

# Law firm Management 2012

St Peter Port, Guernsey

St Helier, Jersey

Tuesday 12<sup>th</sup> & Wednesday 13<sup>th</sup> June

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. It has been available to firms in England & Wales for many years but last year was made available to firms in other jurisdictions. 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 1<sup>st</sup> firm practising solely in Ireland to be awarded Lexcel**

## Lexcel 1 - Implementation

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

**Guernsey – Tuesday 12<sup>th</sup> Jersey – Wednesday 13<sup>th</sup>  
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

**Guernsey – Tuesday 12<sup>th</sup> Jersey – Wednesday 13<sup>th</sup>  
2.00pm – 4.30pm, registration 1.30pm**

**Both seminars will be 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. We produce an annual benchmarking survey of firms in Ireland. In 2009/9 the combined fee income of the participants was €39m, and in total the firms had over 180 lawyers and 220 support staff – a total compliment of 400 partners and staff.

**Venues:** The Old Government House Hotel in St Peter Port and the Royal Yacht in St Helier.

**Speaker:**

Andrew Otterburn is a leading law firm management consultant based in the UK, 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
- The Lexcel quality standard

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. Andrew has chaired or spoken at many conferences on behalf of the Law Society, the Law Society of Scotland, the Law Society of Ireland, and other organisations. In 2009 he was a speaker at the tri-annual conference of the Orde van Vlaamse Balies.. He is vice chair of the Executive Committee 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: £150 per seminar (no VAT) CPD: 2 ½ hours each seminar (English solicitors)

	<b>Lexcel implementation (1)</b> <b>10.00am – 12.30pm, registration</b> <b>9.30am</b> <b>Guernsey – Tuesday 12<sup>th</sup> June</b>	<b>Please tick:</b>	<b>Lexcel implementation (2)</b> <b>2.00pm – 4.30pm, registration</b> <b>1.30pm</b> <b>Guernsey – Tuesday 12<sup>th</sup> June</b>	<b>Please tick:</b>
	<b>Jersey – Wednesday 13<sup>th</sup> June</b>		<b>Jersey – Wednesday 13<sup>th</sup> June</b>	
Title/First name/Surname		<b>Email</b>		
Title/First name/Surname		<b>Email</b>		
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Telephone & Fax				

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.

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