

THE LAW SOCIETY  
OF NORTHERN IRELAND



# CONTINUING PROFESSIONAL DEVELOPMENT Seminar Programme

September - December 2014



 Client Care and Practice Management

 General Group Study/  
Compulsory Conveyancing

 General Group Study

**Please note that events colour coded pink/green can be used as Compulsory Conveyancing CPD and also General Study CPD.**

### MANAGING AND MOTIVATING STAFF DURING DIFFICULT TIMES

**Date: Wednesday 17 September 2014**

Venue: Law Society House

Time: 10.00am – 1.00pm (Refreshments & registration from 9.30am)

**Cost: £95**

Speaker: Wendy McCulla, Aspire Learning and Development

**CPD Hours: 3 Client Care and Practice Management**

Description: 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 providing 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.

### LEGAL ISSUES IN TELECOMS LEASES

**Date: Wednesday 24 September 2014**

Venue: Law Society House

Time: 1.00 – 2.00pm (Lunch & registration from 12.30pm)

**Cost: £40**

Speaker: Rowan White, Arthur Cox

**CPD Hours: 1 General Group Study/Compulsory Conveyancing**

## OCTOBER 2014

### The Apprentice and You

**Date: Wednesday 1 October 2014**

Venue: Law Society House

Time: 10.00am – 1.00pm

(Refreshments & registration from 9.30am)

**Date: Wednesday 8 October 2014**

Venue: City Hotel, Derry

Time: 10.00am – 1.00pm

(Refreshments & registration from 9.30pm)

**Cost: £60**

Speaker: David Gaston, formerly partner with Gaston Graham Solicitors

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#### CPD Hours: 3 Client Care and Practice Management

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Description: 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 at 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.

### NHBC – BUILDMARK RECENT CHANGES

**Date: Thursday 2 October 2014**

Venue: Canal Court Hotel, Newry

Time: 1.00 – 2.00pm

(Lunch & registration from 12.30pm)

**Date: Thursday 2 October 2014**

Venue: Law Society House, Belfast

Time: 4.00 – 5.00pm

(Refreshments & registration from 3.30pm)

Speaker: David Little, NHBC

**Cost: £40**

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#### CPD Hours: 1 General Group Study/Compulsory Conveyancing

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### RISK MANAGEMENT CPD DAY

**Date: Tuesday 7 October 2014**

Venue: Roe Park Resort, Limavady

**Date: Wednesday 8 October 2014**

Venue: Kelly's Inn, Ballygawley

**Date: Tuesday 14 October 2014**

Venue: Canal Court Hotel, Newry

**Date: Friday 17 October 2014**

Venue: Law Society House

**Option 1** Half day 10am – 1pm

**Option 2** Half day 1.30pm – 4.30pm

**Option 3** Full day 10am – 4.30pm

**Cost: £60 – half day / £90 – full day**

## OCTOBER 2014

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### CPD Hours: 3 or 6 Client Care and Practice Management

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Description: The sessions will cover current, topical and essential information on risk management and regulatory issues which will be of benefit to all firms.

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

### LIBRARY AND INFORMATION SERVICE: COMPACT RESEARCH COURSE

**Date: Tuesday 14 October 2014**

Time: 1.30pm – 4.30pm  
(Lunch & registration from 1.00pm)

**Date: Wednesday 15 October 2014**

Time: 10.00am – 1.00pm  
(Refreshments & registration from 9.30am)

Venue: Law Society House

**Cost: £90**

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### CPD Hours: 3 Client Care and Practice Management

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Description: The Library and Information Service is once again running its in-depth Compact Research Courses for solicitors.

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

### CONVEYANCING CONFERENCE 2014

**Date: Thursday 23 October 2014**

Venue: Europa Hotel, Belfast

Time: 10.00am – 4.00pm (Refreshments & registration from 9.30am)

**Cost: £150**

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### CPD Hours: 5 General Group Study/Compulsory Conveyancing

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Description: The Conveyancing Conference will include presentations on solar power, wind farms, new housing developments and a range of other topical conveyancing issues. Full speaker details to follow.

## JUDICIAL APPOINTMENTS PROCESSES – INFORMATION & ADVICE

**Date: Wednesday 29 October 2014**

Venue: Law Society House, Belfast

Time: 3.00pm – 5.00pm (Refreshments & registration from 2.30pm)

**Cost: £70**

Speaker: Ruth Laird CBE

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### CPD Hours: 2 Client Care and Practice Management

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Description: The Society is continuing with its series of support and information sessions for solicitors with a seminar on the application and appointment process for judicial appointments. The seminar will cover different aspects of the appointments process.

The event will be delivered by an experienced professional in the field of recruitment, assessment and selection, Ruth Laird. Mrs Laird was a Lay Commissioner with the Northern Ireland Judicial Appointments Commission from June 2005 to June 2012 and has sat on a wide range of significant appointment panels. Mrs Laird has over 30 years experience in the field of human resource management and organisational development, working in the public, private and voluntary sectors. She was formerly Director of the National Trust NI, Head of Personnel, BBC (NI) and a Fair Employment Commissioner. Mrs Laird is a Chartered Member of the Institute of Personnel and Development and has previously served as a Civil Service Commissioner and a non executive director of the Board of Management of the Prison Service and of the Northern Ireland Transport Holding Company (Translink). She currently holds a number of other appointments including as a Parole Commissioner, a non executive director of the Regulation and Quality Improvement Authority and a member of the Council of the University of Ulster.

## NOVEMBER 2014

### PRACTICE MANAGEMENT – FREE CPD SEMINAR

**Date: Wednesday 5 November 2014**

Venue: Kelly's Inn, Ballygawley

Time: 9.00am – 11.00am  
(Refreshments & registration from 8.30am)

**Date: Thursday 6 November 2014**

Venue: Canal Court Hotel, Newry

Time: 9.00am – 11.00am  
(Refreshments & registration from 8.30am)

**Date: Thursday 6 November 2014**

Venue: Law Society House, Belfast

Time: 3.00pm – 5.00pm  
(Refreshments & registration from 2.30pm)

**Cost: Free of Charge**

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### CPD Hours: 2 Client Care and Practice Management

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Description: Whilst businesses may have seen a slight recovery from the dark days of recession, the legal sector is still facing challenging times.

## NOVEMBER 2014

The Law Society of Northern Ireland is committed to providing support to members during difficult times and we continue to do this by offering a FREE series of CPD sessions to be delivered across Northern Ireland.

The sessions will cover relevant and topical practice management issues and there will be input from a range of professionals including **Harbinson Mullholland** - Chartered Accountants, Tax and Business Advisors, **Wesleyan Financial Services** - providers of tailored financial advice for legal professionals and **LawCare** – the advisory and support service for lawyers.

## SPORTS LAW CONFERENCE 2014

**Date: Friday 7 November 2014**

Venue: Law Society House

Time: 9.30am – 3.30pm (Light refreshments & registration from 9.00am)

**Cost: £90**

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**CPD Hours: 5 General Group Study**

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**Description:** In November 2012 the Law Society, in association with the Northern Ireland Sports Forum, hosted the first Sports Law Conference. The Conference, now in its third year, has been very well received and attended with delegates finding the topics covered interesting and useful – on many occasions on a personal and professional level. Building upon this success the third annual Sports Law Conference will run in 2014. Presenters and topics will be detailed closer to the event.

## THE FIVE PRACTICES OF SUCCESSFUL PEOPLE MANAGEMENT

**Date: Wednesday 12 November 2014**

Venue: Law Society House, Belfast

Time: 10.00am – 1.00pm (Refreshments & registration from 9.30am)

**Cost: £95**

Speaker: Wendy McCulla, Aspire Learning & Development

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**CPD Hours: 3 Client Care and Practice Management**

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**Description:** 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.

## COMMERCIAL LEASES

**Date: Thursday 13 November 2014**

Venue: Canal Court Hotel, Newry

Time: 10.00am – 11.00am  
(Refreshments & registration from 9.30am)

**Date: Thursday 13 November 2014**

Venue: Law Society House, Belfast

Time: 1.00pm – 2.00pm  
(Lunch & registration from 12.30pm)

Speaker: Joanne Mulholland, Arthur Cox

**Cost: £40**

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**CPD Hours: 1 General Group Study/Compulsory Conveyancing**

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## TAX – WORKING CAPITAL MANAGEMENT

**Date: Wednesday 19 November 2014**

Venue: Law Society House, Belfast

Time: 1.00pm – 2.30pm (Lunch & registration from 12.30pm)

**Cost: £40**

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**CPD Hours: 1.5 Client Care and Practice Management**

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Description: In the current environment, funding is becoming a significant issue as banks tighten up on lending criteria. This event will provide practical guidance on dealing with working capital management within a legal practice.

The seminars will be delivered by ASM - a leading firm of Chartered Accountants in Ireland with offices in Belfast, Dublin, Dundalk, Dungannon, Magherafelt and Newry.

## TITLE INSURANCE- SOLVING TITLE AND RELATED ISSUES WITHOUT RISK

**Date: Tuesday 25 November 2014**

Venue: Law Society House

Time: 1.00pm – 2.30pm (Lunch & registration from 12.30pm)

**Cost: £30**

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**CPD Hours: 1.5 General Group Study/Compulsory Conveyancing**

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

This seminar will examine, using case studies and recent judgments, the basic principles associated with the use of title insurance.

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.

## NOVEMBER 2014

### MEDIATOR RESPONSIBILITIES, LIABILITIES AND OBLIGATIONS

**Date: Thursday 27 November 2014**

Venue: Law Society House

Time: 1.00pm – 2.00pm (Lunch & registration from 12.30pm)

**Cost: £35**

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**CPD Hours: 1 General Group Study**

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Description: The seminar 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.

### COSTS – PARTY AND PARTY COSTS

**Date: Friday 28 November 2014**

Venue: Law Society House, Belfast

Time: 1.00pm – 4.00pm (Lunch & registration from 12.30pm)

**Cost: £90**

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**CPD Hours: 3 Client Care and Practice Management**

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Description: 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.

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### BUILDING STRONG CLIENT RELATIONSHIPS

**Date: Wednesday 3 December 2014**

Venue: Law Society House, Belfast

Time: 10.00am – 1.00pm (Refreshments & registration from 9.30am)

**Cost: £95**

Speaker: Wendy McCulla, Aspire Learning & Development

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**CPD Hours: 3 Client Care and Practice Management**

Description: 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 confidence and skills when interacting with clients, thereby enhancing the client relationship.

### SETTING UP AND EXECUTING CONVEYANCING TRANSACTIONS EFFECTIVELY

**Date: Wednesday 3 December 2014**

Venue: Killyhevlin Hotel, Enniskillen

Time: 1.00pm – 2.00pm  
(Lunch & registration from 12.30pm)

**Date: Wednesday 10 December 2014**

Venue: Canal Court Hotel, Newry

Time: 11.00am – 12 noon  
(Refreshments & registration from 10.30am)

**Date: Wednesday 10 December 2014**

Venue: Law Society House, Belfast

Time: 4.00pm – 5.00pm  
(Refreshments & registration from 3.30pm)

Speaker: Jonathan Hool, Harrisons

**Cost: £40**

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**CPD Hours: 1 General Group Study/Compulsory Conveyancing**

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## DECEMBER 2014

### MANAGING YOUR CONVEYANCING PRACTICE AND COMPLYING WITH THE CML HANDBOOK IN 2014

**Date: Thursday 4 December 2014**

Venue: Canal Court Hotel, Newry  
Time: 10.00am – 12 noon  
(Refreshments & registration from 9.30am)

**Date: Thursday 4 December 2014**

Venue: Law Society House  
Time: 2.00pm – 4.00pm  
(Refreshments & registration from 1.30pm)

**Date: Thursday 11 December 2014**

Venue: City Hotel, Derry  
Time: 1.00pm – 3.00pm  
(Lunch & registration from 12.30pm)

Speakers: Simon Murray, Murray Kelly Moore and Gary Thompson, Marsh Ltd.

**Cost: £80**

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**CPD Hours: 2 General Group Study/Compulsory Conveyancing**

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### DEALING WITH BEREAVED CLIENTS

**Date: Thursday 4 December 2014**

Venue: Law Society House, Belfast  
Time: 12.30pm – 2.30pm (Lunch & registration from 12.00 noon)

**Cost: £70**

Speakers: David Gaston, former partner with Gaston Graham Solicitors and Trish McLellan, LawCare

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**CPD Hours: 2 Client Care and Practice Management**

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Description: 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. 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.

### MAKING IT WORK FOR YOUR FIRM

**Date: Monday 8 December 2014**

Venue: Law Society House, Belfast  
Time: 10.00am – 12 noon (Refreshments & registration from 9.30am)

**Cost: £70**

Speaker: Colin Seifert and Stuart McLean – Independent IT specialists

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**CPD Hours: 2 Client Care and Practice Management**

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Description: This session is aimed at non IT experts and will discuss new developments and technologies including Customer Relation Management systems, Accounting Systems, the Cloud and online marketing tools. The session will cover simple, practical steps on how to get these new technologies working together in order to make your practice more efficient and ultimately more profitable.

## LIBRARY AND INFORMATION SERVICE: COMPACT RESEARCH COURSE

**Date: Tuesday 9 December 2014**

Time: 1.30pm – 4.30pm  
(Lunch & registration from 1.00pm)

**Date: Wednesday 10 December**

Time: 10.00am – 1.00pm  
(Refreshments & registration from 9.30am)

Venue: Law Society House

**Cost: £90**

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### CPD Hours: 3 Client Care and Practice Management

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Description: The Library and Information Service is once again running its in-depth Compact Research Courses for solicitors.

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

## PRACTICAL MARKETING

**Date: Monday 15 December 2014**

Venue: Law Society House, Belfast

Time: 1.00pm – 3.00pm (Lunch & registration from 12.30pm)

**Cost: £70**

Speaker: Dave McClements, Core Consulting

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### CPD Hours: 2 Client Care and Practice Management

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Description: 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.

## DECEMBER 2014

### MAXIMISE PERFORMANCE AT WORK – PERSONAL AND STAFF DEVELOPMENT

**Date: Tuesday 16 December 2014**

Venue: Law Society House, Belfast

Time: 10.00am – 1.00pm (Refreshments & registration from 9.30am)

**Cost: £95**

Speaker: Wendy McCulla, Aspire Learning & Development

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**CPD Hours: 3 Client Care and Practice Management**

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**Description:** 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.

### EFFECTIVE EMAIL AND TIME- MANAGEMENT

**Date: Wednesday 17 December 2014**

Venue: Law Society House, Belfast

Time: 12.30pm – 2.00pm (Lunch & registration from 12.00 noon)

**Cost: £50**

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**CPD Hours: 1.5 Client Care and Practice Management**

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**Description:** This seminar will cover:

- Ineffective email;
- How email adds to stress;
- Golden rules to writing effective email;
- Organising your email to avoid stress;
- How to reduce stress in the workplace through good time management;
- Mental coping techniques;
- Time Management techniques.

The session will be delivered by Trish McLellan – Co-ordinator for Scotland and Northern Ireland, LawCare. LawCare is an advisory and support service designed to help lawyers, their immediate families and their staff.

### INSTANT INFLUENCE

**Date: Wednesday 18 December 2014**

Venue: Law Society House, Belfast

Time: 10.00am – 1.00pm (Refreshments & registration from 9.30am)

**Cost: £90**

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**CPD Hours: 3 Client Care and Practice Management**

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Description: Mary Keightley, founder and director of Mind Associates Ltd - a training company that provides business training and director coaching in the areas of leadership and communication, is returning to deliver the Instant Influence session.

The objectives of the session are to:

- Improve interpersonal skills through increased self-awareness;
  - Recognise your own thinking and behavioural tendencies;
  - Understand the impact of your thinking style on relationships;
  - Understand why sometimes you connect with some individuals and sometimes not;
  - Create instant visual and verbal connections with your clients.
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# CONTINUING PROFESSIONAL DEVELOPMENT

## Seminar Programme

September- December 2014

CPD Events in September		
Managing and Motivating Staff During Difficult Times	Wednesday 17 September 2014	Belfast
Legal issues in Telecoms Leases	Wednesday 24 September 2014	Belfast
CPD Events in October		
The Apprentice and You	Wednesday 1 October 2014	Belfast
NHBC – Buildmark Recent Changes	Thursday 2 October 2014	Newry
NHBC – Buildmark Recent Changes	Thursday 2 October 2014	Belfast
Risk Management CPD Day	Tuesday 7 October 2014	Limavady
Risk Management CPD Day	Wednesday 8 October 2014	Ballygawley
The Apprentice and You	Wednesday 8 October 2014	Derry
Risk Management CPD Day	Tuesday 14 October 2014	Newry
Library and Information Service: Compact Research Course	Tuesday 14 October 2014	Belfast
Library and Information Service: Compact Research Course	Wednesday 15 October 2014	Belfast
Risk Management CPD Day	Friday 17 October 2014	Belfast
Conveyancing Conference 2014	Thursday 23 October 2014	Belfast
Judicial Appointments Processes – Information & Advice	Wednesday 29 October 2014	Belfast
CPD Events in November		
Practice Management – Free CPD Seminar	Wednesday 5 November 2014	Ballygawley
Practice Management – Free CPD Seminar	Thursday 6 November 2014	Newry
Practice Management – Free CPD Seminar	Thursday 6 November 2014	Belfast
Sports Law Conference 2014	Friday 7 November 2014	Belfast
The Five Practices of Successful People Management	Wednesday 12 November 2014	Belfast
Commercial Leases	Thursday 13 November 2014	Newry
Commercial Leases	Thursday 13 November 2014	Belfast
Tax – Working Capital Management	Wednesday 19 November 2014	Belfast
Title Insurance – Solving Title and Related Issues without Risk	Tuesday 25 November 2014	Belfast

Mediator Responsibilities, Liabilities and Obligations	Thursday 27 November 2014	Belfast
Costs – Party and Party Costs	Friday 28 November 2014	Belfast
<b>CPD Events in December</b>		
Building Strong Client Relationships	Wednesday 3 December 2014	Belfast
Setting Up and Executing Conveyancing Transactions Effectively	Wednesday 3 December 2014	Enniskillen
Managing your Conveyancing Practice and Complying with the CML Handbook in 2014	Thursday 4 December 2014	Newry
Managing your Conveyancing Practice and Complying with the CML Handbook in 2014	Thursday 4 December 2014	Belfast
Dealing with Bereaved Clients	Thursday 4 December 2014	Belfast
Making IT Work for Your Firm	Monday 8 December 2014	Belfast
Library and Information Service: Compact Research Course	Tuesday 9 December 2014	Belfast
Library and Information Service: Compact Research Course	Wednesday 10 December 2014	Belfast
Setting Up and Executing Conveyancing Transactions Effectively	Wednesday 10 December 2014	Newry
Setting Up and Executing Conveyancing Transactions Effectively	Wednesday 10 December 2014	Belfast
Managing your Conveyancing Practice and Complying with the CML Handbook in 2014	Thursday 11 December 2014	Derry
Practical Marketing	Monday 15 December 2014	Belfast
Maximise Performance at Work – Personal and Staff Development	Tuesday 16 December 2014	Belfast
Effective Email and Time-Management	Wednesday 17 December 2014	Belfast
Instant Influence	Wednesday 18 December 2014	Belfast

 Client Care and Practice Management

 General Group Study/ Complulsory Conveyancing

 General Group Study



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