

Best Practice Programme



Are you getting paid for the work that you do?

Find out how the Lexcel standard and other best practices can help you improve profitability

Competition between practices is constantly increasing. This seminar provides a pragmatic view of costs issues as well as helping you develop the knowledge and skills essential to effectively avoid costly mistakes while maximising your fees. Lexcel – the Law Society's practice management quality mark - can provide you with a best practice framework to help you achieve this.

Subjects covered by the seminar include:

- Efficient best Practice in complying with the Client Care Code
- Advising your client before entering into a CFA
- Preparing your cases for Detailed Assessment
- How Lexcel can provide a framework for excellent file management
- What makes a good file note?
- How to approach Costs Estimates

Who should attend:

Solicitors involved in management, including at practice group level.

Speakers:

Teresa Aitken and Emma Ganley - PI Costing PLC

PI Costing PLC are a firm of Law Costs Draftsman and Consultants who have proven experience in providing training to Solicitor clients on cost based issues. Their extensive experience means they are well placed to assess what is best practice. Teresa and Emma have developed their expertise from many years at the front line – dealing with the arguments that attack your costs. They will be providing an insight into best practice developed throughout years of service to the legal profession.

Chantal Haynes – Lexcel

Chantal is a Lexcel Executive and has been at The Law Society for five years. Previously she was employed in a law firm within their Family practice. Chantal currently manages a portfolio of approximately 250 accredited practices. Through managing a wide variety of practices, Chantal's experience will give practitioners useful insight into how different practices have increased their profitability through improving their management systems. Chantal is also responsible for training on and developing the Lexcel standard and scheme.

Dates and locations:

15th May - Bristol, City Inn Bristol

17th May - Cardiff, Law Society Office Cardiff

24th May - Manchester, Radisson Edwardian Hotel

30th May - Wakefield, Holiday Inn

31st May - Newcastle, Copthorne Hotel

5th June - London, 113 Chancery Lane

11th June - Cambridge, Gonville Hotel

13th June - Leicester, Marriott Leicester

19th June - Llandudno, Venue Cymru

27th June - Birmingham, Radisson SAS

4.00pm Registration & Refreshments • 4.30-6.30pm Seminar • 2 hours CPD





Booking form Best Practice Programme: Lexcel seminars

Please complete and return with payment to: Deanie Thain/Melissa Ellery: Law Society – Events
The Law Society, 113 Chancery Lane, London WC2A 1PL
or DX 56 Lon/Chancery Ln
For queries email: bestpracticeprogramme@lawsociety.org.uk
If you are booking less than two weeks before an event, please email to confirm there are places available

Please complete all sections in block capitals (one name per form please)

Location & Date of Seminar: _____

First name: _____ **Title:** Mr/Mrs/Miss/Ms _____

Surname: _____

Firm/organisation _____

Full postal address: _____

Postcode: _____

DX: _____

Tel: _____

Fax: _____

E-mail address: _____

Special requirements: The venues are fully accessible. However, please advise if you have any special requirements, e.g. access, dietary, BSL interpreters or information in an alternative format:

Registration Fee: £70 + VAT @17.5% = £82.25 per delegate

Payment: I enclose a cheque for £.....
made payable to **The Law Society**

Terms and conditions:

The Law Society reserves the right to vary or cancel this seminar where the occasion necessitates.

The Law Society accepts no liability if, for whatever reason, the seminar does not take place.

The fee is non-refundable but you may substitute a colleague.

CPD hours may be claimed from the Law Society as the accredited course provider.

A VAT receipt and joining instructions will be issued two weeks before the event.