



Gold Training Course

Chambers People Gold Training Course is designed to be carried out on a one-to-one basis, to maximise the skills of the more experienced clerk. To help to take the experienced clerk from being “excellent” , to “brilliant”! To make the clerk aware of the changing face of clerking and the need to carry out structured Business Development in a planned way.

Diary and Practice Management :

Effective diary management – agenda for the practice meeting with the member of chambers

Difficult practices – maintaining the flow

Planning ahead – the key to success

Monitoring work in progress

The business plan – the “living grid”

Fees and Financial Management:

Maximising Credit Control

Monitoring the Aged Debt

Work Done less Payments received = Aged Debt

Civil Fees – taxation of fees

Family Fees – practical help on Graduated Fees

Criminal Fees – introduction only

(Separate module on Graduated Fees available – 1 day course)

Specialist Fees

Business Development

Marketing Strategy planning

Making the most of what you have got

The Business Meeting – agenda, meeting, personality

Human Resources

Assessing the staff training needs

Employment matters

General Administration

Qualitymark and Barmark accreditation requirements

Budget planning

Forthcoming changes to professional rules
Bar Mutual Insurance – understanding the system

Each of the “students” is asked to complete a form before the course, which will give the trainer an indication as to the level of knowledge already attained.

The training is modular, and can be designed around the individual, and the type of work their chambers undertakes. However, it is also designed to fill in a few gaps in the clerks’ education generally. Some of the students may move on in time to a chambers dealing with another area of work, and the aim of the course is to give an introduction to some of the things that may be encountered:

The course can be carried out at chambers. All that is required is for main power (for the laptop computer) and regular refreshments for the trainer!

The cost: £350 per student, but discounts on more than one student attending (Courses will be a minimum of 3 hours but longer courses will be agreed in advance with chambers and will depend on the areas that need to be covered for that particular students needs.)

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Chambers People
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