

LAW SOCIETY PROFESSIONAL TRAINING

Centre of Excellence for
Professional Education and Lifelong Learning



Time Management for Lawyers

Date	4 December 2019
Time	2.00pm to 5.00pm
Venue	Law Society of Ireland
Fee	€186
Discounted* Fee	€160
CPD Hours	3 Management and Professional Development Skills (by Group Study)
Event Code	19024

Aim and Objectives

The aim of this course is to provide lawyers with the skills necessary to manage their time more efficiently and effectively. As a result of the training, lawyers will be able to maximise their productivity – including, where relevant, billable hours – and also retain a positive work-life balance.

By the end of this course, participants will be able to:

- Analyse how time can be wasted and stolen without good time management
- Use personal goal-setting to improve time management
- Share tips and ideas on time-planning from across the world
- Prioritise tasks using an “urgent vs important” matrix
- Describe the difference between healthy pressure and unhealthy stress – and implement techniques to manage their stress levels appropriately
- List 30 ways to make more time
- Implement all of these skills in the reality of the legal workplace

Topics and Issues to be covered

Introduction to the topic of Time and Self-Management

- How time can be wasted without good time management skills
- The ABCX matrix and its applicability in the world of law
- Distinguishing between the urgent and the important
- In as far as possible, how to maximise billable hours whilst going home at night!

Putting the ABCX matrix into Practice

- Effective time management game
- Debrief of the Multitask game
- Implementing the learning points in the reality of life in the legal world

Making best use of your time in the legal sector

- Daily, weekly and monthly planning
- Making best use of our best time
- Hints on time management
- 20 ways to make more time

Developing Resilience in the legal context

- Understanding excessive pressure and associated stress
- Recognising symptoms of excessive stress
- Questionnaire: could you improve your own stress management?
- Developing coping strategies for challenging situations
- Performing to our potential
- Action planning for the future

Speaker

Henry Hely Hutchinson

Henry delivers negotiation skills, interpersonal skills and management skills courses for lawyers, bankers and professionals worldwide.

Henry has a First Class degree in Modern Languages from Trinity College, Dublin and an MBA from Henley Management College. He started his career at the Commerzbank in Frankfurt where he worked in the foreign department in Trade Finance.

He has worked at DC Gardner Training and Euromoney Institutional Investor PLC for 25 years and has had two main roles during his time in the firm, as an organiser of global conferences and as a trainer in management, communication and selling skills.

At DC Gardner Training, where he was Managing Director for many years, Henry has delivered many “soft skills” training courses for banks, financial firms and law firms, including most of the most prestigious and best-known international law firms and banks. He ran regular training on an ongoing basis for one of London’s Magic Circle law firms.

Henry’s training assignments have spanned 15 years and well over 30 countries, and his core areas of specialism include Negotiation Skills, Management Development, Advanced Selling Skills, Communication Skills and consultancy for the legal and banking sectors on strategic matters relating to Human Resource Development.

Henry is accredited to use profiling tools such as the MBTI® in his courses, and delivers training in English, French and German. He has a PRINCE2 Project Management qualification.

In his conference career, he has negotiated some very complex joint venture deals with parties all over the world, notably in Asia, and also some very large client and supplier contracts, and he enjoys putting the negotiation skills that he teaches into practice.

In the legal space, Henry runs training for many of Ireland’s largest law firms on an ongoing basis, and also delivers training for Hong Kong and New York-based law firms. Other clients have included Barclays, Lloyds Bank, Commerzbank, Rabobank, Deutsche Bank, Bank of America, HSBC, AXA Group, and regulators such as the Securities and Futures Commission of Hong Kong.

*Law Society Finuas Skillnet members
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