



Silver Training Course

Questions for employers:

How many of your junior clerks understand the Withdrawal of Credit Scheme operated by the Bar Council/ Law Society?

Why do barristers render fee notes and not invoices and statements?

Do your staff really understand the meaning of “Client Care” ?

Chambers People provides a training course which gives answers to these questions, and ensures that the clerking staff are better informed, and provide better services as a result.

Chambers People Silver Training Course comprises a 2-3 hour presentation using a PowerPoint slide presentation, usually on a one to two (trainer to staff) ratio, and is aimed at Junior Clerks with a little or some knowledge of chambers life, and covers the following areas:

Diary and Practice Management :

maximising the practices of members of chambers, monitoring work in progress reports, moving work internally without causing problems

Fees and Financial Management:

Civil Fees: calculating fees for work done – what are the proper fees?

Family Fees: Private and Legal Aid (Graduated) - overview

Criminal Fees – Private, Legal Aid and CPS fee collection flow charts

(Note: separate module on Graduated Fees available – 1 day course)

Fee considerations: Staged arrangements for Brief Fees in long civil cases

Fee collection procedures – “Withdrawal of Credit”

Payments procedures

Business Development – Marketing, Networking, “Working the Room”, Personality profiling, and Personality disorders

Human Resources – Staff Training Needs, and Appraisals

Stress Management – Time management for staff and barristers – dealing with the “In tray” and the “To Do List”

General Administration – an introduction to the Chambers Administrators role, budget work, and chambers management
Professional rules, Bar Mutual and Etiquette

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 (and student)!

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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