

# 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.

#### 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

12:30-17:00  
April 1 / Sept 30

##### Price

£399

##### Suitable for

Clerks

##### Location

Held at a central London location

#### 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  
April 22 / Oct 7

##### Price

£450

##### Suitable for

All practice management

##### Location

Held at a central London location

#### 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

12:30-17:00  
May 13 / Oct 15

##### Price

£399

##### Suitable for

All practice management

##### Location

Held at a central London location

## 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

12:30-17:00  
May 20

### Price

£399

### 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  
June 3 / Oct 21

### Price

£399

### Suitable for

All practice management

### Location

Held at a central London location

## 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

12:30-17:00  
June 4

### 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  
June 17 / Oct 1

### Price

£399

### Suitable for

All practice management

### Location

Held at a central London location

## 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

## 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

## 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

## 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 Collaborative Negotiation Skills for Barristers' Clerks

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

### Learning Objectives:

- Gain an understanding of negotiation dynamics specific to legal practice.
- Recognise the importance of trust and collaboration in building professional relationships.
- Demonstrate the ability to actively listen, clarify, and respond to stakeholders' needs.
- Develop a proactive mindset to approach negotiations with confidence and collaboration.
- Foster a professional approach to balancing competing demands while maintaining integrity and fairness.

### Dates

In-house only

### Price

POA

### Suitable for

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](mailto: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.