

2014 CPD Training Programme

## ***Effective Management***

Thursday, 16 October 2014 - Registration at 5:15pm with talk at 5:30pm – 6:30pm  
At Restaurant Bar & Grill, Parliament Street, Harrogate  
Cost – **£10 members / £15 non-members**

**1 HOUR CPD - accredited**

### **Fiona Gillam will cover:**

#### **Summary of Content:**

- What are Management Skills?
- How do I know if I have them?
- Identifying Key Management Skills for managers and team leaders
- Delegation, Giving Feedback, Supervision, Team Building, Decision Making, Open Door Management, Training and Mentoring, Time Management, Clear Communication, Record Keeping.
- An action plan for developing management skills to benefit my business

#### **Who is it suitable for?**

- Lawyers and non-lawyer managers and team leaders
- Partners/Directors at all levels
- Team leaders
- Junior fee earners (as part of leadership development)
- Fee earners who manage secretarial and other support staff

#### **The Speaker:**

Fiona Gillam is a non-practising Solicitor, Compliance Consultant and Lexcel Assessor. Based in Harrogate, she runs a boutique risk management consultancy for lawyers, combining 25 years' practical experience as a solicitor with an auditor's eye for detail. She works with clients ranging from sole practitioners to multi-office Legal 500 firms.

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I/We should like to reserve ..... places at the above seminar and enclose a cheque for £.....  
made payable to **Harrogate & District Law Society**.

Please complete all sections:

Name(s) .....

Firm/Organisation .....

Address .....

E-mail address .....

**Print and return this form to:-**

Kate Maybury, Education & Training Officer, Harrogate & District Law Society, c/o Raworths LLP Solicitors, Eton House, 89 Station Parade, Harrogate, North Yorkshire, HG1 1HF (DX: 11960 Harrogate) no later than one week prior to the event.

If you have any queries about the course, please contact Kate Maybury or Pauline Sellers at Raworths LLP on 01423 566666 or by email [kate.maybury@raworths.co.uk](mailto:kate.maybury@raworths.co.uk) or [Pauline.sellers@raworths.co.uk](mailto:Pauline.sellers@raworths.co.uk) .

Please direct any membership enquiries to Katherine Swinn at Hutchinson and Buchanan on 01765 602156



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MEMBERSHIP FEE	£15 enclosed made payable to Harrogate & District Law Society	
If previously employed within the Harrogate Law Society district, please state the firm and your position:		
Name and signature of Proposer		
Name and signature of Seconder		

Please complete **all of the form**, you will need a PROPOSER and someone else to SECOND your application both of whom should be current members of the H&DLS. When completed, please return this form and your fee to: **Katherine Swinn, The Honorary Secretary, Harrogate & District Law Society, c/o Hutchinson & Buchanan, 77 North Street, Ripon, North Yorkshire HG4 1DS or by DX: 61400 Ripon**

Provided your application is properly completed it will be considered at the next H&DLS committee meeting and you will receive an email from Katherine confirming the outcome of your application.