



# Career Development Engagement Programme 2017 - 2018





## *Foreword*

### **Welcome to the Law Society's Career Development 2017/2018 engagement programme**

The Law Society's career development service helps potential and existing members to make informed choices throughout the various stages of their career, including:

- Students considering law (school, university, GDL, LPC)
- Overseas lawyers / barristers (QLTS)
- Career breaks
- Alternative careers
- Retraining / returning
- Planning your exit
- Setting up in practice
- Career options open to a solicitor
- Developing and managing your career
- Managing career crossroads

We offer events, webinars, email advice, publications and website content.

One of the key work streams of the Law Society strategy is legal education and professional standards with a commitment to provide accessible, relevant and high quality education and training to support the career development of members. Further information on the strategy can be found at the Law Society website [www.lawsociety.org.uk](http://www.lawsociety.org.uk) along with updates on activities developed to support this area of work.

This engagement programme highlights some of our forthcoming events and activities and aims to give you an introduction to our work.

## *Support for potential members*

This includes events and a dedicated [Becoming a solicitor' page](#), providing guidance on preparing for a career in the solicitors' profession, with information on:

- routes to qualifying
- how to increase the chances of success
- completing applications
- interview techniques
- the realities of qualifying, 'warts and all'

## *Support for solicitors*

A dedicated [career development page](#), providing guidance and support for solicitors throughout the various stages of their career.

The activities are often driven by market trends, and include, for example: training webinars, retraining seminars aimed at those looking to change their area(s) of specialism; sessions on alternative ways to work within the profession; application/selection advice; and guidance to those considering going on maternity leave, returning from a career break, at a career crossroads or facing redundancy.

## *Career barriers*

The service also supports the Law Society commitment to actively promote diversity in entrants to the profession, and tackle obstacles faced around career progression. This is supported through events aimed at inner city school students, undergraduates, LPC students, mature students/career changers and a series of leadership workshops aimed at women and black and minority ethnic lawyers.



## Events

Over the next year the Law Society will host a range of career development activities. Details of these activities can be found at [events.lawsociety.org.uk](http://events.lawsociety.org.uk)

### Careers clinic

**When:** Tuesday 7 November 2017, 09:30 - 18:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)

### In-house soft skills – Beyond the business card: Developing your personal brand

**When:** Thursday 14 December 2017, 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20

This is part of a series of workshops designed specifically for the needs of in-house lawyers.

Business branding is common, but branding is just as important on a personal level, especially if you are working within a branded business or with other branded businesses. Personal branding is about how you appear to the world, what you are known for and how people experience you. It brings who you are to what you do and how you do it. Your brand is a reflection of your authentic self as well as your reputation and so should be as strong and as polished as possible.

This workshop, designed specifically for the needs of the in-house lawyer, will help you explore and craft your own personal brand. It includes presentations, discussions and practical tips to assist you in proactively managing your brand.

For further information and booking details, keep an eye on our [website](#)

## Career clinics

**When:** Wednesday 7 February 2018  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place, please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)

## Changing career direction

**When:** Thursday 15 February 2018, 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20

An increasing number of solicitors are looking to reshape their career as the legal profession experiences unprecedented change in a fast pace legal market.

This session will:

- provide a starting point for those solicitors going through career transitions or at a career crossroads
- address key issues solicitors face when going through career transitions
- discuss alternative career options
- provide valuable tips to assist you to ensure that the next chapter of your career works for you
- provide an overview of challenges within the legal profession

For further information and booking details, keep an eye on our [website](#)



## Embarking on qualification – All you need to know

**When:** 7 March 2018, 18:00 - 21:00

**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL

**Cost:** Free

Workshop led by Robert Walters. Hear how to make the best out of your period of training; how to maximise your chances of getting what you want on qualification and options on qualification.

For further information and booking details, keep an eye on our [website](#)

## Preparing mature students and career changers for entry to the solicitors' profession

**When:** Wednesday 21 March 2018, 15:00 - 20:30

**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL

**Cost:** Free

The Law Society is fully committed to attracting the most able candidates into the legal profession and to promoting equality at all stages. As part of its drive to promote diversity at entrance level, the Law Society has developed an exciting careers event to offer advice and support to mature students and/or career changers aspiring to become solicitors.

A panel of top employers will offer essential advice to help you identify key skills that can be transferred to the legal profession and thereby increase your chances of securing a period of recognised training.

You will also have the opportunity to put your questions to trainees and qualified lawyers who have already made the switch successfully, during a fast-paced speed networking session

For further information and booking details, keep an eye on our [website](#)

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## In-house soft skills – Difficult people and challenging situations

**When:** Thursday 22 March 2018, 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20

This workshop will examine the challenges faced by in-house lawyers and suggest practical top tips for enhanced performance, increased efficiency and greater effectiveness.

- Learn how to understand different personality types
- Discover techniques to help you deal with conflict
- Develop tools to assist you with giving feedback and tackling difficult conversations
- Gain techniques for building your own resilience

For further information and booking details can be found [here](#)

## Careers clinic

**When:** Tuesday 17 April 2018, 09.30 - 18:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place, please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)



## Retraining: an introduction to wills, probate and trust

**When:** Tuesday 24 April 2018, 09:30 - 19:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £145

Many practitioners are actively seeking to retrain in other practice areas. The Law Society has developed this one day introductory training session to help solicitors considering a career move into wills, probate and trusts.

The session will cover an introduction to:

- will drafting
- disputed wills
- trusts (including IT software)
- probate

The session has been developed for solicitors who are considering moving into probate and who: may have taken redundancy or are contemplating a major career move.

For further information and booking details, keep an eye on our [website](#)

## Online offline networking – How this tool can be used to help you to develop your personal career and grow your business

**When:** June 2018, 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

*A Career Development and Law Management Section event*

Can you really afford not to be connected? This workshop has been designed to help you get the most out of networking both online and offline. Learn how these tools can be used by individuals to showcase their career successes and expertise as well as being used by businesses to reach new customers and keep in touch with existing customers.

For further information and booking details, keep an eye on our [website](#)



## Careers clinic

**When:** Wednesday 6 June 2018, 09.30 - 18:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)

## In-house soft skills – How to build and maintain your personal brand

**When:** Thursday 12 July 2018, London 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20

This two-hour session will explore the concept of personal branding and will provide you with the tools to become a more effective leader, team player and professional.

- Identify the elements that make a personal brand
- Learn where to start in defining your own brand
- Discover how to build your brand
- Gain techniques for developing gravitas

For further information and booking details, can be found [here](#)



## Growing your client base – Harnessing the power of word of mouth

**When:** 19 September 2018, London 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £40

This workshop is designed to assist partners and fee earners concentrate on how to develop new business through referrals by helping individuals to:

- fully exploit the value of referrals in their network
- win business more cost effectively
- strengthen client relationships
- establish a competitive edge
- create more opportunities to avoid competitive tendering

For further information and booking details, keep an eye on our [website](#)

## Careers clinic

**When:** Wednesday 5 September 2018, 09.30 - 18:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)

## In-house soft skills

**When:** Thursday 6 September 2018, 17:30 - 20:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20

This workshop will examine the challenges faced by in-house lawyers and suggest practical top tips for enhanced performance, increased efficiency and greater effectiveness.

For further information and booking details, keep an eye on our [website](#)

## Embarking on qualification – All you need to know

**When:** October 2018, 18:00 - 21:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

Workshop led by Robert Walters. Hear how to make the best out of your period of training; how to maximise your chances of getting what you want on qualification and options on qualification.

For further information and booking details, keep an eye on our [website](#)

## Preparing undergraduates for the solicitors' profession

**When:** Wednesday 30 October 2018, 09:50 - 16:30  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

This event is aimed at undergraduates. It aims to cover all aspects of preparing for a career in the solicitors' profession, including tips on increasing chances of success, completing applications and interview techniques.

You will also be given an insight into the different routes to qualification and alternative career options on offer by a variety of employers within the legal profession.

For further information and booking details, [click here](#)

## Careers clinic

**When:** Wednesday 7 November 2018, 09.30 - 18:00  
**Venue:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The Law Society careers clinic is aimed at LLB/LPC/GDL students, paralegals, final seat trainees and qualified lawyers.

The service offers a free confidential 45-minute one-to-one consultation with a career coach/legal recruiter. Careers advice will be provided on areas such as applying for training, interview practice, changing career direction, returning after a break, transferable skills, alternative careers, etc.

For more information and to book a place please email [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)



## Webinars

Practical webinars providing training, guidance and tips that can assist you in taking control and developing your career. All webinars are available through the [Professional Development Centre](#)

### Series of free podcasts

#### Tips for mature students / career changers to law

**When:** June 2018  
**Cost:** Free

#### Tips for moving in-house

**When:** June 2018  
**Cost:** Free

#### Tips for surviving the first 100 days of your traineeship

**When:** June 2018  
**Cost:** Free

#### Combining motherhood with a career in law – How can women have it all?

**When:** July 2018  
**Cost:** Free

#### The future of law – challenges and opportunities in the legal industry for the next decade (students)

**When:** July 2018  
**Cost:** Free

#### Tips for working as a consultant/freelance lawyer/locum

**When:** July 2018  
**Cost:** Free

## *Useful resources for potential members*

### **Webinars**

Details of these webinars can be found at:

[www.lawsociety.org.uk/law-careers/becoming-a-solicitor](http://www.lawsociety.org.uk/law-careers/becoming-a-solicitor)

#### **Becoming a solicitor – Things to consider before making applications**

**Cost:** Free

[View the webinar here](#)

#### **Becoming a solicitor – Application forms and CVs**

**Cost:** Free

[View the webinar here](#)

#### **Becoming a solicitor – Coping with interviews**

**Cost:** Free

[View the webinar here](#)

### **Publications**

Details of these publications can be found at:

[www.lawsociety.org.uk/law-careers/becoming-a-solicitor](http://www.lawsociety.org.uk/law-careers/becoming-a-solicitor)

#### **Becoming a solicitor – Start planning your future today**

[Download a free copy here](#)

To request hard copies please e-mail: [careers@lawsociety.org.uk](mailto:careers@lawsociety.org.uk)

#### **Thinking of working in-house? – Start planning your future today**

[Download a free copy here](#)

#### **Disabled students – Start planning your future today**

[Download a free copy here](#)

#### **Mature students and career changers – Start planning your future today**

[Download a free copy here](#)

#### **Preparing students for the solicitors' profession – A guide to qualification and the profession**

[Download a free copy here](#)



## *Useful resources for members*

### **Law Society Webinars.**

All webinars can be found at our Professional Development Centre [click here](#)

#### **Mind the gap – practical tips and advice for maternity leavers**

**Cost:** Free

### **Career development**

#### **How to create a career plan A.B and C**

**Cost:** Free

#### **How to define a S.M.A.R.T. career goal**

**Cost:** Free

#### **How to define your own career key performance indicators (KPIs)**

**Cost:** Free

#### **How to influence your career stakeholders**

**Cost:** Free

#### **Career scenario planning – how to, when to**

**Cost:** Free

#### **How to build your career capital**

#### **How to define your career strategy**

**Cost:** Free

#### **How to define your career purpose, mission and vision**

**Cost:** Free

#### **How to handle the emotions of redundancy**

#### **How to create a portfolio career**

**Cost:** Free

#### **How to identify your transferable skills**

**Cost:** Free

#### **How to create your personal brand / how to maximise your career fulfilment**

**Cost:** Free

#### **Judicial appointments: Succeeding with competency based selection Part I**

**Cost:** £22.50

#### **Judicial appointments: Succeeding with competency based selection Part II**

**Cost:** £22.50

## Personal development

**Soft skills training – Stress management and resilience**

**Cost:** Free

**Soft skills training – Networking and personal branding**

**Cost:** Free

**Soft skills training - Presentation skills – Public speaking with confidence and impact**

**Cost:** Free

**Soft skills training – Communication and assertiveness**

**Cost:** Free

**Soft skills training – Personal organisation and time management**

**Cost:** Free

**Soft skills training - Effective team working, leadership and delegation**

**Cost:** Free

## Law Society Publications

**Law Society Publishing's Career Planning for Solicitors**

This comprehensive guide provides essential guidance for trainees, recently qualified solicitors and all those looking to develop their careers or change direction. It is a must for anyone planning their future as a solicitor.

For more information [click here](#)



## *Representation and policy*

The Law Society's works closely with policy committees to develop, inform and influence policy, legal reform and legislation in England and Wales and, where relevant, Europe. Through this we aim to protect and promote access to justice, the rule of law and to create a favourable environment for our members. Regulation, administration of justice and ensuring fair competition within the legal environment are key areas of focus.

Relevant committees include:

- Education and Training committee

If you are interested in getting involved, contact us at [governanceteam@lawsociety.org.uk](mailto:governanceteam@lawsociety.org.uk)

You can find out more information at [www.lawsociety.org.uk/governance](http://www.lawsociety.org.uk/governance)



## About the Law Society

The Law Society exists to represent, promote and support all solicitors, so they in turn can help their clients.

We also work to ensure that no-one is above the law and to protect everyone's right to have access to justice. We promote England and Wales as the jurisdiction of choice and the vital role legal services play in our economy. We work internationally to open up markets to our members and to defend human rights while supporting our members with opportunities in the domestic market.

### The Law Society helps members by:

- representing solicitors by speaking out for justice and on legal issues
- promoting solicitors through publicising the value of using a solicitor at home and abroad
- supporting solicitors by helping them develop their expertise and their business, respective of whether they work for themselves, in-house or for a law firm

### The Law Society represents the profession by:

- campaigning on the rule of law, human rights, access to justice and regulation. This includes lobbying in Brussels, Westminster and Cardiff and in the media.
- working with international legal bodies to position the Law Society as a thought-leader on global issues
- intervening in cases where solicitors and the law are under threat in the UK and abroad
- helping our members to represent key issues impacting the profession to their MP, AM or MEP
- using the law to challenge changes which will impact negatively on the profession and society
- championing and facilitating pro bono work



### The Law Society promotes the profession by:

- internationally working to open and grow markets for English and Welsh law such as inward visits of foreign lawyers and trade missions
- providing and increasing awareness of Find a Solicitor – our website enabling consumers and businesses to find a solicitor who can meet their needs
- hosting our annual Excellence Awards which highlight and celebrate outstanding contributions across the profession
- recognising the contribution solicitors make to civil society and communities
- publicising the value of legal services to the UK economy



### The Law Society supports the profession by:

- identifying issues and market trends affecting solicitors to help them prepare for the future
- developing a comprehensive and cohesive education and training offer
- providing practice notes and guidance on issues important to members
- giving advice through our library and helplines
- running accreditation schemes to support and demonstrate effective practice
- creating communities of members based on who you are and what you do
- supporting those who find it difficult to enter the profession through our Diversity Access Scheme
- offering consultancy services for members who want more detailed help
- assisting members who wish to practice abroad





The Law Society

## How the Law Society works

Solicitors pay their annual practising certificate fee to the Solicitors Regulation Authority. The Law Society receives around 30 per cent of this fee to support, represent and promote the profession. Other funding comes from commercial activities.

The Law Society Council governs the Law Society's work. Council members are elected to represent members from England and Wales, different demographic groups and parts of the profession. The Law Society harness the knowledge of the Council members and around 300 volunteers to deliver the advice, support and service members want. The Council has 100 seats, 61 for geographical constituencies and 39 for special interest groups and areas of practice.

For more information please visit [www.lawsociety.org.uk](http://www.lawsociety.org.uk)

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