

# Course Specification for Chambers' Practice Management

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS



Practice  
Management  
Excellence

## Building Staff Appraisal Systems for Practice Management Teams

### Course Description

This course is designed to help barristers, clerks, and chambers professionals develop the confidence and skills to deliver compelling and professional presentations. Whether addressing clients, colleagues, or members, participants will learn how to structure their content, engage their audience, and communicate with clarity and impact.

### 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.

### Key Course Highlights:

- 1. The Foundations of Appraisal Systems:**
  - Defining the objectives of appraisals for practice management teams.
  - Aligning appraisals with chambers' strategic goals and values.
- 2. Designing the Appraisal Process:**
  - Creating fair and transparent evaluation criteria.
  - Developing templates and tools for consistency and effectiveness.
- 3. Conducting Effective Appraisals:**
  - Structuring appraisal meetings to encourage open and constructive dialogue.
  - Balancing recognition of achievements with areas for improvement.
  - Setting clear, actionable goals for the next review period.
- 4. Building a Feedback Culture:**
  - Encouraging ongoing, two-way feedback outside of formal appraisals.
  - Using feedback to identify development opportunities and build trust.
- 5. Addressing Underperformance:**
  - Identifying root causes and providing support for improvement.
  - Documenting conversations and maintaining professional accountability.
- 6. Linking Appraisals to Development:**
  - Creating personalised development plans for staff.
  - Using appraisals to support career progression and skill enhancement.
- 7. Continuous Improvement of the Appraisal System:**
  - Gathering feedback on the appraisal process to refine and improve it.
  - Keeping the system dynamic and responsive to changing chambers' needs.

### Key Outcomes:

- A comprehensive and transparent appraisal framework tailored to chambers.
- Improved staff performance through clear expectations and constructive feedback.
- Enhanced morale and retention driven by professional growth opportunities.
- A consistent and professional approach to staff management in chambers.

### How is it done?

Our workshops are designed with significant input from delegates, ensuring relevance and tailored content. Rather than instructing, we adopt a professional coaching approach, fostering maximum learning and meaningful engagement. This methodology ensures high relevance to Chambers and supports lasting change. Delegates can expect minimal use of PowerPoint, with an emphasis on interactive, hands-on learning. All participants leave with comprehensive course notes and additional reading materials to support ongoing development.

### Contact Us

For more information about our courses and what else we offer, please visit :

[www.pmetraining.co.uk](http://www.pmetraining.co.uk)

Or to book your place contact :  
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