



The City Law School
CITY UNIVERSITY LONDON

Academic excellence for business and the professions

Excellence in Professional Skills Legal Training

In-house, public and bespoke CPD courses



www.city.ac.uk/law



In-house, public and bespoke CPD courses

The City Law School is a major London law school. Offering an impressive range of academic and professional courses, it is the first law school in London to educate students and practitioners at all stages of legal education.

With four levels of study – undergraduate, postgraduate, professional and continuing professional development – we offer courses suitable for everyone interested in following a career in law.

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Continuing Professional Development

All of our courses are carefully created to support professionals in developing their skills and enhancing their careers. Our trainers are experts in their field and provide direct access to the very latest legal knowledge, skills and thinking in a range of flexible and engaging formats.

- Bespoke In-house Training
- Interactive Public Courses
- Intensive Skills Workshops
- Individual Coaching & Mentoring

World Class Opportunities in the heart of London

The City Law School are leaders when it comes to **INNOVATION** in course design. Throughout our 150 year history we have been at the forefront of legal education. Our courses are designed to meet the needs of the modern profession, and our staff continually develop our courses with an eye on the future needs of the profession:

- 'Methodical, structured approach, really helpful and will apply it when drafting. Overall one of the best training sessions I've ever had'. Solicitor, Wragge & Co
- 'The practical advice and information provided was invaluable ... I found the course very useful'. Senior Associate, Allen & Overy
- 'I found the training very informative and the exercises engaging'. BDO Practitioner

The **IMPACT** of our academic research helps inform the practice of law and the development of UK and international policy. The School takes an active role in the legal profession, legal research and the wider business community. Our trainers are leaders in their respective fields and contribute to the profession on an on-going basis.

- We are recognised as producing research of world leading quality by the Research Excellence Framework (REF)
- We produce numerous publications used by the profession

- In addition to publishing credits, many of our academics also advise UK and international governments on policy matters relating to their specialist areas

Our learning **RESOURCES** give you everything you need to succeed whilst undertaking your professional training. We are committed to giving each of our delegates a fully-integrated, modern learning experience. You will benefit from a range of learning tools and facilities designed to grow and improve your legal skills and knowledge.

- Our online learning environment, Moodle, gives you instant access to the materials and resources you need 24 hours a day, seven days a week
- Our state of the art teaching facilities are designed to support your learning

We offer all round **SUPPORT** for every delegate throughout your course and beyond, and provide many services to help you to achieve your professional goals. Each of our delegates is supported in their learning experience during and after their time with us whether their course is for just one day or one year.

- Delegates can engage in post course discussion using our Smartsite forum
- Unique and high quality materials are provided to delegates

Our **RELATIONSHIPS** and links with the profession and leading academics gives you access to the best legal minds available today. Our teaching teams are comprised of experienced trainers, many of whom are still active in the profession ensuring that you leave us with the skills and knowledge relevant to today's legal world.

Book Now

To book your course today or to talk through your training needs with our specialist team, call **+44 (0)20 7040 0316** or email **cpd-clc@city.ac.uk**

Alternatively, for full details on all of the courses and services we offer, please visit **www.city.ac.uk/law**.

Our courses feature leading experts from the profession and the business world.

Our clients include top 100 UK law firms, accountancy firms, police forces and the fire service, as well as regulatory bodies, government departments and many international organisations.

Our alumni includes leading figures in law and international politics:

- Michael Mansfield
- Tony Blair
- Baroness Buscombe
- Shami Chakrabarti
- The Honourable Mrs Justice Linda Dobbs
- MA Jinnah
- Robert Swannell
- Margaret Thatcher

In-house Continuing Professional Development Courses

We provide a wide range of practical and interactive CPD courses for professionals in numerous areas.

Advocacy

Our advocacy training is built around realistic case studies. Through detailed feedback and video review you will learn how to build your confidence and improve your persuasiveness in front of any court or tribunal.

Case Management and Interim Procedures

The course focuses on the interim stages of an action, the activities that need to be carried out after proceedings have commenced in order to progress the case, and various types of interim application.

Case Planning and Preparation

This course concentrates on the pre-action stages of a case and the activities that need to be carried out before proceedings have commenced, namely weighing up the merits of the case, considering whether the dispute can be resolved without recourse to litigation and taking the correct steps leading up to the issue of a claim.

Clear Writing

Our clear writing training will improve the clarity and style of your letters and other written communications.

Client Relationships and Business Development

This training focuses on how to win new business and retain clients. The course can also be combined with networking skills training.

Contract Law for Purchasers

If you are responsible for entering into or overseeing contracts with suppliers you will need to know basic contract law. This workshop will help you understand how contracts are made and can be terminated.

Courtroom Skills

An interactive session in which delegates learn about the court system, all the elements of a trial, and how to prepare to give evidence. Designed for professionals from the Police, Fire Service, Health, Psychiatry and Medico Experts.

Discrimination Law

Learn to avoid the legal pitfalls associated with age, disability, sex and race discrimination.

Drafting Statements of Case

After this course you will be able to understand and draft pleadings. Starting with the elements of excellent drafting the training then goes on to cover the creation of complex legal documents. Courses can be delivered at all levels from trainee to partnership.

Employment Tribunals

This course covers all the key aspects of preparing a tribunal case so that you will be able to approach a hearing with much greater confidence and understanding.

English Legal System

Get a 'bird's eye view' of the English legal system – our practical examples and case studies bring this subject to life.

Equal Opportunities

Learn about the law relating to equal opportunities and how our practices at work need to be adapted or changed to comply with the law.

Ethics for Professionals

How do we know we are doing the right thing? These workshops on "ethicability", taught by a leading corporate philosopher, will give professionals a deeper understanding of ethics and will guide corporate strategy.

Evidence

Learn or refresh your memory of the rules of evidence and how to use them to tactical advantage.

Expert Witness Training

Covers all the key procedure, law and courtroom and written skills that you will require to practise as an expert witness.

Fee Negotiation

With an increased client focus on fees this half-day course concentrates on the need to consider financial arrangements at the outset of engagement and will improve your ability to negotiate mutually beneficial fee arrangements.

Foundation Skills Programme

This programme of skills training is designed to equip employees with the core skills they need to work professionally and effectively. It includes interviewing, note taking, negotiating, letter writing and drafting.

Higher Rights

We are authorised by the Solicitors Regulation Authority to carry out assessments for the Higher Rights of Audience Civil Qualification and Criminal Qualification. We also deliver highly practical training in preparation for those assessments.

Intermediary Training

This specialist course for Intermediaries for the Ministry of Justice equips Intermediaries with legal skills and knowledge to assist vulnerable witnesses at both the police investigation stage and at trial. Vulnerable witness training is also available for legal practitioners.

International Disputes

Understanding international dispute resolution is now a core competency for commercial litigators as trade becomes more global. This course will provide a detailed understanding of the rules for establishing the jurisdiction and governing law of a dispute.

Interviewing

Improve your client interviewing skills – learn how to structure an interview and how to pose questions to get to all the salient facts.

Knowledge Management

A firm's knowledge is its "stock in trade" and this course covers how to organise and make the best use of that knowledge.

Legal Research

The way we access legal materials has changed almost beyond recognition in recent years. Anyone carrying out legal research will benefit from this course on how and where to search for essential resources.

Letter Writing

Letters are probably your main means of communication, but what do your letters really say? This course will ensure that the recipient is receiving the right message and that you are complying with your "house style".

Managing the Expert

This course takes you from the first stages of identifying and finding an expert, through to instructing an expert, considering the expert's report, asking questions of your expert, experts' meetings and using the expert successfully at trial.

Marketing Skills for Lawyers

Law firm marketing has never been more important. This training will introduce fee earners to key principles of developing and implementing a marketing programme including client development and relationship management, networking and profile-raising.

Media Law

This practical and up-to-the-minute workshop covers current issues and recent developments in media law including defamation, privacy, censorship, official secrecy, the impact of The Human Rights Act 1998 and the European Convention on Human Rights.

Mediation and Alternative Dispute Resolution

What are the alternatives to litigation and how can they be used to the best advantage? This course will help show you what you need to know in order to save money and time and meet your client's dispute resolution expectations.

Negotiation

Whether you are a beginner or a seasoned negotiator this training looks at what is really going on, tactics, styles and preparation. Practical exercises and feedback will help you to earn how to get the best from any negotiation.

Note Taking

It isn't easy to keep an effective written record unless you are skilled at note taking. This course gives hints and tips and through practical exercises and feedback.

Opinion and Report Writing

All professionals, lawyers and non-lawyers alike, need to give advice to clients in writing. Whether you call it a Report, an Opinion or Advice, the skill is the same. This course shows you how to develop your skills to enable you to produce a first class opinion.

Preparing and Drafting Witness Statements

This training starts with the rules relating to witness statements, exchange of witness statements and the relevant rules of professional conduct that must be considered when drafting witness statements. It then goes on to practical exercises that enable you to develop your skills and practise effective, clear, well-structured witness statements.

Presentation Skills

Present with far more impact and influence. Covering all aspects of excellent presentation including body language and voice training, this course gives you detailed one-to-one feedback to improve your presentations.

Professional Effectiveness and Personal Management

This workshop will help you gain an understanding of the way you work and why you communicate in the way you do. Learn to prioritise your tasks and gain new skills to work more effectively.

Professional Skills Course

We offer electives for your in-house PSC. We will work with you to provide a course which is suitable to meet your firm's needs and tailored to meet the interests of your employees.

Project Management

Increasingly professionals, whatever their field, must manage projects effectively within time-critical frameworks. This course will teach you how to scope, plan and run projects which stay on time and within budget constraints.

Public Speaking and Voice Training

Our in-house course will enable you to maximise your impact and enhance your ability to communicate.

Reading Financial Statements

There is a natural expectation by many clients that their solicitor will have a proper understanding of their business and be able to talk to them commercially. To this end it is important to be able to read, understand and interpret financial statements.

Recruitment and Selection

Avoid costly mistakes when interviewing. This training covers the law and procedure of the recruitment process from drafting job descriptions to short listing and interviewing applicants.

Remedies in Contract and Tort

This course covers all key aspects of remedies in contract and tort. Tailored to your particular practice area it will ensure that your lawyers are up to date on remedies.

Road Traffic Crime

This course is designed for legal practitioners, both prosecution and defence, and police officers operating in the field of collision reconstruction where potential criminal liability arises in fatal road traffic accidents.

Search and Freezing Orders

This course looks at the procedural and practical issues which arise when a search order or freezing injunction is sought in civil proceedings. The training follows a case study and introduces practical exercises with feedback.

Shareholder Disputes

This course examines the rights of shareholders, and their ability to take action to remedy acts done by the directors, or their fellow shareholders, which cause loss either to the company or to the individual shareholder

Solicitor's Accounts Rules Refresher

Both fee earners and members of the accounts department need to understand the rules in order to work together and achieve compliance.

Structured Litigation Programme

This is a programme specially designed for lawyers with 0-3 years PQE working in litigation and dispute resolution. The range of modules can be expanded or adapted to suit your firm's needs.

Tax Practitioners Certificate

Tax practitioners swear by these courses: Reading and Analysing Legislation, Reading and Analysing Case Law, Legal Research in a tax context, Report Writing in a tax context and Presenting Legal Argument. These courses can be combined into the Certificate in Advanced Research and Communication Skills for Tax Practitioners.

Tribunal and Panel Decision Making

This workshop will give you a greater understanding of how a decision making body should approach its task. By the end of this course you will have the skills and knowledge to help you achieve sounder decisions.

Trial Preparation

This course concentrates on preparing for trial including both the procedural requirements and the analysis and evaluation of evidence. Part 36 Offers will also be covered.

Warranty Claims

This course will guide you through each stage of a claim under the warranties in a typical share sale and purchase agreement. Training also includes exercises which compare and contrast a claim for misrepresentation.

International Programmes

Our programmes have been tailored to give international lawyers and business professionals an essential grounding in commercial law and the English legal system.

Witness Familiarisation

How will the witness come across in court? Their concerns and questions will be answered in our highly practical course. Witnesses receive advice and are cross-examined with feedback on a case study in order to simulate a court environment.

Individual Coaching and Mentoring

Our one-to-one coaching sessions can help individuals to identify and achieve goals, build on core strengths or recognise and work through professional weaknesses.

Our highly experienced coaches come with a wealth of professional knowledge and provide an independent and confidential support service.

If you can't see the exact course you require, talk to us about a tailor made programme.

We are experts in bespoke course design.

Book Now

To book your course today or to talk through your training needs with our specialist team, **call +44 (0)20 7040 0316 or email cpd-clc@city.ac.uk**

Alternatively, for full details on all of the courses and services we offer, please visit **www.city.ac.uk/law**.

Focus on Witness Familiarisation

Our Witness Familiarisation sessions provide witnesses with an invaluable opportunity to find out how the trial process really works.

We prepare witnesses to give evidence by taking them through a practical enactment of being cross-examined and teach them how to remain calm under pressure.

Purpose of sessions

These sessions prepare witnesses to give their best evidence free from nerves and help them to avoid typical pitfalls.

They will gain a better understanding of court procedure. They will learn how to deal with tough questioning and remain calm under pressure in the witness box.

All our sessions comply with the latest case law and guidance and have been written in conjunction with experienced members of the judiciary.

Professionalism and Flexibility

Last minute requests and flexible delivery options.

Sessions provided and supported by a dedicated CPD training department.

Witness of Fact or Expert Witness?

We regularly deliver witness familiarisation sessions to both witnesses of fact and expert witnesses preparing to give evidence in a whole range of courts, tribunals, committees and hearings.

One-to-one and Small Groups

Witnesses may be prepared in small groups or individually.

Where possible we recommend a one-to-one session to ensure that each witness receives specific individual attention enabling them to build up their confidence and deliver their best evidence in court.

Duration of Session

For individuals, a one-to-one session usually lasts three to four hours. For a group of up to six witnesses, a full day session is usually appropriate.

A Judge can be in Attendance

We can arrange for a retired judge to be present at the session to provide additional authenticity and give further feedback.

Post-session Feedback

The trainer provides each witness with detailed oral feedback and advice on how to communicate their evidence in the best way.

We can also film sessions at your request for further review. We will provide a written report for each witness.

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Qualified Lawyers Transfer Scheme (QLTS)

The City Law School has partnered with QLTS Advantage to provide an online training course to prepare lawyers for the Qualified Lawyers Transfer Scheme (QLTS) assessments administered by Kaplan UK.

The scheme, implemented by the Solicitors Regulation Authority, gives lawyers from other jurisdictions the opportunity to qualify as a solicitor in England and Wales without having to complete domestic training.

Written by The City Law School and QLTS Advantage, the course prepares students for the QLTS assessments by providing self-paced online training and interactive support.

The training includes:

- MCT and OSCE Study Guides
- Tests and Quizzes for each MCT subject
- Interactive exercises for the OSCE
- Audio and Video Lectures
- Step-by-step Lexis/Westlaw Guidance
- Revision Days: Final Preparation for the Exam hosted at The City Law School in Gray's Inn.

For course details and fees, please visit: www.qltsadvantage.com

For the MCT, the course includes easy to use electronic manuals designed to master the 11 substantive areas of law, and more than 1000 interactive multiple choice questions designed to reinforce your learning. For the OSCE 1 and 2, the course includes our unique side-by-side training system providing for seamless navigation between Test Scenario and Guidance as well as more than 75 mock exam scenarios. We

also offer video demos showing interviewing and advocacy style and technique. Our multimedia library additionally includes extensive revision lectures by The City Law School tutors on all aspects of the test.

Once the Multiple Choice Test (MCT) training and examination have been completed, students can go on to take the Objective Structured Clinical Examination (OSCE). QLTS Exams are administered by Kaplan QLTS - the Solicitors Regulation Authority's approved provider of assessments under the new Qualified Lawyers Transfer Scheme.

Find Out More

To find out more about QLTS Advantage please visit the website at **www.qltsadvantage.com** or contact a member of the CPD team on **+44 (0)20 7040 0316** or email **cpd-cla@city.ac.uk**

Bespoke International Programmes

For International delegates and delivered over 2–6 weeks. These programmes are hosted at The City Law School's prestigious teaching facilities in the heart of Gray's Inn in London's legal district and within easy reach of all major attractions.

We deliver English Commercial Law, Dispute Resolution and English Common Law programmes.

Who is this for?

- Law firms
- Academic Institutions interested in sending their students to the UK for 1–4 weeks as part of their study
- Agents organising foreign trips for groups of lawyers
- Business schools and law schools offering a module in International Law as part of their MA
- Lawyers and students who have a need to learn how arbitration in the UK operates.

Bespoke modules covering:

- Contract Law
- Civil Litigation
- Dispute Resolution
- Commercial Pleadings & Remedies
- Company Law
- Negotiation

- Mergers & Acquisitions
- Advocacy.

Additional activities include:

- Visit to the Royal Courts of Justice
- Walking tour of legal London and the financial district
- Visit to a leading London law firm
- Dinner at one of the prestigious Inns of Court
- Visit to barristers' chambers.

Mode of delivery

The course is interactive throughout and involves discussion and exercises at every stage. Includes tutor-led discussions, group and case study work.

Duration

Five days minimum or up to six weeks maximum depending on preference. Flexible delivery is also possible, for example the course can be for 10 days tutoring spread over five weeks.

Book Now

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Management Courses for Sole Practitioners

This course is designed for persons who must be 'qualified to supervise' – i.e. sole practitioners, managers of authorised bodies, and supervisors of those who undertake reserved work – it counts towards the SRA requirement that such persons undertake at least 12 hours of management skills training (rule 12 of the Practice Framework Rules).

Our courses offer a 'learning through doing' approach, which ensures that you will develop skills and sustainable knowledge and get the best out of your time with us:

- Stay informed about current practices by drawing on our specialist trainers' knowledge
- Get to grips with essential subjects using professional materials and expert advice
- Build on your existing skills and develop new skills and knowledge with confidence
- Gain personal support from a first class trainer, including detailed one-to-one feedback
- Receive exceptional training from a fully accredited provider and gain CPD hours towards management skills training

It's vital that you feel engaged and able to participate to get the most out of any training session. With The City Law School you'll receive personal attention and invaluable expert analysis and feedback

including pointers for adapting your personal style and learned habits.

Our Management Skills courses ensure that by understanding the goals of your organisation, you will be able to communicate your ideas clearly and effectively at every level internally and with clients. During the course the following topics will be covered:

- Managing client relationships
- Managing people
- Managing information
- Managing finance
- 6 hours of management training per course

Our courses equip solicitors with a full understanding of the key managerial skills required to enhance their professional development. This invaluable training will help you to further develop your communication skills, enhance your influencing skills and improve your negotiation skills.

Additional management skills that are incorporated in the advanced version of the course include:

- Emotional intelligence
- Negotiation skills
- People management and client care
- How to plan strategically
- 6 additional hours of management training suitable for sole practitioners and management supervisors

Our Management training courses take place throughout the year.

To see a list of course dates currently available please visit: **www.city.ac.uk/law**



We have worked with the following clients:

- Allen & Overy
- Arnold & Porter
- Ashurst
- Association of Costs Lawyers
- Baker Tilly
- Bar Standards Board
- BDO
- Beck Greener
- Bird & Bird
- BLW
- Blake Morgan
- Burges Salmon
- Business Monitor International
- Caytons Law
- Charles Russell Speechlys
- City Law Financial
- City of London Corporation
- City of London Police
- Clifford Chance
- Clyde & Co
- Council of Ministers, Kuwait
- Crown Prosecution Service
- Debevoise & Plimpton
- Dechert
- Department of Justice, Northern Ireland
- Devon & Cornwall Police
- EEF, the Manufacturers' Organisation
- ESCP Europe
- European Commission
- Eversheds
- Expert Witness Institute
- Freshfields Bruckhaus Deringer
- Grant Thornton
- General Dental Council (GDC)
- Great Ormond Street Hospital
- Herbert Smith Freehills
- Hogan Lovells
- Holman Fenwick Willan
- Howard Kennedy
- ICAEW
- Institute of Psychiatry
- International Criminal Court
- Jacqueline Webb
- Joseph & Partners
- Judicial Studies Board
- Linklaters
- London Fire Brigade
- Mayer Brown International
- Midgulf International
- Milbank
- Ministry of Defence
- Ministry of Justice
- Mishcon de Reya
- Mourant Ozannes
- Mundays
- Nabarro
- National Policing Improvement Agency
- Network of Independent Forensic Accounting
- Norton Rose Fulbright
- Nottingham Family Law Group
- Office for Criminal Justice Reform
- Office for Fair Trading
- Office of the Parliamentary Counsel, Cabinet Office
- Olswang
- Osborne Clarke
- PricewaterhouseCoopers
- Reed Smith
- Reynolds Porter Chamberlain
- Saudi Stock Exchange
- Serious Fraud Office
- Serle Court
- Sidley Austin
- Simmons & Simmons
- Slaughter and May
- Smith & Williamson
- Squire, Patton, Boggs
- Surrey & Sussex Police
- Target Developments
- Taylor Wessing
- The Crown Prosecution Service
- The National Policing Improvement Agency
- Travers Smith
- Treasury Solicitor Department

- Triangle Services
- Walker Morris
- Watson, Farley & Williams
- Withers
- Wiltshire Police
- Wragge & Co
- Youth Justice Board

The information contained in this brochure is correct at the time of going to print in May 2015. However, details may change and the School reserves the right to make alterations in the light of changing circumstances.

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www.city.ac.uk/law



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www.city.ac.uk/law