



Practice
Management
Excellence

Your guide to personal development training for members of the Bar.

PME

These courses are written *specifically* for members of the Bar.

All delegates will leave the sessions with practical tools to use within their own practice development.

Professional Networking Skills

 2 hour group session

Improve your confidence at professional networking events, cultivate business opportunities, raise your profile and increase referrals. We examine techniques, and proven methods of how to get the most out of networking, how to develop your own personal attraction to others in your field, and how to find client events rewarding and fun.

This module includes:

- ✓ How to find your own motivation to attend events.
- ✓ Understanding the principles of networking.
- ✓ How not to work a room.
- ✓ The psychology of connecting with people.

Professional Presentation Skills

 2 hour group session

Presenting seminars and lectures is a key opportunity for barristers to develop their personal profile, and generate business. The skills and techniques can be very different from those needed as an advocate. We help delegates connect with their audience, and give them the essential skills necessary to create and deliver a presentation effectively.

This module includes:

- ✓ Setting objectives.
- ✓ Preparing your message.
- ✓ Design and delivery.
- ✓ Evaluation and planning the next steps.

Chambers Member Mentoring

 2 hour group session

Being self-employed and building a practice can be demanding and stressful. Juggling your career with your home life and trying to fit-in business development activities, can be an enormous undertaking. Many chambers are starting their own internal mentoring scheme and, to that end, we offer this short, course to help lay down some foundations to support this initiative.

This module includes:

- ✓ Understanding general principles.
- ✓ Mentoring in practice.
- ✓ Pitfalls and practicalities.
- ✓ Methods of how to motivate people to find answers to their problems.

“Don delivered training in Chambers to members in relation to our formal Mentoring Scheme. The content was engaging, relevant and encompassing of the occasional peculiarities of the Bar. It provided insightful guidance on techniques and application to ensure our members can provide consistent mentoring assistance to our junior members whilst setting comfortable boundaries. The delivery was relatable, clear and encouraged open discussion around potentially challenging topics. We are very grateful to Don and wouldn't hesitate to recommend him.”

Sarah Earl, Chambers Director, Old Square Chambers

“After a hectic day of work I had my reservations about going straight into a ‘Maximising Business Relationships’ workshop. However, my view had changed completely by the end of the session, and I continue to reap the benefits of this engaging and informative session, which has provided me with new approaches to many of the interpersonal situations that a Barrister can face in practice.”

J Santos, Barrister, 5RB

Maximising Your Client Relationships*

**This session has a pre-course online questionnaire to be returned to us at least one week before the event. There is an extra cost of £35 per delegate.*

 2 hour group session

In business, we depend on our ability to communicate and connect with all types of people. The most effective and successful people are those who can interact with others with ease. In this session, you will gain valuable insight into how you can maximise your position with your clients and your practice staff.

This module includes:

- ✓ Understanding what naturally motivates and drives you.
- ✓ How to gain a better insight into your own inner conflict.
- ✓ How to gain clarity on any potential struggles with your practice team and other members.
- ✓ How to use your new insights for ‘intelligent selling’ and gain better connections with your clients.

Professional Practice Development

 2 hour group session

Assess your own branding, and focus on what you offer as a unique product. Explore how to promote your practice within your chambers’ brand, and plan what you can do to attract future clients.

This module includes:

- ✓ Practice branding exercises.
- ✓ Client profiling - understanding what type of client you want to attract.
- ✓ Evaluation of what it means to become a specialist.

Practice Growth Strategy and Planning

 2 hour group session

Focusing on strategic direction, to understand your market potential, so you can measure and manage growth to its full potential. Using practical business growth tools, we examine how to make positive change to keep you on track for success.

This module includes:

- ✓ Setting personal and practice goals.
- ✓ Building a development plan.
- ✓ Understanding personal limitations.
- ✓ Working with your practice team to best effect.

These courses can be run on their own, or together in your chambers.

Price: £975* per module up to 12 delegates.

**Chambers outside London will be subject to travelling expenses.*



About PME

Practice Management Excellence is a unique enterprise, created originally by combining the huge experience of ABC Chambers' Solutions, the leading recruitment and consultancy agency serving the Bar, and the strategic managerial business expertise of Don Turner, a former Board-level strategic management executive, and a qualified trainer and coach with a passion for personal development. This mixture of ABC's sector knowledge, Don's exceptional commercial credentials and his skills and credibility as an instructor and mentor have led PME to become the most prominent provider of management development training and coaching for barristers' chambers.

PME is the only provider of training and development solutions that operates exclusively for the Bar.

This allows us to have a uniquely focussed approach and understanding of the business of chambers and the business development needs of their barristers and practice managers. Since PME's launch in 2013, we have now worked with well over 80 of the country's leading chambers, trained over 400 practice managers, conducted more than 80 in-house courses for members and chambers' management and provided more than 90 one-to-one, or small group coaching sessions for barristers and practice managers.

Working with various chambers - from boutique, to some of the largest and most prestigious sets, has allowed us to develop many close connections with the senior executives/clerks. This allows us to have the most up-to-date sense of the challenges facing chambers, enabling us to refine and develop our courses to meet their needs. Please get in touch to discuss how PME can help you.

We support you with the ability to offer your members relevant, robust and targeted encouragement for the sustainable growth of their practice.

Professional Development Experts

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

For course bookings please email Nicky on: nicky@pmetraining.co.uk

For course structure and content, please email Don Turner on: don@pmetraining.co.uk

For more information, or to organise a meeting, please contact:
Don Turner: 07775 074 568
Bill Conner: 07557 670 560



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"Cornerstone Barristers have employed PME training on several occasions for the clerking team. Members of chambers also found Don's Professional Presentation Skills training really useful. The great thing about Don is that he understands the unique way chambers operates and develops his sessions to fit our business model."

Justin Callaghan, Clerk, Cornerstone Barristers