



Practice
Management
Excellence

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2024 Open Courses for Chambers' Practice Managers

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS

Bespoke training and personal development

PME offers a range of courses and development programmes bespoke to the running of chambers. If you require one-to-one or in-house delivery of any of our courses, please contact Don Turner to discuss options available.

For Clerks at all levels

Client Engagement and Developing Business

Getting it right first time and every time for your clients

What will this course cover?

This is a practical and interactive workshop which explores how we engage with our clients, from customer service excellence to understanding why your clients buy from you. You will gain new insights and strategies around client communication techniques such as writing a LinkedIn post, as well as valuable marketing activities.

Running time:

11.00am –
4.30pm

Costs:

£399

Dates:

October 8th

For Clerks at all levels

Effective Practice Development for Members

Understanding the clerk's role in their members' success

What will this course cover?

This popular and highly interactive workshop addresses the significance and structure of managing and developing the careers of members of chambers. You will gain expert knowledge and confidence in running a first-class PDM. You will learn how to support members, from tenants to assisting in Silk applications.

Running time:

11.00am –
4.30pm

Costs:

£399

Dates:

October 9th

Bespoke training and personal development



For Clerks at all levels

Building positive relationships within chambers

Handling difficult people and using your personality to gain better results

What will this course cover?

Being a barrister's clerk is all about "people". This highly inspiring soft skills workshop gives you insights on how to gain a better outcome when dealing with members, clients, and colleagues, and may even enhance your own personal relationships. You will discover what motivates you, what drives the people around you, and how to gain direction in your own career development.

Running time:

11.00am –
4.30pm

Costs:

£450

Dates:

October 15th

For Clerks at all levels

Performance Management of Staff

From team motivation to running a first-class appraisal system

What will this course cover?

This workshop addresses the significance and structure of managing and developing the careers of your practice management staff. You will gain enhanced skills in running professional staff appraisals, motivation of the clerk's room and achieving the most from your team.

Running time:

11.00am –
4.30pm

Costs:

£399

Dates:

October 22nd

For Clerks at all levels

Professional Networking Skills

Improve your confidence and reputation

What will this course cover?

Networking is a fundamental function of a barrister's clerk. This course is an in-depth and practical workshop which will develop your skills in building your own professional network. Learn how to develop confidence when meeting new people and enjoy networking opportunities.

Running time:

11.00am –
4.30pm

Costs:

£399

Dates:

November 5th

For Clerks at all levels

Professional Collaborative Negotiation Skills

Gain a competitive advantage by bringing win-win solutions to your clients and chambers

What will this course cover?

Negotiations with clients can often be seen as bartering or finding a middle ground. This workshop will help you to improve and perfect your own negotiation style. You'll discover how to acquire the best outcome from your clients and win excellent results for members of chambers. We examine how to maximise income whilst building long-term collaboration with clients.

Running time:

11.00am –
4.30pm

Costs:

£399

Dates:

November 12th



Prices and Discounts
All prices shown
are plus 20% VAT. 10% discount
applies for multiple bookings.

Course Specifications and
Booking
Full course specification sheets
are available upon request from
nicky@pmetraining.co.uk

Course Locations
All courses for 2024 are
planned to run in-person, in
central London.

Can't make these dates?
Contact us to see how we can help you.

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