



LAW FIRM LEADERSHIP AND BUSINESS SKILLS

MANAGEMENT SKILLS DEVELOPMENT
FOR PARTNERS AND ASSOCIATES

“ *This has been an excellent course from start to finish thanks to Andrew’s knowledge, his relaxed manner and his skill at drawing out what we really think or what is really bothering us.* ”

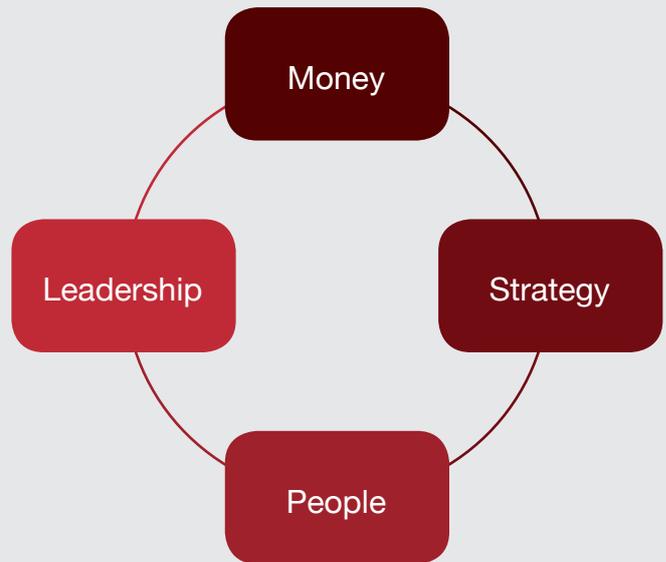
Otterburn
Legal Consulting

GRAYS INN LONDON
Wednesday 10th April 2019
Wednesday 8th May 2019
Wednesday 5th June 2019
Wednesday 3rd July 2019

COURSE OVERVIEW

This course is designed for new partners, new managing partners or team leaders, senior or managing associates and anyone else involved in law firm management such as in house professionals in IT, HR, BD or facilities management.

It is based upon our highly successful in-house programmes and looks at the four key areas that are central to any successful business:



“ Andrew’s course is excellent. It was tailored to our firm and our specific roles within it. Andrew provided individual coaching and mentorship to those that wanted it. Andrew was so committed to expanding our knowledge and experience that he even took the time to introduced us to some of his contacts. We would have no hesitation in recommending this course - as it benefits both the individuals participants and the wider business they are a part of.

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“ The course has stood out for me as crucially it’s been directly relevant to our business and where each of us fit within it. Attendees are encouraged to apply what they have learned in their day jobs and to challenge the status quo in a constructive way. This makes it engaging for those attending and gives the firm an immediate return in its investment.

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THE PROGRAMME COMPRISES 4 MODULES

Participants can book all four modules or just the ones they find of interest:

FINANCE 1 AND STRATEGY – 10TH APRIL



Understand the basics of law firm finance; the difference between profit and cash; a simple set of accounts; the main profitability KPIs. Understand why firms need a plan and how one may be developed. Consider the business strategy for your own firm.

MANAGING AND MOTIVATING PEOPLE – 5TH JUNE



Learn about different management styles and behaviour types. Consider what does and doesn't work in managing a team. Understand better how to "influence up" and build the trust and respect of colleagues.

FINANCE 2 AND MANAGING CHANGE – 8TH MAY



Using published accounts learn about lock up and calculate lock up for an example firm. Consider departmental lock up and profitability. Consider the practical problems managing change in a law firm and the contributions people at different levels can make in achieving change.

LEADERSHIP – 3RD JULY

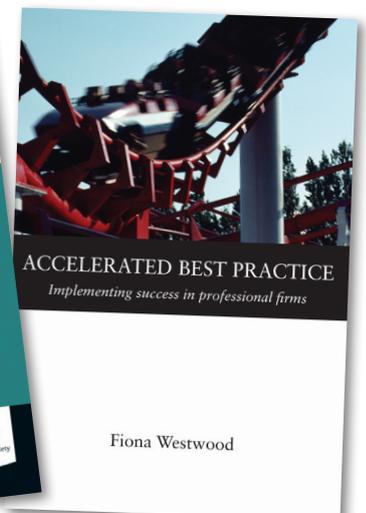
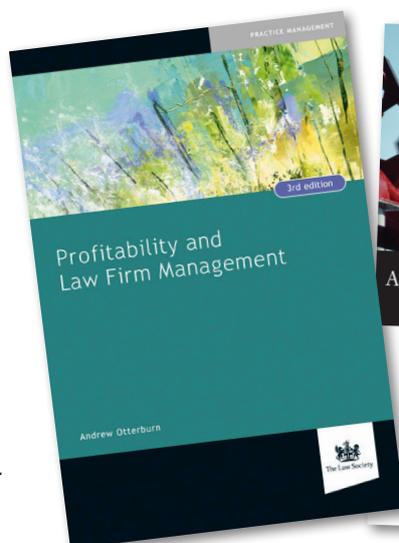


Understand the differences between managers and leaders. Identify the skills required of leaders in law firms. Consider how to deal with difficult people and situations. Learn how to better manage your own time.

PARTICIPANTS WILL RECEIVE COPIES OF THE TWO CORE BOOKS THAT WILL BE USED IN THE COURSE:

Otterburn, A. (2015) Profitability and Law Firm Management (3rd edition), London: The Law Society

Westwood, F. (2008) Accelerated Best Practice – implementing success in professional firms - Matador





ANDREW OTTERBURN

Andrew Otterburn is a leading law firm management consultant who has advised around 250 firms of solicitors in the UK and Ireland. Most of his work today is facilitating partner retreats or running in house partner and associate training for Top 200 UK law firms. He has undertaken extensive consultancy work for the Law Society of England & Wales, the Legal Services Commission and the Ministry of Justice. The 3rd edition of his book "Profitability and Law Firm Management" was published by the Law Society in 2016. He is a former vice chair of the Executive Committee of the Law Management Section and a founding member of the Law Consultancy Network.



FEES AND FURTHER INFORMATION

The fees are £775 (£930 inc VAT) for each module or £2,875 (£3,450 inc VAT) for the whole programme.

Fees are per person and include copies of the two core books, course materials and sandwich lunch at each module, but do not include accommodation in London. Grays Inn is two minutes from Chancery Lane tube, just off High Holborn. Each module runs from 10.00am – 3.45pm with 45 minutes lunch.

Please note that fees are non-refundable if cancellations are received less than 14 days before the module, but delegates may be substituted at any time. We reserve the right to change the programme due to circumstances beyond our control.

ENQUIRIES

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PAYMENT

Please arrange bank transfer to: SORT CODE: 30 94 43 ACCOUNT: 00230522