

Law firm Management 2012

Edinburgh – Tuesday 13th March 2012

Lexcel is an internationally recognised law firm quality kite mark that strengthens a firm's procedures, reduces the risks it faces and improves profitability. It is robust and is regularly developed and strengthened. The first firms in Scotland, Ireland and other jurisdictions were accredited this summer with others expected to follow. Accreditation is by the Law Society of England & Wales.

"We see Lexcel as the next step in our aim to be regarded as a pre eminent Firm in the area of practice management .The process has been extremely challenging as the requirements of Lexcel are very exacting. However, the processes and procedures required by Lexcel are relevant and the project has been of great assistance in tightening up our procedures, making our policies more relevant and ensuring that an annual review occurs in respect of virtually everything we do. It also insists on making people accountable within the office for ensuring things get done."

Dillon Solicitors – Dublin – the 1st firm practising solely in Ireland to be awarded Lexcel

Lexcel 1 - Introduction

This seminar provides overall guidance on implementation:

- Why Lexcel?
- Developing the manual
- Structures and policies, Strategic plans
- Financial management and ICT
- People management
- Successful implementation

Tuesday 13th March 2012
10.00am – 12.30pm, registration 9.30am

Lexcel 2 – Risk and file management

This seminar will look at the all important file related parts of the standard:

- Supervision and operational risk management; client care
- File and case management
- Introducing procedures, training and the assessment process
- Using Lexcel to increase profitability

Tuesday 13th March 2012
2.00pm – 4.30pm, registration 1.30pm

Both seminars will be chaired by Fiona Westwood and run by Andrew Otterburn, a Law Society authorised Lexcel Consultant

Lexcel
Practice Management Standard
Law Society Consultant

Otterburn
L e g a l C o n s u l t i n g

Otterburn Legal Consulting is a specialist law firm management consultancy based in the UK. We advise firms on how to develop and strengthen their management, formulate future strategy and improve long-term profitability. We have advised over 300 firms, together with Government and the professional bodies in the UK. We are founder members of the Law Consultancy Network – a grouping that brings together some of the UK’s most highly regarded law firm management consultants.



Independent
Law Firm Consultants

Each year we run a number of seminars – in London, Lisbon, Dublin and other centres and speak at or chair conferences.

Speakers:

Fiona Westwood left private practice in the mid 1990s to set up her own management consultancy specialising in working with professional firms. She has published two books based on her Model for Success which combines leadership, resource management, client focus, strategy, skill development and structure. Her specialities are strategic development and leadership coaching. Her main focus in both is helping her clients achieve strategic change, as implementation of change is especially difficult for professional service organisations with their complicated ownership structures. She teaches on a number of post-graduate courses including being one of the lead tutors for the MMU Postgraduate Certificate in Legal Practice Management. She has experience of external quality standards and was a member of the Law Society of Scotland’s Standards Working Party. She is co-editor with Andrew Otterburn of the Law Society of Scotland’s publication – “From Recession to Upturn”.

Andrew Otterburn is a leading law firm management consultant with twenty years experience advising law firms. He has advised around 250 firms in connection with strategy, business development, management structures and organisation; profitability and financial management; away day and partner retreat facilitation and Lexcel. His book, “Profitability and Law Firm Management” was published by the Law Society in London in 2002, with the second edition published in 2007. His latest book, “From recession to upturn – Financial management and strategy for law firms” was published by the Law Society in 2009. He is co-author of the Law Society of Scotland annual Cost of Time Survey. He is vice chairman of the Law Management Section, a founding member of the Law Consultancy Network, a core MBA faculty member and module leader for the Nottingham Law School MBA in Legal Practice, and a lead tutor for the MMU Postgraduate Certificate in Legal Practice Management.

Fee: £95 per seminar (£114 inc VAT) CPD: 2 ½ hours each seminar

	Lexcel Introduction (1)	Please tick:	Lexcel implementation (2)	Please tick:
	Tuesday 13th March 2012 10.00am – 12.30pm, registration 9.30am	<input type="checkbox"/>	Tuesday 13th March 2012 2.00pm – 4.30pm, registration 1.30pm	<input type="checkbox"/>
Title/First name/Surname		Email:		
Title/First name/Surname		Email:		
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Address				
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Telephone & Fax				
<p>Please note that fees are non-refundable if cancellations are received less than 14 days before the event, but delegates may be substituted at any time. We reserve the right to change the programme due to circumstances beyond our control.</p> <p>Enquiries: andrew.otterburn@otterburn.co.uk Tel: +44 (0)1484 682928 Fax: +44 (0)1484 684477 www.otterburn.co.uk Post to: Otterburn Legal Consulting LLP, 1 Holme View Park, Holmfirth, HD9 3HS, UK Please make cheques payable to Otterburn Legal Consulting LLP</p>				