



PRACTICE MANAGEMENT WEEK

(MONDAY 14TH & FRIDAY 18TH NOVEMBER 2011)

The Law Society's Practice Management and Development Committee is inviting members to attend a series of seminars as part of **'Practice Management Week'** which aims to help support solicitors' firms and members throughout Northern Ireland.

The seminars, which are part of a pilot initiative, will take place on **Monday 14th November and Friday 18th November 2011.**



Norville J Connolly
Chairman -
Practice Management
and Development
Committee

They will provide practical advice and information to members on issues such as growing your practice, identifying new business opportunities and understanding new communication mediums.

The seminars have been organised in partnership with Invest NI and BBC Northern Ireland and will be of particular interest to senior practitioners and practice managers.

The cost of the seminars has been deliberately kept low to enable as many members as possible to avail of the opportunity to attend. Your registration fee will pay for catering costs and a contribution towards the Solicitors' Benevolent Fund.

The Society is grateful to the **BBC NI** and **Invest NI** which have offered their services for free to our members.

It is anticipated that demand for places at the seminars will be high and consequently places will be reserved on a first come first served basis.

Those wishing to attend should complete the registration form and return it along with your registration fee (made payable to the Law Society of Northern Ireland).

The closing date for registrations is **12.00pm on Wednesday 9th November 2011.**

SEMINAR DETAILS

SEMINAR 1

1.5 CPD hours available

TITLE: HOW INVEST NI CAN HELP BOOST YOUR BUSINESS

CPD: 1.5 HOURS (Client Care & Practice Management)

DATE: MONDAY 14TH NOVEMBER 2011

TIMETABLE: 12.30 – 14.00

- 12.00 – 12.30 Registration and lunch
- 12.30 – 12.50 Overview of Invest NI Trade Strategy and trade support available - Vicky Kell, Director, Invest NI
- 12.50 – 13.20 Case Study - Philip Gilliland, Managing Partner, Caldwell Robinson
- 13.20 – 13.45 Trade opportunities overseas and practical examples from other professional sectors – Noel Johnston, Trade Executive, Invest NI
- 13.45 – 14.00 Q&A session

DETAILS: Invest NI will provide an overview of the range of Trade support that is available to help firms do business in export markets. This will include high level information regarding current trade opportunities in overseas markets along with practical examples of developing export sales with the help of Invest NI.

COST: £15

SEMINAR 2

1.5 CPD hours available

TITLE: TENDERING PROCESSES

CPD: 1.5 HOURS (Client Care & Practice Management)

DATE: MONDAY 14TH NOVEMBER 2011

TIMETABLE: 14.15 – 15.30

- 14.15 – 15.25 Tendering – Damien Campbell
- 15.25 – 15.45 Q&A session

DETAILS: Winning new business has always been a priority for solicitor practices allowing them to grow. In the current economic downturn identifying the opportunities and having the necessary skills set to tender for new business is a must. This seminar will provide members with an overview of tendering in Northern Ireland.

Areas covered 1. Tendering in Context within Professional Services 2. Why we lose and win tenders 3. Identifying Opportunities 4. Tendering Skills – The Top 10 5. The Tendering Document 6. Pricing and Tender Evaluation 7. Learning for Improvement 8. Q&A

COST: £15

SEMINAR 3

2.0 CPD hours available

TITLE: MULTI WORLD IN THE BBC/ THE BBC'S SOCIAL MEDIA STORY/

CPD: 2 HOURS (Client Care & Practice Management)

DATE: FRIDAY 18TH NOVEMBER 2011

TIMETABLE: 12.30 – 14.30

- 12.00 – 12.30 Registration and lunch
- 12.30 – 12.40 Introduction – Norville Connolly, Senior Vice President
- 12.40 – 14.00 Angelina Fusco, Editor TV News, BBC Northern Ireland
- 12.40 – 14.00 Matthew Eltringham, Head of the BBC College of Journalism website (London)
- 14.00 – 14.30 Q&A session

DETAILS: This seminar is presented by Angelina Fusco, the Editor of BBC NI News and her colleague Matthew Eltringham, Head of the BBC College of Journalism, who set up the BBC's social media network. They will outline how social media is impacting on how we communicate and its growing importance.

COST: £15

BOOKING FORM - PRACTICE MANAGEMENT WEEK

NAME

FIRM/ORGANISATION

ADDRESS

PHONE NUMBER

MOBILE NUMBER

EMAIL ADDRESS

I wish to attend:

Seminar 1 @ £15

Seminar 2 @ £15

Seminar 3 @ £15

(Please tick as appropriate)

(Please note that your registration fee will pay for catering costs and a contribution towards the Solicitors' Benevolent Fund).

Those wishing to attend should complete the registration form and return it along with your registration fee (made payable to the Law Society of Northern Ireland) to:

Paul O'Connor

Communications Officer
Law Society of Northern Ireland
96 Victoria Street
Belfast
BT1 3GN

**The closing date for registrations is
12.00pm on Wednesday 9th November 2011.**

