

# Supervision and Managing Performance

DG Legal is pleased to offer a new date for our very popular course designed specifically for practitioners taking a supervisory role. The course is suitable for those stepping into a supervisory role for the first time or for other supervisors or managers who want to brush up on their supervisory and management skills.

The course will satisfy the generic supervision requirements in the Legal Aid Agency (LAA) Standard Contract and covers the key supervision and management skills needed to ensure compliance with the LAA Contract.

The course will also provide practical advice for putting in place effective outcomes focused supervision arrangements to meet your professional requirements in the SRA Handbook and meet the requirements in quality standards including the Specialist Quality Mark and Lexcel.

## Course Content:

- Meeting the supervisor standards
- Effective communication and working relationships
- Supervision & development of staff
- Performance management and improvement
- Training & development
- Setting targets
- Managing LAA contractual performance
- Financial management and budgets

## Course Notes

Comprehensive and up to date course notes will be provided to all delegates which may be useful for ongoing reference or cascade training.

## Speaker:

**David Gilmore**, Director, DG Legal.

David has been funded by a wide range of local and national organisations including the Law Society, the Legal Services Commission (now the LAA), the Ministry of Justice, Citizens Advice, Advice UK, LAPG, Comic Relief and the Baring Foundation. He has also provided advice and assistance to hundreds of law firms and other legal organisations. He delivers specialist consultancy and training on a wide range of topics including regulatory compliance, business management and strategy, tendering and quality assurance. In addition to leading DG Legal, David founded LegalVoice, an electronic magazine about Access to Justice & legal aid.

## Why You Should Attend?

This course is aimed at all practitioners but particularly those operating a LAA contract. The content of the course is relevant to all managers, principals and lawyers wishing to improve their supervisory and management skills.

## Continuing Professional Development

As of 1 November 2014, the SRA ceased to accredit all training providers, including ourselves, for CPD purposes. As a result, our courses can no longer be accredited. Solicitors are permitted to continue to use DG Legal to fulfil their CPD requirements and/or as a means to evidence that they have attended professional training as part of the SRA's new competence based scheme. Attending this course equates to 7 hours CPD.

**London:** 26 Feb 2018: 09.30 – 17.30

**Leicester:** 5 March 2018: 09.30 – 17.30

## Delegate Fee: £255 plus VAT (£306 inclusive) \*

### Terms and Conditions

1. Confirmation of your booking will be sent by email through Eventbrite. If you have not received this acknowledgement prior to the date of the course please contact us. Payments may be made online. All payments must be made at the time of booking. Course documentation will be distributed at the time of the course.
2. Once submitted this booking form constitutes a legally binding contract. Bookings may only be cancelled by written notice received by us not less than 10 working days before the date of the course. We cannot accept cancellations by telephone. The delegate fee will be credited to you less an administration charge of £25 + VAT per delegate booking that is cancelled. Refunds of delegate fees for late cancellations (i.e. cancellations received by us less than 10 working days before the date of the course) will not be refunded. Failure to attend the course will constitute late cancellation and payment will still be due or forfeited if already paid.
3. You may notify us of a substitute delegate at any stage, without charge.
4. DG Legal reserves the right to vary or cancel a course where the occasion necessitates. We will refund any payment made in respect of a cancelled course but otherwise do not accept any liability for a course not taking place.
5. Data Protection: DG Legal may periodically contact you with details of programmes and services that may be of interest to you. Please write to us if you do not wish to be included in this activity.

LEGAL NOTICE: DG Legal is the trading name of DG Legal Limited, a company registered in England & Wales with registration number 79345052. A list of the directors is available for inspection at our registered office: Charnwood Accountants, The Point, Granite Way, Loughborough LE12 7TZ. VAT reg: 130 7552 36

# Supervision and Managing Performance

## Registration

To reserve a place, visit: <http://dglegal.eventbrite.co.uk/>

**Delegate Fee:** £255.00 plus VAT

A discount may be available for retainer clients - please contact us for confirmation.

For enquiries, please contact : Event Administration, DG Legal, 39 The Rushes, Loughborough, Leicestershire, LE11 5BG, telephone: 01509 214999, or email: [admin@dglegal.co.uk](mailto:admin@dglegal.co.uk)