



The City Law School
CITY UNIVERSITY LONDON

World-class legal education
in the heart of London

Excellence in Professional Legal Training



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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The City Law School

World-class legal education in the heart of London

Continuing Professional Development

Each course is carefully created to help professionals develop their skills and enhance their careers. Our trainers are professionals at the top of their field and give you and your organisation access to the very latest legal knowledge and skills from the profession.

Professor Susan Nash

Dean,
The City Law School,
City University London

Professor Susan Nash was called to the bar in 1979 and is a door tenant at Toops Chambers. Susan read law at the London School of Economics before obtaining her PhD at the University of Aberdeen. She teaches the law of evidence and international criminal law, and her research interests include criminal procedure and evidence, human rights, mutual legal assistance and EU criminal law. She was previously the Professor of Law at the University of Westminster and Head of Department of Postgraduate Legal Studies.

She has been published widely and is the co-author of several books including: *International Criminal Law* (Routledge 2007), *The Cartel Offence* (Hart, 2004) and *Essential Human Rights Cases* (Jordans, 2002). She has been employed as a consultant on a range of European Commission and British Council projects, and is a visiting professor at Bahcesehir University, Istanbul.

Professor Penny Cooper

Associate Dean for Knowledge Transfer and
Director of Continuing Professional Development,
The City Law School, City University London

Penny Cooper is The City Law School's Director of Continuing Professional Development. She practiced at the Bar for over ten years.

Penny actively promotes links between The City Law School and business. She speaks at national conferences, frequently writes for legal journals and often appears on TV, radio and online to talk about education and legal issues. Penny holds the Inns Advocacy Training Certificate.

She is the author of *Reporting to Court* (TSO, 2006) and a co-author of *All you need to know about being a Trainee Solicitor* (Longtail, 2008) and *Experts in the Civil Courts* (OUP, 2006). She is co-editor of the *Expert Witness Pack* which appears in DVD format accompanying Lord Justice Wall's *Handbook for Expert Witnesses in Children Act Cases* (Jordan Publishing Ltd, 2007) and editor of the *Expert Witness Institute Newsletter*, where she is also a governor.

10 good reasons one great Law School

1. QUALITY

Our experienced trainers and high quality courses offer a personalised and individual learning experience, allowing your organisation to benefit fully from the time spent with our specialist, client-focused training team.

2. REPUTATION

We have a long-established reputation for excellence in professional legal training and have continued to develop all of our courses to meet the needs of our clients.

3. EXPERIENCE

Every one of our courses includes talks and exercises based on realistic scenarios, with opportunities for “learning through doing”, ensuring that your team develop exceptional skills and sustainable knowledge.

4. SUCCESS

With excellent training materials, expert advice for delegates and clients, and first class in-house trainers, we really can help you build on the knowledge and skills base within your organisation, helping you ensure the continued success of your business

5. RELATIONSHIPS

We have strong links with the profession and involve practitioners directly in the delivery and development of each of our courses.

6. RESOURCES

The City Law School offers a full range of study resources, as well as numerous support staff who are there to ensure that each client is able to make the most of what The City Law School and City University London has to offer.

7. SUPPORT

In addition to the expert training, high quality materials and exceptional facilities The City Law School offers, we recognize that our clients have individual needs and offer an outstanding service in account management, course development and delivery.

8. DIVERSITY

Valuing difference and promoting equal opportunities is central to our approach at The City Law School. We want to help the best minds develop in any way we can.

9. LOCATION

Based in and around Gray's Inn, in the very heart of legal London, our Professional Studies Centre is surrounded by many chambers and leading firms of solicitors, and is just a short walk from the Law Society, the Royal Courts of Justice and the Old Bailey.

10. ALUMNI

City Law School alumni include hundreds of highly respected judges and Queen's Counsel, barristers and solicitors, as well as those who have achieved distinction in other fields, including: Tony Blair, Margaret Thatcher, Mahatma Gandhi and M.A. Jinnah.

“Pleadings - excellent. Ethics - excellent.”

Solicitor, City Law Firm

“Very successful negotiation skills course facilitated by an excellent trainer.”

Professional Support Lawyer, Burges Salmon

“Terrific training all around, and I gained a great deal of learning, both intellectual and experiential.”

Expert Witness, Triangle



In-house Continuing Professional Development Courses

Practical and interactive CPD courses

Advocacy

Our Advocacy training is built around realistic case studies. Through detailed feedback 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 communication.

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.

Coaching

One-to-one sessions with one of our highly experienced coaches will help identify your goals and routes to achievement. All coaching is independent and confidential.

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 how to legally end a contract.

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.

Effective Recruitment and Selection

This course has been created for professionals who have responsibilities for the recruitment of staff and trainees, but are not from a HR background. Topics to be covered by this training include: equality law as it affects recruitment, developing selection criteria, advertising, short-listing, the use of selection exercises, interview technique, monitoring and review and adjustments for disabled applicants.



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 powerful 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 about the rules of evidence and how to use them to tactical advantage.

Expert Witness Training

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

Fee Negotiation

With an increased client focus on fees this half day course concentrates on the needs 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 deliver a highly practical "all-proceedings" (civil specialisation) qualification which entitles advocates to appear in both Civil and Criminal Higher Courts.

Intermediary Training

This specialist course for Intermediaries for The Office for Criminal Justice Reform (OCJR) 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".

Management Course Stage 1

This training is a requirement of the Solicitors Regulation Authority. It can be far more cost effective to have this training delivered at your offices; we can design and deliver an in-house course tailored to your exact requirements to reflect your firm's needs and culture.

Management Course Stage 2

This course builds on the concepts introduced during the Stage 1 course and focuses on Communication skills, client care and how to plan strategically when using your negotiating and influencing skills.

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 learn 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 teaches.

Opinion 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 covers 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.

Presentation Skills

Present with far more impact and influence. Covering all aspects of excellent presentation including body language and voice training, you will receive 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 effectively manage projects 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

Although a solicitor never wants to become an accountant 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.

Report Writing

How your written work is presented has a huge impact on how your message is received. This course shows you how to develop your skills to enable you to produce a first class report or opinion.

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.

Solicitors Accounts Rules Refresher

Both fee earners and members of the accounts department need to understand the rules 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 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 make better, 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.

Winter and Summer Schools

Our twice yearly open 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 on a case study in a mock court. The witness will be given feedback from a senior barrister and/or judge.

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 7400 3608** 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** today.



Public Courses

The City Law School also offers individuals the opportunity to book CPD courses in a range of subjects, including: Advocacy, Drafting Pleadings, Contracts: Liability and Remedies and Management Course Stage 1 and 2.

Our courses offer a ‘learning through doing’ approach, which ensures that you will develop exceptional skills, 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 points

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 through the day and invaluable expert analysis and feedback – including pointers for adapting your personal style and learned habits.

Advocacy

Our exceptional Advocacy training is built around realistic case studies. Whether you currently appear as an advocate or have yet to obtain your higher rights, this is an opportunity to employ some highly practical skills. Our bespoke civil case study is an excellent basis for practising three key areas: making an application, cross examination and closing speeches.

› **6 CPD points.**

Drafting Pleadings

Created to show delegates how to go about drafting particulars of claim and defences, you will feel more confident about drafting your own pleadings. The training is based on the principle that once the techniques are understood it is possible to draft in any area of law.

› **6 CPD points.**

Contracts: Liability and Remedies

Most lawyers learned their law of contract many years ago, and have not had the opportunity to consolidate their knowledge since. Designed as a refresher for those who practise in litigation, this course will provide a bird’s eye view of all the main principles involved, relating both to liability and remedies, with particular emphasis on the assessment of damages.

› **6 CPD points.**

Fee Negotiation - Protecting Your Margin

It is increasingly important to focus more on your profit margin at the start of an engagement and this course will enhance your ability to cut your cloth accordingly and improve the way you negotiate and offer fee arrangements. You will learn to focus more on profit at the start of a matter in response to increasingly sophisticated client negotiation.

› **3 CPD points.**

Management Course Stage 1

Management Course Stage 1 is the compulsory SRA course that all newly qualified solicitors are required to take following qualification and before the end of their third CPD year. 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.

› **7 CPD points.**

Management Course Stage 2

This course builds on the principles introduced in the Stage 1 courses and equips solicitors with an in-depth 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.

› **6 CPD points.**

Reading Financial Statements

Although a solicitor never wants to become an accountant 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.

› **6 CPD points.**

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“...very good and very impressive.”
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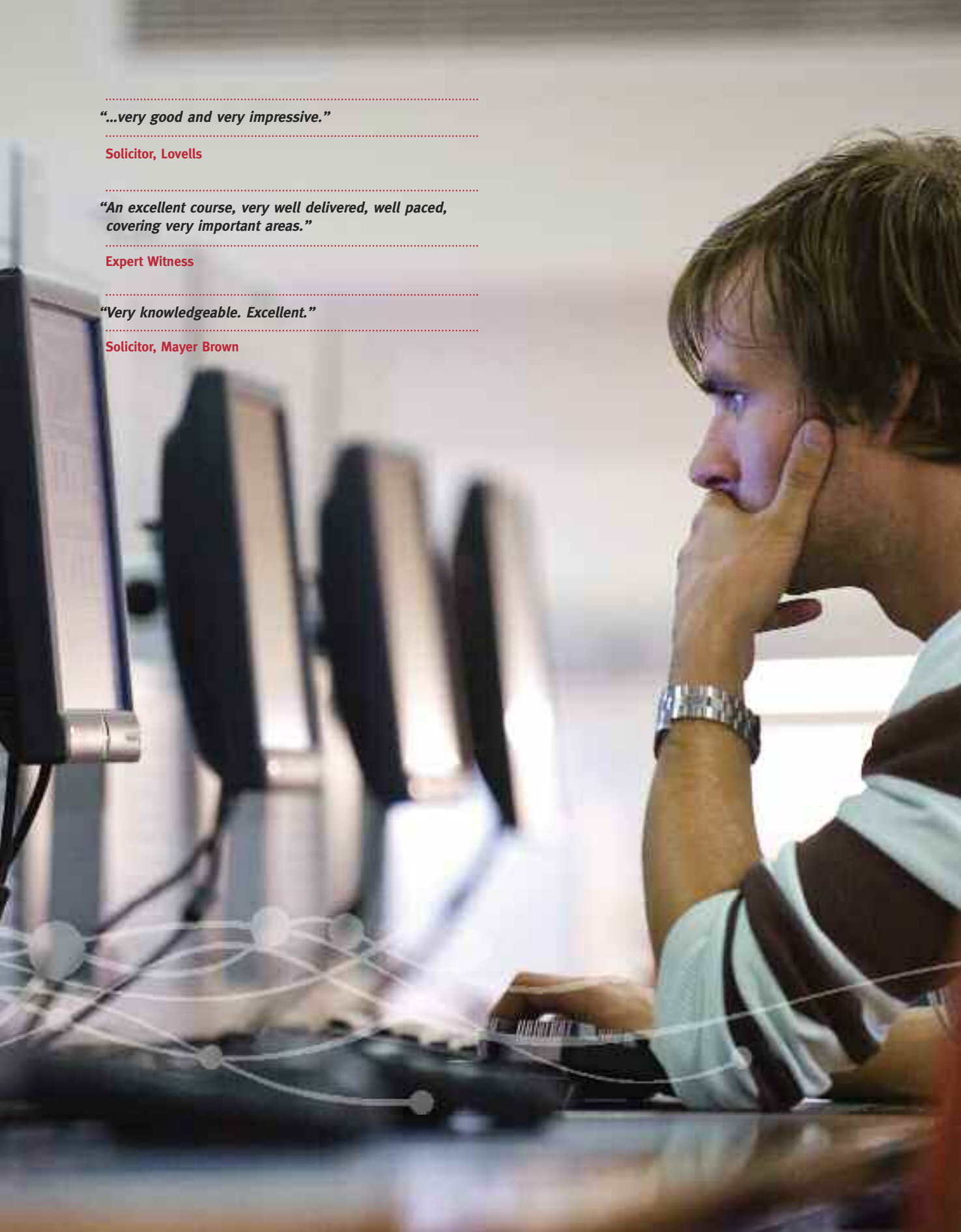
Solicitor, Lovells

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*“An excellent course, very well delivered, well paced,
covering very important areas.”*
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Expert Witness

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“Very knowledgeable. Excellent.”
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Solicitor, Mayer Brown





Summer Schools, Events and Conferences

International Conference on Practising Law

15 - 17 July 2010, Gray's Inn, London, UK

This major international conference will provide a unique and unparalleled opportunity for legal practitioners and legal academics from around the world to exchange knowledge and skills.

Held from Thursday 15 July 2010 to Saturday 17 July 2010 in the beautiful surroundings of Gray's Inn, the registration fee will be 275 GBP which includes access to all conference sessions, two lunches, coffee breaks and conference materials. Special arrangements will be made with local hotels for a limited number of rooms at a special conference rate.

Courtroom Skills and Report Writing for Experts

It is increasingly important for expert witnesses to be confident they are competent to provide expert testimony effectively and in compliance with the requirements of the court. This two day workshop addresses the particular needs of psychiatrists who write reports and may be called to give evidence in a civil and criminal court.

The two day training will include a practical workshop designed to develop report writing skills and critical evaluation of reports. This will be followed by developing courtroom skills in practice including examination in chief and cross-examination by a barrister. It will be held in the prestigious Gray's Inn campus offering a mixture of plenary sessions and practical workshops.

MS in Law and International Management

The MS in Law and International Management is a programme designed specifically for lawyers who want to learn how to interact with management in a more strategic way. The well-established programme is supported by an advisory committee made up of practising lawyers in private practice and in-house heads of legal departments.

Students on the ESCP-EAP MS in Law and International Management will spend one month in London at The City Law School, where they will gain an insight into English law as part of their course. Those who pass their assessments at The City Law School at the end of the month will receive a certificate from The City Law School and will be able to apply, following graduation, for one of The City Law School's LLM programmes.

For full details and booking information, or to submit a paper for one of our conferences, please visit www.city.ac.uk/law or call us on **+44 (0)20 7400 3608**

"I wish I had gone on this course a year ago!"

Home Office Employee

"Clear, patient and sympathetic approach."

Trainee solicitor, Solicitors Training Consortium

"I have gone away with what is essential to plan a report and how to structure a report."

Consultant, major accountants firm

World-class legal education in the heart of London

The City Law School, London UK is one of London's major law schools, 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.

Undergraduate Courses:

- › Law LLB
- › Law and Property Valuation LLB

Postgraduate Courses:

- › Graduate Entry LLB
- › Graduate Diploma in Law
- › International Commercial Law MJUR
- › International Commercial Law LLM
- › Maritime Law LLM
- › Criminal Litigation LLM
- › Civil Litigation LLM
- › PhD, MPhil or LLM by Research

Professional Courses:

- › Legal Practice Course
- › Bar Professional Training Course
- › Professional Legal Skills LLM
- › Professional Legal Practice LLM

Continuing Professional Development:

- › In-house Courses
- › Public Courses
- › Bespoke Training
- › Compulsory SRA Training



For more information on The City Law School or any of our courses, visit www.city.ac.uk/law email cpd-clc@city.ac.uk or call +44 (0)20 7040 3608

The information contained in this brochure is correct at the time of going to print in February 2010. However, details may change and the School reserves the right to make alterations in the light of changing circumstances.

Continuing Professional Development

Gray's Inn Campus

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