- Information technology
- Marketing
- Personnel/human resources
- Practice management standards
- Quality
- Training
- Other (please specify) _____

Terms and Conditions

- Event documentation will be distributed on the day.
- 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.
- 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.
- 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.
- You may substitute a colleague without charge, provided s/he has the same fee rights and you confirm in writing who the substitute will be before the day of the event.
- The delegate and the firm/organisation are jointly and severally liable for payment of the fees due.
- 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.
- Acceptance by the Law Society of your booking will give rise to a legally binding contract between us on these terms and conditions.