

The Internal Productivity Toolbox™

To manage and motivate your team to exceptional delivery

- ✓ Do you have the work/life balance you want or need?
- ✓ Do you know what IT systems would make your life easier?
- ✓ Are you leading and managing your team effectively?
- ✓ Are you commercially astute so that you understand and apply current best business practice?
- ✓ Are you delegating efficiently?

COURSE DETAILS:

Date: 8th December 2017

Location: Thorpe Park Hotel and Spa, 1150 Century Way, LS15 8ZB

Times: 10.00 - 16.30 (Registration 9.30)

Cost: £250 including lunch and refreshments.

Presenter: Ann Page

This course fulfils the SRA Statement of Solicitor Competence sections: A Ethics, Professionalism and Judgement - A1, A2 and A5. B Technical Legal Practice - B1, B3 and B4. C Working with Other People - C1, C2 and C3. D Managing Themselves and Their Own Workload - D1 and D3.

What the Programme Covers:



CAPACITY

Time management tools and techniques and support for pacing yourself to avoid burnout.



CAPABILITY

Gap analysis of IT systems relating to the technical and management areas of your legal business, including how to manage outsourced support.



CREW

How to build, lead and manage your team(s) and their performance and guide any change project. This includes an assessment of your leadership and management style.



COMMERCIALITY

Business acumen and efficiency tips and techniques.



COMMUNICATION

Inspirational and motivational methods (including giving and receiving feedback) for you and your team. Communication tools you need so you can delegate confidently.



PLUS

Management Action Plan for the next 12 months

