

Course Specification for Chambers' Practice Management

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS



Practice
Management
Excellence

Courses For Chambers' Practice Management

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS

2025 Courses Bespoke for Chambers

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.

DiSC Profiling for Clerks

Leverage behavioural insights to build stronger relationships with colleagues, clients and members

Learning Objectives:

- Understand the DiSC profiling model and its relevance to workplace dynamics.
- Identify your own DiSC profile and how it influences your communication style.
- Recognise the profiles of others and adapt your approach to suit their preferences.
- Use DiSC insights to resolve conflicts and foster better collaboration.
- Gain from using DiSC profiling to improve practice management and client interactions.

Dates

12:30-17:00
July 15

Price

£450

Suitable for

All practice management

Location

Held at a central
London location

Professional Networking Skills

Improve your confidence and professional reputation, expand your contacts, and drive business development.

Learning Objectives:

- Understand the importance of networking in professional growth and business development.
- Learn techniques to build rapport and establish trust quickly.
- Develop strategies for creating and maintaining a strong professional network.
- Gain confidence in initiating and navigating networking conversations.
- Explore ways to build networking opportunities to benefit chambers.

Dates

12:30-17:00
Oct 21

Price

£399

Suitable for

All practice management

Location

Held at a central
London location

Building Staff Appraisal Systems for Practice Management Teams

Build, design or enhance staff appraisal systems in chambers to motivate and manage your staff

Learning Objectives:

- Understand the purpose and importance of staff appraisals in chambers.
- Learn how to create an appraisal framework tailored to chambers' needs.
- Develop fair and measurable performance indicators for staff roles.
- Gain techniques for conducting constructive appraisal conversations.
- Explore strategies for linking appraisals to development and retention.

Dates

12:30-17:00
Oct 1

Price

£399

Suitable for

All practice management

Location

Held at a central
London location

Effective Practice Development Meetings

Tools and insights to lead productive practice development meetings that drive results.

Learning Objectives:

- Understand the purpose and value of practice development meetings.
- Learn to prepare and structure meetings for maximum effectiveness.
- Build strategies for setting and tracking practice growth goals.
- Develop techniques to handle challenging conversations with barristers.
- Ensure follow-through with actionable plans that drive results.

Dates

In-house only

Price

POA

Suitable for

Clerks

Location

Of your choice

Leadership and Management of Staff

Develop essential leadership and management skills to inspire, guide, and support staff effectively

Learning Objectives:

- Understand the differences between leadership and management and when to apply each.
- Develop skills to motivate and inspire staff while maintaining accountability.
- Learn techniques for effective delegation, decision-making, and conflict resolution.
- Build strategies for managing change and fostering adaptability within teams.
- Gain insights into creating an inclusive and collaborative work environment.
- Understand how to align team performance with chambers' vision and goals.

Dates

In-house only

Price

POA

Suitable for

All practice management

Location

Of your choice

Formal Interview Techniques

How to run professional structured interviews for recruitment and selection

Learning Objectives:

- Understand the key principles of professional interviewing and selection.
- Learn how to structure and prepare for formal interviews.
- Develop techniques to ask effective, role-relevant questions.
- Explore methods to evaluate candidates objectively and consistently.
- Gain insight into legal and ethical considerations in recruitment processes.

Dates

In-house only

Price

POA

Suitable for

All practice management

Location

Of your choice

Professional Mentoring and Coaching Skills

Progress your leaderships skills by developing others around you

Learning Objectives:

- Understand the principles and differences between mentoring and coaching.
- Develop active listening and questioning techniques to foster growth and self-awareness.
- Learn how to set clear goals and provide constructive feedback.
- Explore ways to build trust and create a supportive mentoring or coaching relationship.
- Understand how mentoring and coaching contribute to chambers' success.

Dates

In-house only

Price

POA

Suitable for

All practice management

Location

Of your choice

Client Engagement and Developing Business

Build strong client relationships and develop sustainable business opportunities

Learning Objectives:

- Understand the principles of effective client engagement and relationship management.
- Develop strategies to identify and respond to client needs proactively.
- Learn techniques for building trust and long-term relationships with clients.
- Explore approaches to cross-selling and upselling chambers' services.

Dates

In-house only

Price

POA

Suitable for

Clerks

Location

Of your choice

Business development and building a professional network for the Bar

Pragmatic training for busy professionals who have little time for business development

Learning Objectives:

- Understand the fundamentals of business development within the Bar.
- Explore techniques to identify and capitalise on new opportunities.
- Learn how to build and maintain a professional network that supports practice growth.
- Develop strategies for promoting practice services and reputation.
- Enhance confidence in representing yourself at events and meetings.

Dates

In-house only

Price

POA

Suitable for

Members of chambers

Location

Of your choice

Professional Presentation Skills

Develop your confidence and skills to deliver compelling and professional presentations.

Learning Objectives:

- Develop confidence in public speaking and presentation delivery.
- Learn how to structure and organise presentations effectively.
- Understand techniques for engaging and influencing diverse audiences.
- Master the use of visual aids and supporting materials.
- Manage nerves and handle audience questions with professionalism.

Dates

In-house only

Price

POA

Suitable for

Members and Clerks

Location

Of your choice

Professional Mentoring Skills for Members of Chambers

This course is specifically designed for barristers who wish to mentor junior colleagues effectively.

Learning Objectives:

- Understand the role and responsibilities of a mentor in a chambers context.
- Develop techniques to build trust and establish productive mentoring relationships.
- Learn how to provide constructive feedback that promotes professional growth.
- Understand how to navigate challenges in mentoring while maintaining professionalism.

Dates

In-house only

Price

POA

Suitable for

Members and Clerks

Location

Of your choice

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 2025 are planned
to run in-person, in central
London.

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