

## PROFESSIONAL SKILLS COURSE

### ELECTIVES MARCH/APRIL 2011

The following Electives, delivered by FRESH and administered by the Society, will be held in Nottingham on the dates set out. Each course has a maximum number of delegates and it is unlikely that any duplicate courses can be accommodated within the time period available. Trainees are thus advised to reserve their places at the earliest opportunity to avoid disappointment.

Newly qualified Solicitors may also seek places on the courses but at an increased cost and cannot be offered a place otherwise requested by a trainee. I will be operating a "stand by" list for those who seek such a place and will require a cheque to accompany your application which will not be presented until a place becomes available.

All dates are for 2011. Please either complete the application form that you will find on the Society's website at [www.nottslawsoc.org](http://www.nottslawsoc.org) . The form should be sent to me and be accompanied by a cheque for the full cost of the course selected. Again, the cheque will not be presented until the commencement of the course programme

1 March	Handling Difficult People	6 hours	Max 20 delegates
2 March	Negotiation Skills	6 hours	Max 16 delegates
10 March	Client Interviewing/Taking Instructions	3 hours am	Max 16 delegates
	Preparation for Civil Trial	3 hours pm	Max 16 delegates
17 March	Effective Writing skills	6 hours	Max 20 delegates
13 April	Practical Contract Drafting	6 hours	Max 20 delegates
14 April	Prioritisation and Work Management	3 hours am	Max 20 delegates
	Networking Skills	3 hours pm	Max 20 delegates
21 April	Negotiation Skills	6 hours	Max 16 delegates

For further information please contact John Lymbury, Administrator, on 0115 950 5324 or email [john.lymbury@nottslawsoc.org](mailto:john.lymbury@nottslawsoc.org)

### COURSE TIMINGS

Full day. 9.30 - 1.00 (15 minute break) and 2.00 – 5.00 (15 minute break)

Half days. 9.30 – 12.45 and 1.45 – 5.00 (each with 15 minute break)

### THE COST

The cost of a full 24 programme to be selected from the 42 hours available and set out above will be £300 plus VAT @ 20% (total £360.00)

Qualified solicitors who wish to take part in any of the courses are required to pay £150 plus VAT @ 20% (£180.00) for a six hour course and £75 plus VAT @ 20% (£90.00) for 3 hour course.

**APPLICATION FOR PLACE ON ELECTIVES 2011**

**RETURN TO JOHN LYMBURY, ADMINISTRATOR, NOTTS LAW SOCIETY  
Suite 2A The Hub, 40 Friar Lane Nottingham NG1 6DQ  
DX 10017 NOTTINGHAM**

Student's name.....

Firm.....

Address.....

.....

Tel. no..... DX address.....

e.mail.....

Contact point (e.g name of Practice manager, Principal or HR representative

.....

I wish to apply for a place on the courses constituting the Electives for 2011

My Course choices are; (Please state date, name of course and accredited hours)

1.....( hours) 2.....( hours)

3.....( hours) .4.....( hours)

5.....( hours).6.....( hours)

I attach my firms cheque in the sum of £360.00.

NOTE: If you are a qualified solicitor and wish to take part in a course, please state below the name of the course, the date and the number of accredited hours. Please attach a cheque calculated at £180.00 for each 6 hours course and £90.00 for each 3 hours course

Name of delegate.....

Firm.....

Address/DX.....

Tel.....e.mail.....

Course(s) selected.....

I attach a cheque for £.....