

Continuing professional development

Solicitors Regulation Authority Management Course Stage 1

Education & Training Unit
Version 1

Solicitors may claim seven continuing professional development (CPD) hours towards their CPD requirement for attending the compulsory Management Course Stage 1.

The Solicitors Regulation Authority Management Course has compulsory and optional elements:

| Compulsory | Optional |
|--|---|
| The Solicitors Regulation Authority Management Course Stage 1 is a course that requires at least a seven hours' attendance; it can be completed in a single day or be undertaken on a modular basis. | Additional five hours (Management Course Stage 2) |
| A minimum of three topics (from the list below) must be covered. | |

Content

The compulsory seven hours of the Solicitors Regulation Authority Management Course Stage 1 must be based on at least three of the following main topics, covering all of the listed sub-topics:

Managing finance

- Billing and recovering fees
- Computerisation
- Preparing budgets
- Monitoring budgets
- Controlling costs
- Financial and management information

Managing the firm

- Administering the office
- Identifying opportunities for improvement
- Setting up a case management system

Managing client relationships

- Meeting client specifications and instructions
- Assuring quality
- Handling complaints
- Establishing and agreeing client requirements

Managing information

- Obtaining and evaluating information
- Presenting information and advice
- Communicating effectively

Managing people

- Drawing up job descriptions
- Assessing and selecting personnel
- Developing teams
- Developing individuals
- Self-development
- Evaluating/improving training and development
- Planning work
- Allocating work
- Setting objectives
- Giving feedback
- Building a good reporting relationship
- Building relationships with members of your team
- Building relationships with colleagues