

# Course Specification for Chambers' Practice Management

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS



Practice  
Management  
Excellence

## Leadership and Management of Staff

### Course Description

This course is designed for barristers' clerks, practice managers, and chambers professionals who lead staff teams. It focuses on developing essential leadership and management skills to inspire, guide, and support staff effectively while achieving chambers' objectives. Participants will learn how to balance strategic leadership with operational management to create high-performing teams and a positive workplace culture.

### 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.

### Key Course Highlights:

- 1. Foundations of Leadership and Management:**
  - Understanding leadership styles and their impact.
  - Transitioning from operational to strategic thinking.
- 2. Building and Leading High-Performing Teams:**
  - Developing team cohesion and trust.
  - Recognising and leveraging individual strengths.
- 3. Communication and Influence:**
  - Enhancing communication skills to motivate and engage.
  - Managing difficult conversations and resolving conflicts..
- 4. Performance and Development:**
  - Setting clear goals and expectations for staff.
  - Providing constructive feedback and fostering professional growth.
- 5. Time Management and Prioritisation for Leaders:**
  - Balancing operational demands with strategic priorities.
  - Effective delegation to optimise team performance.

### Key Outcomes:

- Stronger leadership confidence and capability to guide teams effectively.
- Improved staff engagement, morale, and productivity.
- Enhanced ability to align team efforts with chambers' strategic objectives.
- A culture of collaboration, trust, and continuous improvement.

### 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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