



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

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## 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.

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#### Running time:

11.00am –  
4.30pm

#### Costs:

£450

#### Dates:

October 15th

For Clerks at all levels

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## 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.

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#### Running time:

11.00am –  
4.30pm

#### Costs:

£399

#### Dates:

October 22nd

For Clerks at all levels

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## 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.

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#### Running time:

11.00am –  
4.30pm

#### Costs:

£399

#### Dates:

November 5th

For Clerks at all levels

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## 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.

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#### 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](mailto: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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