

# Course Specification for Chambers' Practice Management

BESPOKE TRAINING & PERSONAL DEVELOPMENT SOLUTIONS FOR BARRISTERS' CHAMBERS



Practice  
Management  
Excellence

## Professional Mentoring and Coaching Skills

### Course Description

This course equips barristers' clerks, practice managers, and chambers leaders with the tools and techniques to mentor and coach staff effectively. By fostering a culture of professional development, participants will learn to support the growth of individuals within chambers, enhance team performance, and develop their leadership skills.

### Learning Objectives:

- Understand the principles and differences between mentoring and coaching.
- Develop active listening and questioning techniques to foster growth and self-awareness.
- Learn how to set clear goals and provide constructive feedback.
- Explore ways to build trust and create a supportive mentoring or coaching relationship.
- Understand how mentoring and coaching contribute to chambers' success.

### Key Course Highlights:

- 1. Understanding Mentoring and Coaching:**
  - The roles and responsibilities of a mentor and a coach.
  - When to use mentoring versus coaching approaches.
- 2. Building Effective Relationships:**
  - Establishing trust and rapport with mentees or coachees.
  - Setting expectations and boundaries for professional relationships.
- 3. Core Skills for Mentoring and Coaching:**
  - Mastering active listening and powerful questioning techniques.
  - Providing feedback that motivates and guides improvement.
  - Helping individuals identify and achieve their goals.
- 4. Developing Strategies for Growth:**
  - Creating structured development plans and tracking progress.
  - Encouraging self-reflection and problem-solving.

### Key Outcomes:

- Enhanced leadership skills through effective mentoring and coaching.
- Improved staff morale and performance through personalised development.
- A supportive and growth-oriented culture within chambers.
- Practical tools to develop and retain talent in practice management teams.

### 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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