



Practice
Management
Excellence

The Chambers' Practice Management Development Programme

PME

Built by listening to Chambers

Our Practice Management Training programme has been built from detailed industry research and feedback from people working in Chambers' Practice Management.

Starter Clerk



Clerking off to a good start

"This is the stuff you don't learn at school, college or university, but is absolutely essential for your career progression."

What will you gain from attending?

- Help fast track your first few years in Chambers by gaining a broader view of the Chambers' world. Find out why it is so unique, and what it expects of those people who work in this fascinating industry.
- Equip yourself with new tools to work effectively and harmoniously with your team, Chambers members and cement your future as a Bar Clerk.

Courses for 2021

1. The Clerks' role in the context of a barristers' Chambers

Dates: 18th January & 10th May

2. The importance of excellent customer service and working effectively as a part of a team

Dates: 28th January & 7th June

Running time: 12.00pm – 5.30pm

Location: Remote delivery via Zoom

Course cost: £385 per session or
£365 for multiple bookings
+ VAT, invoiced, 30 day terms

Junior Clerk



Building your career in Modern Practice Management

"You are in the game, now stand out from the crowd."

What will you gain from attending?

- Build on your understanding of what your members have to offer and how you can identify the points of difference to their competitors?
- Enjoy, feel comfortable and excited about building a professional network.
- Stand out from others and be different to your competitors by using professional collaborative negotiation techniques.
- Understand the basics of selling professional services and lay the foundations of what will be expected from your future business development responsibilities.

Courses for 2021

1. Professional collaborative negotiation skills

Dates: 29th January & 8th June

2. Developing business for your Chambers

Dates: 16th March & 7th July

Running time: 12.00pm – 5.30pm

Location: Remote delivery via Zoom

Course cost: £385 per session or
£365 for multiple bookings
+ VAT, invoiced, 30 day terms

Clerk



Professional Practice Development

“Put your skills to work and gain the maximum rewards for Chambers and yourself.”

What will you gain from attending?

- Be able to conduct professional PDMs, demonstrating your business acumen and gain clarity with who is responsible for what, when developing members' practices.
- Develop your leadership skills by becoming a master of 'soft-skills.' Maximise your position with excellent rapport-building with clients, colleagues and members.
- Have confidence in building and articulating a credible business development plan that you will be proud of.
- Be confident in presenting your chambers in a unique way, articulating your competitive advantage and build credible sales arguments for clients.
- Have the ability to build and run a credible appraisal system.

Courses for 2021

1a. Effective management of staff and members' practices

Dates: 5th Feb & 13th May

1b. Maximising business relationships

Dates: 15th March & 10th June

2a. Building a business development plan for results

Dates: 20th April & 15th June

2b. Pitching and presenting for new business

Dates: 11th May & 1st July

Running time: 12.00pm - 5.30pm

Location: Remote delivery via Zoom

Course cost: £399 per session or
£365 for multiple bookings
£1400 for block booking of all 4 modules
+ VAT, invoiced, 30 day terms

Senior Management



Strategic Business Development for Chambers' Senior Management

“You have reached the top. Be motivated to lead your members, staff and drive strategic business results for chambers.”

What will you gain from attending?

- Gain new tools and knowledge to lead people, staff and barristers alike.
- Develop your skills in branding for business development and Bar recruitment.
- Enhance your leadership skills.
- Build on self-motivation to drive business for Chambers' practice development.
- Be able to segment your client base and build a business plan to provide rewarding business for chambers.
- Build on your professional network by working with like-minded colleagues at your level.

Courses for 2021

1. Business development for modern Chambers' Management

2. Managing the challenges of Chambers' unique business structure

Dates: Please register your interest

3. Professional mentoring and coaching

Dates: 19th January & 6th July

Running time: 12.00pm - 5.30pm

Location: Remote delivery via Zoom

Course cost: £450 per module
+ VAT, invoiced, 30 day terms

"I have known Don Turner for a number of years and I was pleased to finally get the opportunity to formally work with him. I attended a two day training course designed for senior management. From start to finish I found the course to be extremely informative and thought provoking. It was refreshing and rewarding to sit around a table and share ideas and problems with colleagues from other chambers from around the country – I would go as far as to say it was cathartic! Don's approach to business planning and strategic business development was spot on. I have taken away a number of ideas and applied these into my daily working life. There are numerous trainers out there, but Don has really taken the time to understand the nuances of the Bar, clerking and chambers life generally. As a result, he is able to tailor his training to all levels: barristers, clerks, senior management and administrative staff. There is something for everyone and I can't recommend him enough."

Joe Wilson, Chambers Director, St Philips Chambers

Booking Details

These practical sessions will run with a limited number of delegates, so we can protect the integrity of the experience, and make the outcome as bespoke as possible to you.

These events are a professional networking opportunity, and a chance to work with like-minded professionals and build long term business relationships.

On booking your place you will be registered to attend and full joining instructions will be sent to you one week before the event.

Course Venue

All courses will be run at a central London venue

Booking your place

Please contact Nicky on :
nicky@pmetraining.co.uk

Or call any member of ABC Chambers Solutions LLP on: **020 3890 8190**

For a bespoke chambers Training Needs Analysis please contact:
don@pmetraining.co.uk

Professional Development Experts

For more information about our courses and what else we offer, please visit: www.pmetraining.co.uk

For course structure, or to discuss bespoke bookings, please contact

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Tel: **07775 074 568**

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