

THE **LAW SOCIETY**
OF NORTHERN IRELAND



CPD Training Programme 2013

The following pages contain information on the events being run by the Law Society. Additional events will be advertised via the E-nformer and on the website. If you would like to attend, simply complete the enclosed booking form and send to the CPD Coordinator at the address below or e-mail susan.duffy@lawsoc-ni.org

The Law Society of Northern Ireland
96 Victoria Street, Belfast, BT1 3GN T: 028 9023 1614 F: 028 9023 2606
www.lawsoc-ni.org susan.duffy@lawsoc-ni.org

Additional CPD events will be added throughout the year to complement the current programme. These will be publicised on our website and via the E-former.

All information regarding CPD requirements, including exemptions, can be found on the members section of the website.

For further information please contact:

**Susan Duffy (CPD Coordinator)
The Law Society of Northern Ireland
Law Society House, 96 Victoria Street, Belfast, BT1 3GN
E: susan.duffy@lawsoc-ni.org T: 028 9023 1614**

www.lawsoc-ni.org

Apartments Discussion Forum

Wednesday 9 January 2013

Law Society House, Belfast

With the publication of the Law Commission's Consultation Paper on Apartments the Law Society Working Group on Multi-Unit Developments and the NI Law Commission are jointly hosting a discussion forum / seminar which all conveyancing practitioners are encouraged to attend.

This is an opportunity for everyone to participate in a discussion on the issues affecting apartments and the proposals for addressing the problems of ownership and management.

The Law Society Working Group published a Discussion Paper on multi-unit developments in February 2011 as its initial contribution to the debate.

The NI Law Commission Consultation Paper provides a review of the law and practice affecting Apartments. It raises broad questions on potential ways forward and is seeking the views of consultees on the proposals made.

Speakers: Elizabeth McCaffrey - Chair, Law Society Working Group
Sarah Witchell – Senior Project Lawyer, NI Law Commission

COST: Free of charge
TIME: 1:00pm – 2:00pm

CPD HOURS & TYPE: 1 General Group Study
Lunch and registration from 12.30pm

Family Law Practitioners Event

Various dates – see below

Various venues – see below

Session 1 – Guide to Case Management in Private Law Proceedings

The "Guide to Case Management in Private Law Proceedings" is due to come into force on 1 February 2013. It will be essential for all solicitors involved in Private Law Children Order proceedings to be aware of its provisions and to be appropriately prepared for the demands on implementation.

With the aim of easing this transition, the Society will host a CPD seminar to introduce the Guide and explore its function as a case management tool.

It will be presented by Michael Long QC, who has been closely involved with the preparation of the Guide.

Session 2 – The Statutory Charge

The Statutory Charge has recently been the subject of a number of legislative changes, most recently by the Legal Aid (General) (Amendment) Regulations (NI) 2012 which came into effect on 10 December 2012.

These Regulations narrow the exemptions from the Statutory Charge to recover costs from those receiving legal aid. The Charge now extends to cases where the court has awarded the legally aided applicant lump sums of cash or property or where the applicant retains and continues to live in the family home.

With the aim of clarifying the current legal position, the Society will host a CPD seminar to highlight the changes and explain how the charge will be applied in future.

It will be presented by Gillian McGaughy BL who lectures at the IPLS on family law matters and is a Legal Services Commissioner.

Each seminar will offer documentation and guidance to support practitioners in effectively implementing the Guide and understanding the Statutory Charge in addition to providing an invaluable opportunity to get answers to any questions you may have.

To increase accessibility the sessions will run in the following locations:

Tuesday 22 January 2013	Silverbirch Hotel, Omagh	10.00am – 12noon (Session 2 starts 11.00am)
Tuesday 22 January 2013	City Hotel, Derry	3.00pm – 5.00pm (Session 2 starts 4.00pm)
Wednesday 23 January 2013	Canal Court Hotel, Newry	10.00am – 12noon (Session 2 starts 11.00am)
Wednesday 23 January 2013	Law Society House, Belfast	3.00pm – 5.00pm (Session 2 starts 4.00pm)

Cost: Option 1 – Session 1 only £20
Option 2 – Session 2 only £20
Option 3 – Sessions 1 and 2 £35

COST: As above
TIME: Various times – see above

CPD HOURS & TYPE: 1 General Group Study/session
Refreshments and registration 15 mins prior to each event

Women in the Law Seminar Series: Commercial Law

Tuesday 5 February 2013

Law Society House, Belfast

Following on from the very successful Women in the Law Conference in September 2012, organised by Imelda McMillan, then President of the Law Society of Northern Ireland, a series of seminars to be delivered by experienced and senior female practitioners has been organised. **The seminars are open to all members of the profession.** The Law Society, in conjunction with the Bar Council, is hosting the first of these sessions in Law Society House on Tuesday 5 February 2013. Lunch will be served at 12.30pm with the seminar running from 1pm – 2pm. There will be an opportunity for networking after the event from 2pm – 2.30pm. This free 1 hour CPD session will be delivered by Phyllis Agnew, Tughans and Denise McBride, QC, with the Lord Chief Justice Sir Declan Morgan in attendance.

Phyllis Agnew graduated from Queen Mary College, London University in 1976 with a Bachelor of Laws degree. She joined Tughans in 1981, becoming a Partner in 1988. She was appointed Senior Partner in April 2011. Phyllis heads the firm's Property Department and has extensive knowledge and experience of all aspects of commercial property transactions. She has been involved in many high-profile property transactions, working with and advising developers and institutions involved in major projects. She advised a number of bidders in connection with some of the first projects in Northern Ireland under the Private Finance Initiative and has advised clients from both the public and private sectors in relation to projects under the Public Private Partnership. During the seminar Phyllis will cover the effect on landlords of tenant insolvency.

Denise McBride graduated from Queens University Belfast with an Honours degree in law. She was then called to the Bar in 1989 and called to the Senior Bar in October 2011. She is currently Vice Chair of the Bar Council having been elected in 2012. Her work as a Queen's Counsel is in the Chancery and Family divisions of the High Court. She has an interest in academic studies and is an honorary lecturer at QUB and gives guest lectures on the Chancery and Wills courses at the Institute of Professional Legal Studies. During the seminar Denise will cover the fact that in the present economic climate many purchasers are seeking to resile from contracts entered into when the market was buoyant. The talk will consider ways in which a purchaser may be able to treat the contract as repudiated focussing on the recent Northern Ireland Court of Appeal decision in Fitzpatrick and others -v- Sarcon.

The second in this series of events will take place in the Inns of Court on 19 March 2013 – timings as above. It will concentrate on Banking Law. More details will be forwarded shortly.

COST: FREE

TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1 General Group Study

Lunch and registration from 12.30pm

Changes to the Jurisdiction of the County Court

Various dates – see below

Various venues – see below

The County Courts (Financial Limits) Order (Northern Ireland) 2013 will increase the jurisdiction of the District Judges' Court from £5,000 to £10,000 and the jurisdiction of the County Court from £15,000 to £30,000 **with effect from 25 February 2013.**

The County Court Rules Committee has also made new rules which amend the County Court Rules (Northern Ireland) 1981 to make provision for these increases in terms of scale costs and procedures.

To coincide with these changes the Recorder as Presiding Judge of the County Court has also introduced two new Pre-Action Protocols – one for Personal Injury Litigation & Damage only Road Traffic Accident claims and one for Clinical Negligence litigation.

This seminar will address the above issues and provide advice and guidance. A resource pack will be provided for each delegate and this will include a copy of the new Rules. The seminar will be delivered by Stephen Scott of Stephen Scott Solicitors, Newtownards, current Chair of the Society's PII & Risk Management Committee and immediate Past Chair of the Contentious Business Committee and Brian Stewart of O'Reilly Stewart Solicitors, Belfast and member of the County Court Rules Committee.

To ensure that all members have access to this event the Society is hosting it in several locations:

Tuesday 12 February 2013	11.00am - 12noon	Kelly's Inn, Ballygawley
Tuesday 12 February 2013	3.00pm – 4.00pm	Da Vinci's Hotel, Derry
Wednesday 20 February 2013	10.00am – 11.00am	Canal Court Hotel, Newry
Wednesday 20 February 2013	1.00pm – 2.00pm	Law Society House, Belfast
Wednesday 20 February 2013	4.00pm – 5.00pm	Law Society House, Belfast

COST: £30

TIME: Various times – as above

CPD HOURS & TYPE: 1 General Group Study

Refreshments and registration 15 mins prior to each event

Banking Information Session

Various dates – see below

Law Society House, Belfast

Legal practices as with other small and medium enterprises continue to operate in a difficult marketplace. In these turbulent economic times it is particularly important that a strong relationship exists between the bank and the solicitor, with a willingness to work together to create a banking package and operating environment conducive to business needs.

It is for this reason that the Law Society of Northern Ireland is hosting a series of **free** CPD sessions where we have invited senior representatives from local Banks to come along and speak to our members on topical issues including:

- how banks can support solicitors in these challenging times;
- an overview of the regional economy and the outlook for the future;
- challenges facing the financial and professional services sector in NI;
- the range of products and services available to solicitors and recent developments within this area.

The series will run as follows:

Monday 18 February 2013	First Trust Bank
Monday 25 February 2013	Danske Bank
Wednesday 6 March 2013	Bank of Ireland

Delegates will be able to claim 1 Client Care and Practice Management CPD hour for attendance at this event. Delegates may attend more than 1 session however please note only 1 Client Care and Practice Management CPD hour will be allocated, irrespective of the number of sessions attended.

COST: FREE

TIME: 1pm - 2.30pm

CPD HOURS & TYPE: 1 Client Care and Practice Management – see above

Lunch and registration from 12.30pm

Family Law Practitioners Event – REPEAT SESSION

Tuesday 19 February 2013

Law Society House, Belfast

The Society recently hosted a series of seminars covering the Guide to Case Management in Private Law Proceedings and also an update on changes to the Statutory Charge. The events were very well attended and received – with the Belfast session being fully booked. To accommodate all of those who were not able to attend the initial seminars we are now running a **REPEAT** session on Tuesday 19 February 2013 in Law Society House, Belfast.

Session 1 – Guide to Case Management in Private Law Proceedings

The “Guide to Case Management in Private Law Proceedings” is due to come into force on 1 February 2013. It will be essential for all solicitors involved in Private Law Children Order proceedings to be aware of its provisions and to be appropriately prepared for the demands on implementation.

With the aim of easing this transition, the Society will host a CPD seminar to introduce the Guide and explore its function as a case management tool.

It will be presented by Michael Long QC, who has been closely involved with the preparation of the Guide.

Session 2 – The Statutory Charge

The Statutory Charge has recently been the subject of a number of legislative changes, most recently by the Legal Aid (General) (Amendment) Regulations (NI) 2012 which came into effect on 10 December 2012.

These Regulations narrow the exemptions from the Statutory Charge to recover costs from those receiving legal aid. The Charge now extends to cases where the court has awarded the legally aided applicant lump sums of cash or property or where the applicant retains and continues to live in the family home.

With the aim of clarifying the current legal position, the Society will host a CPD seminar to highlight the changes and explain how the charge will be applied in future.

It will be presented by Gillian McGaughey BL who lectures at the IPLS on family law matters and is a Legal Services Commissioner.

Each seminar will offer documentation and guidance to support practitioners in effectively implementing the Guide and understanding the Statutory Charge in addition to providing an invaluable opportunity to get answers to any questions you may have.

Cost:	Option 1 – Session 1 only	£20
	Option 2 – Session 2 only	£20
	Option 3 – Sessions 1 and 2	£35

COST: As above

TIME: 3pm – 5pm (Session 2 starts at 4pm)

CPD HOURS & TYPE: 1 General Group Study per session

Refreshments and registration from 2.30pm

Cohabitation – An Update

Tuesday 12 March 2013

Law Society House, Belfast

There are over four million couples cohabiting in England, Wales and Northern Ireland. Many people think that after living with their partner for a few years they become 'common law husband and wife' with the same rights as married couples. This is not the case. In fact, common law marriage was abolished centuries ago.

The rights of cohabitants are contained in court precedents applying general principles of property, contract and other areas of law to individual cases. There is no overall legislation in this field, making it difficult for practitioners to advise their clients.

This seminar will examine cohabitation generally and will look at specific areas including:

- Property
- Children
- Contracts/Agreements
- Inheritance issues

The seminar will have input from Michael Robinson, President of the Law Society of Northern Ireland, Dr Heather Conway, Senior Lecturer, QUB and Alan Boyd, Partner, Baker Power Boyd, Independent Financial Advisors.

COST: £60

TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 General Group Study

Lunch and registration from 12.30pm

Supporting the Communication Needs of Vulnerable Defendants

Tuesday 12 March 2013

Law Society House, Belfast

A range of initiatives are currently being developed and delivered to ensure that the basic rights of suspects and accused persons are protected sufficiently. A strand of this package is the development of special safeguards to protect those suspects and accused persons who are vulnerable. One such safeguard is the provision of intermediaries to assist vulnerable persons who have communication difficulties.

Intermediary assistance for vulnerable suspects and defendants

In order to safeguard the fairness of proceedings, it is important that special attention is shown to suspected or accused persons who cannot participate effectively in proceedings as a witness giving oral evidence in court owing to, for example, their age, a mental health issue or a learning disability.

Intermediaries, who are communication experts such as speech and language therapists and social workers, assess a vulnerable person's communication needs and provide a report for court. This report contains detailed recommendations for advocates and the judge on what to say and do when communicating with the vulnerable defendant. As well as recommendations on how questions should be put to the defendant, the intermediary may make other recommendations, which the judge can order given his inherent jurisdiction, on adjustments to the court process to assist the defendant to effectively participate in the trial.

In advance of the Registered Intermediaries Scheme pilot for vulnerable defendants and witnesses, which will commence in the Crown Court sitting in Belfast in April 2013, Brendan O'Mahony, a Forensic Psychologist and Registered Intermediary at CJS Psychology, will give a presentation on his extensive experience in England on the use of intermediaries for defendants. The Recorder of Belfast, His Honour Judge McFarland, has kindly agreed to chair this event.

COST: £10 – to be donated to Action Mental Health (President's Charity of the Year)

TIME: 4.15pm – 5.15pm

CPD HOURS & TYPE: 1 General Group Study

Refreshments and registration from 4pm

The “How To” of Tendering Workshop

Tuesday 9 April 2013

Law Society House, Belfast

As many organisations start to tender for the first time this workshop based format allows participants to practice their tendering skills. This format concentrates less on the knowledge required to tender and more on the skills required to make an efficient and effective tendering team. With demonstrations of good (and bad) tendering, participants will receive clear direction, templates and pragmatic advice on how to win tenders. This workshop will include:

- How to choose what clients you are going to tender to;
- How to source tenders; with live demonstrations of how to find the real opportunities (some of which are not advertised);
- How to decide whether you stand a chance of winning before you even start writing the tender – a template to complete that will give you a straight answer;
- A list of what makes tenders win and how to choose from it;
- How to write a tender reply – with good and bad examples;
- What we need to learn after a tender to make us better the next time.

The seminar will be delivered by **Dave McClements of Core Consulting**. Dave has specialised in the field of tendering for 15 years. This has included helping clients understand the tender process, research the needs of buyers and understand the crucial factors for tendering success.

COST: £60

TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 Client Care and Practice Management

Lunch and registration from 12.30pm

Comprehending Conveyancing

Various dates – see below

Law Society House, Belfast

The Society is committed to ensuring that there is up to date and relevant CPD available for solicitors involved in conveyancing. This course, taking place over a 4 week period, will look at the domestic conveyancing process from start to finish:

1. The Commencement: estimates of costs, taking initial instructions, terms of business, pre-contract enquiries, searches, property certificates, planning and building control issues.
2. The Contract: the Conditions of Sale, drafting contracts, special conditions, selling and buying, advising your client, apartments, deposits, fixtures and fittings.
3. Completion: drafting deeds, mortgage instructions, reports on title, CML requirements, completion letters and undertakings.
4. Post Completion: SDLT requirements, CFR, the Land Registry, Registry of Deeds, ground rents, accounting to the client, bills of costs, sending deeds.

The course is aimed at those solicitors who have limited practical conveyancing experience as well as those solicitors who have had some previous conveyancing experience but would like a refresher of the basics.

The course will run over 4 consecutive weeks. Numbers will be limited to 30 on each course. To accommodate as many people as possible the course will run twice during the 2013 year:

Course 1 Tue 9 April / Tue 16 April / Tue 23 April and Tue 30 April 2013

Course 2 Thurs 5 September / Thurs 12 September/ Thurs 19 September and Thurs 26 September 2013

The course will be delivered by **David Gaston, former partner with Gaston Graham Solicitors**.

COST: £150 – for all 4 sessions

TIME: 5pm – 6.30pm

CPD HOURS & TYPE: 6 General Group Study

Refreshments and registration from 4.45pm

Managing and Motivating Staff During Difficult Times

Various dates – see below

Various venues – see below

During an economic downturn it is more important than ever to have a team which is committed to the long term success of the firm. Some firms may have been forced to reduce their number of employees, putting increased pressure on remaining staff. This workshop, designed for those involved in managing a practice or team, aims to give practical guidance on how to encourage staff to work more efficiently and effectively thus improving business performance.

The course will look at how to manage staff through change and encourage employee “buy-in” as well as provide useful tips on problem-solving and creativity. Topics covered will include:

- Understanding and managing change;
- Motivating employees using non-financial means;
- Stress management;
- Creativity, problem-solving tools and techniques.

The course will be delivered by Wendy McCulla. Wendy studied Law before moving into people management roles both in the private sector and in several professional practices. Wendy now runs her own business - Aspire Learning & Development - and works with professionals and business executives to help them achieve their potential and implement positive change in their organisations.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

To increase accessibility the session will run in the following locations:

Wednesday 10 April 2013	Law Society House, Belfast
Wednesday 17 April 2013	Silverbirch Hotel, Omagh

COST: £90

TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management

Refreshments and registration from 9.30am

Costs – Series of seminars

Various dates – see below

Law Society House, Belfast

As part of the feedback from the Client Complaints Committee on issues which arise through client complaints, a series of seminars has been organised to address the different areas of costs. The seminars will provide an overview on each of the topics below and explain the statutory provisions and relevant case law:

- Party and Party Costs Friday 19 April 2013
- Non Contentious Costs Friday 25 October 2013
- Costs in Civil Legal Aid Friday 22 November 2013

The seminars will be delivered by Paul Kerr, Costs Drawer. Each session will run independently and will last for 3 hours. The seminars will also allow for a Q & A session – specific questions should be submitted to the Society in advance of the seminars.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

COST: £70 per session

TIME: 1pm – 4pm

CPD HOURS & TYPE: 3 Client Care and Practice Management

Lunch and registration from 12.30pm

Immigration: The Basics

Tuesday 23 April 2013

Law Society House, Belfast

Following on from the very successful Immigration CPD session that the Society ran in May 2012, we are once again running this introduction to immigration session. Within the legal profession there has been an increased interest in taking on immigration work. This course is aimed at those practitioners who want to improve their knowledge of immigration law and practice.

It will give the opportunity for those with little experience within immigration to build a good foundation of knowledge. The session, sponsored by the Client Complaints Committee, will provide basic advice and guidance for practitioners, covering issues such as definitions, procedures, time limits, pitfalls and additional sources of help and guidance.

The session will be delivered by an expert in this field - Fidelma O'Hagan, Casework Manager and Immigration Solicitor with the Law Centre NI.

COST: £45

TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1.5 General Group Study

Lunch and registration from 12.30pm

Client Care: Dealing with Bereaved Clients

Various dates – see below

Various venues – see below

On a daily basis solicitors are interacting with many different types of clients with a wide range of problems and issues which require a variety of skills. This can of course include dealing with and advising those who have recently been bereaved or who are grieving.

This practical lunchtime seminar aims to assist practitioners to better understand how the bereaved may feel and to deal with them in a sensitive and effective manner. The seminar will be delivered by **David Gaston, former partner with Gaston Graham Solicitors**.

Whilst this seminar will be of general appeal, it will be of particular interest to those solicitors engaged in probate work and those handling fatal accident claims. Early booking is advised as numbers are limited to 20 attendees per session.

To increase accessibility the seminar will run on the following dates:

Wednesday 24 April 2013	Law Society House, Belfast
Wednesday 27 November 2013	City Hotel, Derry

COST: £60

CPD HOURS & TYPE: 2 Client Care and Practice Management

TIME: 12.30pm – 2.30pm

Lunch and registration from 12 noon

Law Society Library and Information Service: Compact Research Course

Various dates – see below

Law Society House, Belfast

The Law Society of Northern Ireland boasts a modern and well equipped Library and Information Service Centre for its members. It holds a comprehensive collection of electronic and hard copy resources together with access to a vast network of external resources and specialised legal collections. The Library provides a range of services which many solicitors use on a regular basis including its very popular enquiry and research service, the document delivery service, the Library Updater, the current awareness service, tailored e-bulletins, e-briefings and the Libero Database.

Due to phenomenal demand, the **Library and Information Service** is once again running its in-depth **Compact Research Courses** for solicitors. The numbers at each session will be capped at 4 to ensure maximum benefit for each participant. The emphasis of the course will be very much “hands on” with participants encouraged to use the resources and facilities available to develop their legal research experience and techniques.

Topics to be covered will include:

- the law making and law finding processes in Northern Ireland and the intricacies of conducting legal research in a small jurisdiction like Northern Ireland;
- whether to use hard copy or electronic resources and the development of search strategies according to the best bibliographical resources available;
- using the internet for legal research and developing search strategy techniques;
- commercial resources available through the Law Society Library;
- use of the Libero database.

The courses can be adapted and tailored according to participant requirements.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

The sessions have been extremely popular and booking is essential – please ensure you contact the CPD department directly and receive a booking confirmation if you want to attend one of the sessions. We will be unable to cater for anyone who turns up without booking in advance.

The course will run on the following dates:

Session 1	Tuesday 30 April 2013	1.30pm – 4.30pm
Session 2	Wednesday 1 May 2013	10.00am – 1.00pm
Session 3	Tuesday 11 June 2013	1.30pm – 4.30pm
Session 4	Wednesday 12 June 2013	10.00am – 1.00pm
Session 5	Tuesday 10 September 2013	1.30pm – 4.30pm
Session 6	Wednesday 11 September 2013	10.00am – 1.00pm
Session 7	Tuesday 15 October 2013	1.30pm – 4.30pm
Session 8	Wednesday 16 October 2013	10.00am – 1.00pm
Session 9	Tuesday 10 December 2013	1.30pm – 4.30pm
Session 10	Wednesday 11 December 2013	10.00am – 1.00pm

COST: £90

CPD HOURS & TYPE: 3 Client Care and Practice Management

TIME: Various times – see above

Refreshments and registration 15 mins prior to each event

Anti Money Laundering – An Update

Various dates – see below

Various venues – see below

With the prospect of a Fourth Money Laundering Directive in 2014, the AML challenges faced by legal practices show no signs of abating. Embedding a culture of compliance helps to show that you understand and are managing your practice's risks. This course is designed to provide practical assistance on how to improve your systems, ensure that your fee earners take compliance seriously and how to spot money laundering. Led by Alison Matthews, author of the AML Toolkit, former Chair of the Law Society of England and Wales' Money Laundering Taskforce, formerly MLRO at a national law firm and one of the UK's leading experts on AML, you will consider:

- POCA – a practical perspective;
- MLR – challenges of compliance;
- Risk assessment – your practice, your client;
- Review of systems – tick box or risk mitigation?
- Risk factors – will you spot them?
- Recent cases – lessons to learn;
- Reporting – the practicalities;
- Tipping off – the realities;
- Horizon scanning – emerging risks and changes.

To increase accessibility the seminar will run in several locations:

Tuesday 14 May 2013	10.00am – 12noon	Kelly's Inn, Ballygawley
Tuesday 14 May 2013	3.00pm – 5.00pm	City Hotel, Derry
Wednesday 15 May 2013	10.00am – 12noon	Canal Court Hotel, Newry
Wednesday 15 May 2013	2.00pm – 4.00pm	Law Society House, Belfast

It is expected that all firms will have at least one suitable representative in attendance at one of the sessions as AML compliance is not optional. The Society will be monitoring attendance.

COST: £60

TIME: Various times – see above

CPD HOURS & TYPE: 2 Client Care and Practice Management
Refreshments and registration 15 mins prior to each event

Charities Act – An Update

Friday 17 May 2013

Law Society House, Belfast

Northern Ireland's charities and not for profit organisations faced major changes when some provisions of the new Charities Act (NI) 2008 came into effect.

Under the Act, a new regulator, the Charity Commission for Northern Ireland, was established. The Commission plays a key role in how the charitable sector is organised and is likely to establish a compulsory charity register of all charities operating in Northern Ireland starting in Autumn 2013. It will also put in place new requirements for public collections and details of accounting thresholds, auditing requirements and more. All of this is designed to allow better supervision, control and support for charities.

Following on from the seminar organised by the Society in November 2011, this session will provide an update on the implications of the Charities Act (NI) 2008 from a legal and accounting perspective. It will cover relevant topics including:

- The role of the Charity Commission in NI;
- An update on the public benefit requirement in light of the Charities Act (NI) 2013 and the guidance on public benefit;
- The role and responsibilities of charity trustees under the Act;
- The essential characteristics of a charity going forward;
- The accounting and audit requirements and a timetable for the implementation of the Act.

The seminar will be delivered by experts in this field – **Rosemary Peters Gallagher OBE – Partner, Moore Stephens Chartered Accountants** and **Jenny Ebbage – Partner, Edwards & Co. Solicitors**.

COST: £45

TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1.5 General Group Study
Lunch and registration from 12.30pm

Housing Issues

Various dates – see below

Law Society House, Belfast

The legal profession plays a significant role in the operation of the housing system in Northern Ireland; advocating for those seeking legal redress, acting for housing deliverers in the social and private housing sectors, advising government and housing professionals across the sector.

This contribution was recognised by the Commission on the Future for Housing in Northern Ireland which made several recommendations that are directly relevant to the legal profession. Key among these was the need for housing professionals to work more closely with those in the legal profession to share knowledge and practice in housing. With a rapidly changing housing market, the prospect of new forms of private finance investing in housing and households themselves in ever greater need of legal advocacy, legal professionals will be in greater demand and have a central role to play in the future of housing.

The Society has organised two seminars in relation to housing issues:

Tuesday 21 May 2013 Repossessions: Defences and Remedies - this will include the social rented sector and Consumer Credit Act loans;

Tuesday 24 September 2013 Housing the Homeless

The seminars will be delivered by **Alyson Kilpatrick BL**, one of the three Commissioners with the Independent Commission on the Future of Housing in Northern Ireland.

COST: £30

TIME: 1pm – 2pm

CPD HOURS & TYPE: 1 General Group Study

Lunch and registration from 12.30pm

Making Marketing Work for a Legal Practice – a Straight-Forward Guide to Online Marketing

Various dates – see below

Law Society House, Belfast

This session is designed to show “non-Internet-experts” how to promote their business using the web.

Did you know that every month almost 10,000 people search for “solicitors in Belfast” via Google? Put simply, no solicitor can afford to ignore the Internet as a source of new business.

The session will focus on taking practical steps to increase interest in your business, leading to new clients and will be presented using non-technical language to be understood by any level of Internet user.

The session will cover the following topics:

- Why use the Internet to promote your business?
- A beginners guide to Internet jargon;
- The basics of setting up and managing a website;
- How can Google help me reach more clients?
- Is Facebook just for kids?
- Using e-Mail as a marketing tool;
- Measuring the outcomes.

Participants in the session will be able to produce their own simple action plan to achieve immediate benefits. They will receive a free guide to online marketing via e-mail together with advice from the presenter.

* Data from Google Keyword Tool, 15th January 2013

To increase accessibility the session will run on the following dates:

- Wednesday 22 May 2013
- Tuesday 17 December 2013

The seminar will be delivered by Stuart McLean. Stuart has been helping small businesses to market online for over 20 years. He has delivered online marketing programmes for the European Commission and local government. He has run his own company for the last 15 years helping business owners to generate sales leads via the Internet.

COST: £60

TIME: 10am – 12noon

CPD HOURS & TYPE: 2 Client Care and Practice Management

Refreshments at registration from 9.30am

Mediation Series

Various dates – see below

Law Society House, Belfast

Whilst litigation is the traditional way of resolving a dispute, Alternative Dispute Resolution (ADR), of which Mediation is one form, can be a helpful alternative for many disputes. It is often a more practical and less expensive approach than litigation.

ADR has become central to the justice system. It has been cited as a 'tool of active case management to be encouraged and facilitated by the courts'. Mediation is one of the most popular forms of ADR and as such the Society is continuing its series of seminars to ensure that solicitors consider mediation as an option.

The topics to be covered in the 2013 Mediation series are:

Wednesday 29 May 2013	Disputes regarding inheritances and estates;
Wednesday 19 June 2013	The role of mediation in resolving disputes within charitable organisations;
Wednesday 4 September 2013	The role of mediation in resolving educational disputes ;
Wednesday 20 November 2013	Current law affecting confidentiality within the mediation process.

The seminars will be delivered by **Brian Speers, Managing Partner with Carnson Morrow Graham**. Brian is regarded as one of the most experienced solicitor mediators in Northern Ireland and has pioneered the use of mediation for the resolution of commercial disputes. He has lectured extensively in mediation both locally and internationally.

COST: £30

TIME: 1pm – 2pm

CPD HOURS & TYPE: 1 General Group Study

Lunch and registration from 12.30pm

Practical Marketing

Wednesday 12 June 2013

Law Society House, Belfast

We now know that this economy is "the norm" and all firms are competing in this difficult marketplace. This workshop addresses what we need to do as professional firms to ensure that we compete for the finite amount of business that is available. It will explain in simple terms what marketing actually means as well as teach us how not to be the salesperson we dread meeting! But most of all, it will give clear direction on what we should be doing as individuals and as a firm to ensure survival and profit. This will include:

- What is marketing in practice and what has it got to do with law firms?
- What is sales in practice and what has it got to do with law firms?
- How do we split up markets and find out information about our customers?
- How do we promote ourselves to these markets?
- How do we avoid spending lots of money on advertisements?
- What does selling mean to us and what does it look like in practice?
- What should we say when selling?
- If we are owner / managers in our firm how do we do all of this?

The seminar will be delivered by **Dave McClements of Core Consulting**. Dave has specialised in this field for 15 years. This has included helping clients understand the crucial factors for business success.

COST: £60

TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 Client Care and Practice Management

Lunch and registration from 12.30pm

Client Care and Practice Management: Lexcel

Tuesday 10 September 2013

Law Society House, Belfast

Lexcel is the international legal management quality mark used by every size and type of law practice. Accredited practices across the world include sole practitioners to large firms, and in-house departments from public to private sector.

Developed by legal professionals, the standard covers a wide range of key management areas and aims to provide a flexible, non-prescriptive and relevant framework. The application and independent assessment process can help demonstrate best practice to colleagues, clients and key stakeholders alike.

Implementing Lexcel can be challenging and affects different practices in different ways. This practical course helps firms that are interested in applying for and implementing Lexcel and also those who have achieved Lexcel and want to move forward with the Standard and maximise the benefits.

- The session focuses on:**
- features and benefits of the scheme;
 - the impact on a legal practice;
 - Lexcel processes and requirements.

The course is suitable for professionals within any size or type of legal practice who need an understanding of the scheme, its requirements, how to implement then apply for accreditation. It will be delivered by senior and experienced staff from the Lexcel Office in the Law Society of England and Wales.

COST: £40

TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 Client Care and Practice Management

Lunch and registration from 12.30pm

Conveyancing Update

Various dates – see below

Various venues – see below

Continuing with the series of CPD events for Conveyancing solicitors, the Society is running an update session for practitioners. The seminar will look at changes within conveyancing since 2000 to include:

- Compulsory First Registrations;
- LRNI developments;
- SDLT;
- EPC's;
- Procedural changes;
- Administrative changes;
- Building Control issues;
- Home Charter update.

To increase accessibility the seminar will take place in the following locations:

Tuesday 17 September 2013	Law Society House, Belfast
Tuesday 24 September 2013	Roe Park Resort, Limavady

The seminar will be delivered by **David Gaston, former partner with Gaston Graham Solicitors**, with input from other senior Law Society of Northern Ireland personnel.

COST: £60

TIME: 11am – 1pm

CPD HOURS & TYPE: 2 General Group Study

Refreshments and registration from 10.30am

Maximise Performance at Work – Personal and Staff Development

Various dates – see below

Various venues – see below

This course will show you how to identify goals for personal success and give you the tools and techniques to ensure that you maintain focus and motivation to achieve these goals. You will also learn techniques to help you cope under pressure, develop mental resilience and use positive psychology when the going gets tough. Topics to be covered include how to:

- Use visualisation to power your ideas;
- Tap into your bio 'supercomputer';
- Spend your time on the things that are really important;
- Build your ability to cope under pressure;
- Become your own personal coach to keep on track.

The course will be delivered by Wendy McCulla. Wendy studied Law before moving into people management roles both in the private sector and in several professional practices. Wendy now runs her own business - Aspire Learning & Development - and works with professionals and business executives to help them achieve their potential and implement positive change in their organisations.

To increase accessibility the session will run in the following locations:

Wednesday 18 September 2013	Law Society House, Belfast
Wednesday 25 September 2013	City Hotel, Derry

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

COST: £90

TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management

Refreshments and registration from 9.30am

The Apprentice and You

Wednesday 2 October 2013

Law Society House, Belfast

As a Master you have a hugely important role in the education and development of your Apprentice. Good training allows Apprentices to adapt faster to working in a legal office, gain confidence more quickly, take on more responsibility and ultimately contribute more effectively. This interactive seminar is aimed existing Masters, prospective Masters and those who play a part in the training of Apprentice solicitors. It is designed to equip you with a basic knowledge of educational theory as well as practical advice and guidance on how to maximise the Master/Apprentice experience for all involved in it.

The seminar will be delivered by **David Gaston, formerly partner with Gaston Graham Solicitors**.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

If the seminar is oversubscribed places will be allocated to those who have an apprentice or have registered with the Society to take on an apprentice.

COST: £45 – discounted fee

TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management

Refreshments and registration from 9.30am

Sports Law Conference 2013

Friday 4 October 2013

Law Society House, Belfast

In November 2012 the Law Society, in association with the Northern Ireland Sports Forum, hosted the first Sports Law Conference. The event was a huge success both in terms of the numbers of delegates attending and the feedback received. Building upon this success the second annual Sports Law Conference will run in October 2013 and this will follow on from the issues discussed at the 2012 Conference and this year will include sessions on HR and Child Protection.

Presenters and participants will include:

- **Professor Jack Anderson** – School of Law, Queens University Belfast;
- **Keith McGarry** – LLM Sports Law and Practice. Keith is a Partner with Conn & Fenton Solicitors, Lisburn and is experienced in Sports Law - having represented international athletes - ,Olympic selection disputes and disciplinary procedures including anti doping. He is a Solicitor Advocate who represents the Northern Ireland Sports Forum on the Sport Resolutions UK Board;
- **Andy Gray** – Sports Regulatory Consultant and In house Head of Legal Affairs to the national governing body for British Swimming;
- **Andrew Nixon** – Senior Associate, Thomas Eggar LLP, London;
- **Brian Speers** – managing partner of CMG Solicitors, Belfast. He is regarded as one of the most experienced solicitor mediators in Northern Ireland and has pioneered the use of mediation for the resolution of commercial disputes and has lectured extensively in mediation both locally and internationally;
- **Local NI Judicial input.**

COST: £90

CPD HOURS & TYPE: 5 General Group Study

TIME: 9.30am – 3.30pm

Refreshments and registration from 9am

Risk Management CPD Day

Various dates– see below

Various venues – see below

Following on from the very well attended and well received Risk Management CPD sessions the Society organised in October 2012, we are once again putting together a useful, practical and comprehensive CPD training day for members. The sessions will cover current, topical and essential information on risk management and regulatory issues which will be of benefit to all firms.

There will be input from a range of senior personnel including Law Society Senior Staff, representatives from Marsh Ltd and speakers on developing and topical issues.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Tuesday 8 October 2013	Roe Park Resort, Limavady
Wednesday 9 October 2013	Killyhevlin Hotel, Enniskillen
Tuesday 22 October 2013	Canal Court Hotel, Newry
Wednesday 23 October 2013	Law Society House, Belfast

Attendees have the option of attending for a half or a full day:

Option 1	Half day	10.00am – 1.00pm	£40	3 CCPM CPD hours
Option 2	Half day	1.30pm – 4.30pm	£40	3 CCPM CPD hours
Option 3	Full day	10.00am – 4.30pm	£75	6 CCPM CPD hours

It is expected that all firms will have at least one person in attendance at one of the sessions.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement.

COST: Half day £40 / Full day £75

CPD HOURS & TYPE: 3 or 6 Client Care and Practice Management

TIME: Various – see above

Refreshments and registration 15 mins prior to each event

Immigration: Level 2

Tuesday 5 November 2013

Law Society House, Belfast

In May 2012 the Law Society ran a very popular "Immigration: The Basics" CPD seminar. At that event several solicitors asked us to follow up on this introductory session with a further seminar covering specific topics in more detail. This Level 2 session will follow on from the initial event and cover topical and current issues which will be of practical help and relevance to any solicitor interested in this area of work or practising in this area.

The seminar will be delivered by an expert in this field - Fidelma O'Hagan, Casework Manager and Immigration Solicitor with the Law Centre NI.

COST: £40
TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1.5 General Group Study
Lunch and registration from 12.30pm

The Five Practices of Successful People Management

Various dates – see below

Various venues – see below

This course is designed for those involved in managing a practice or team and aims to give practical guidance on how to bring out the best in your people by enhancing your management style.

Employees work best when their manager:

1. Agrees what is expected;
2. Gives them the opportunity to perform;
3. Provides feedback;
4. Offers coaching, guidance and training where appropriate;
5. Recognises their contribution.

This course will provide tools and techniques for each of these five practices and enable participants to implement positive change on their return to their firm.

The course will be delivered by Wendy McCulla. Wendy studied Law before moving into people management roles both in the private sector and in several professional practices. Wendy now runs her own business - Aspire Learning & Development - and works with professionals and business executives to help them achieve their potential and implement positive change in their organisations.

To increase accessibility the seminar will run in the following locations:

Wednesday 6 November 2013	Law Society house, Belfast
Wednesday 13 November 2013	Canal Court Hotel, Newry

Attendance at this course will fully cover the 2013 Client Care and Practice Management CPD requirement.

COST: £90
TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management
Refreshments and registration from 9.30am

Title Insurance - Solving Title and Related Issues Without Risk

Tuesday 12 November 2013

Law Society House, Belfast

The events in both the commercial and residential property markets during the last five years have dramatically increased awareness of the need to manage title risk on behalf of clients, lenders and the practice itself.

This seminar proposes to examine, using case studies and recent judgments, the basic principles associated with the use of title insurance for risk management and as a deal enabler. The following topics will be covered:

1. Standard insurance law principles and how they relate to title insurance;
2. The indemnified losses using examples of claims resolutions scenarios;
3. Standard and bespoke risk coverages;
4. Innovation and product development for unique transaction categories with emphasis on renewable energy deals, property investment portfolios and distressed assets.

This seminar will be presented by BlueChip Title Solutions who have been at the forefront of providing title insurance solutions to the legal market in Northern Ireland.

COST: £20
TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1.5 General Group Study
Lunch and registration from 12.30pm

Building Strong Client Relationships

Various dates – see below

Various venues – see below

In an increasingly competitive marketplace, the ability to build strong client relationships is vital. This practical course will identify the key skills required to win new clients, maintain existing client relationships and develop enduring client relationships.

Participants will develop a better knowledge of how to understand and communicate with potential and current clients. They will leave the course with practical tips and ideas to build their confidence and skills when interacting with clients, thereby enhancing the client relationship.

Topics to be covered will include:

- Networking skills and positive first impressions;
- Understanding different client personalities;
- Communicating more effectively with clients;
- Reading body language;
- Adding value.

The course will be delivered by **Wendy McCulla**. Wendy studied Law before moving into people management roles both in the private sector and in several professional practices. Wendy now runs her own business - Aspire Learning & Development - and works with professionals and business executives to help them achieve their potential and implement positive change in their organisations.

To increase accessibility the seminar will run in the following locations:

Wednesday 4 December 2013	Law Society House, Belfast
Wednesday 11 December 2013	Roe Park Resort, Limavady

Attendance at this course will fully cover the 2013 Client Care and Practice Management CPD requirement.

COST: £90
TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management
Refreshments and registration from 9.30am

Negotiation Course

Various dates – see below

Law Society House, Belfast

After running very successfully in 2011 and 2012, the Society is once again running the Negotiation Course. The practice of law involves daily negotiations ranging from requests for information through to settlement discussions. This course looks at the techniques of successful negotiators and negotiation methods.

The aim of the course is to enable delegates to:

- appreciate the importance of planning a negotiation;
- recognise and become familiar with various negotiation techniques;
- identify a number of negotiable issues in a negotiation;
- consider a range of settlement options for each negotiable issue;
- appreciate the importance of questions in negotiation;
- avoid behavioural pitfalls in a negotiation;
- deal with awkward and difficult opponents;
- understand the principles of interests negotiation.

There will be a mixture of short presentations, group exercises and discussion sessions. Delegates will work through a series of exercises and apply the skills of successful negotiators. It is not restricted to commercial lawyers or litigators. Due to the truly interactive nature of the training numbers will be limited to 20.

The course will take place on two separate dates to increase the number of attendees that can be accommodated:

Wednesday 11 December 2013

Thursday 12 December 2013

The course will be delivered by **Peter Lyons**. Peter is a barrister and solicitor who has been a specialist advocacy and dispute resolution trainer since 1995. He creates and teaches courses in Advocacy, Litigation and Dispute Resolution. He has provided training for many of the top 50 City firms and major regional firms. He teaches Arbitration Advocacy in London and Europe and has been a regular faculty member in the United States for the National Institute of Trial Advocacy. He is a Professor of Law at the University of Strathclyde.

Attendance at this seminar will fully cover the 2013 Client Care and Practice Management CPD requirement – the remaining 2 hours can be claimed as General Group Study.

COST: £150
TIME: 10am – 4pm

CPD HOURS & TYPE: 5 Client Care and Practice Management
Refreshments and registration from 9.30am

Successful Tendering

Wednesday 18 December 2013

Law Society House, Belfast

All businesses, including law firms, continue to operate in a highly competitive marketplace where all sources of work and income need to be fully explored. Tendering for contracts in Northern Ireland could allow your firm to tap into a rewarding market. While statistics show that local businesses are successful in winning contracts there is concern that small and medium sized enterprises are missing out and more could be done to increase access for these sectors to bid for and win business.

Submitting a tender is common practice for businesses supplying goods or services to other businesses or the public sector. This session will show you how to understand the market as well as give you clear direction on how to achieve success.

It will cover:

- 5 key steps to tendering success;
- How to source the opportunities;
- What the buyers are looking for;
- How to reply with a successful bid.

The seminar will be delivered by **Dave McClements of Core Consulting**. Dave has specialised in the field of tendering for 15 years. This has included helping clients understand the tender process, research the needs of buyers and understand the crucial factors for tendering success.

COST: £60
TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 Client Care and Practice Management
Lunch and registration from 12.30pm