



Effective Communications Skills Workshop

Date	Thursday 8 September 2022
Time	2.00pm to 5.30pm
Venue	Blue Room, Law Society of Ireland, Blackhall Place, Dublin 7
Fee	€185
Discounted Fee*	€160
CPD Hours	3.5 Hours Management & Professional Development Skills (by Group Study)
Event Code:	S2239

Aim and Objectives

Do you know how to analyse your audience's needs and then influence, persuade and convince them? Would you like to know how to start any presentation, pitch or meeting in an interesting and engaging manner in order to earn an audience's attention? This workshop aims to equip learners with the skills, structures and confidence to present effectively. Participants will learn how to prepare efficiently, and to perform naturally and with impact.

In advance of this session, participants will be asked to prepare a short (5 minutes) presentation or communication, related to your work or communication plans. You will then present during the workshop and receive on-the-spot tips for improvement. In addition, there will be a follow-up individual session. Parts of the session will be recorded for assessment purposes only. Advance notice will be given when recording and the recordings will be deleted after the workshop.

Who should attend: solicitors and legal services managers who present to clients and colleagues in their day-to-day roles.

Maximum 5 participants on this workshop

Learning outcomes

At the end of this module, participants will be able to:

- Know the principles of effective communication
- Understand how to analyse audience needs and how to make communications interesting and relevant to that audience
- Know how to use visual aids, including PowerPoint, to best effect; structure

presentations in a clear, easy-to-follow storyline; present complex concepts and ideas; be able to begin and end with impact

- Start any presentation, pitch or meeting in an interesting and engaging manner in order to earn an audience's attention
- Handle interruptions and maintain confidence
- Be comfortable with an unstructured style of presentation
- Transfer effective communication skills to other communication interactions
- Know how to influence, persuade and convince audiences and individuals

Trainer

Barry McLoughlin, Senior Consultant, Communications Clinic

Barry joined the Communications Clinic having worked for several years as a solicitor in private practice. On a daily basis, he delivers courses in Media Skills, Crisis Communications and Presentation Skills. He develops each training programme to meet the client's specific needs. He regularly facilitates Communications Strategy sessions to draw out clear objectives and actions, even from the largest and most diverse organisations.

He works with organisations expecting a crisis or where a crisis situation has been thrust on them. He has worked with government ministers, senior executives in the private and public sector, media spokespersons and other individuals and groups to improve their communication skills and understanding of the media. He has worked closely with the HSE, and the Charities Regulator. He is the main media and communications trainer for members of Ibec, Bank of Ireland and Statestreet. His other clients include the Department of Public Expenditure and Reform, the Department of Arts, Culture and the Gaeltacht, The Central Bank, Icon PLC, The GAA, Munster Rugby, Fine Gael and Allied Irish Bank.

NOTE: Following your participation in this course Law Society Skillnet will issue you with a digital CPD certificate using blockchain-based technology. With blockchain, you can verify with others - such as the Law Society CPD Scheme section - the authenticity of your certificate in a matter of seconds. This initiative is the result of collaboration between Law Society Skillnet and VerifyEd. In summary, you will be provided with a complimentary, secure, virtual library where you can save your future digital CPD certificates. This allows Law Society Skillnet to better serve you, our member, by providing an encrypted platform to issue CPD certificates with cryptographic proof that they were issued by Law Society Skillnet. [Allow 14 days for your certificate to be issued].

IMPORTANT

- Unless otherwise indicated our Zoom webinars and meetings are held live and are not recorded. If you miss the live webinar/meeting, you cannot play back the event. You also may not avail of your CPD hours for that event.
- Solicitors may now complete the entire 2022 CPD requirement of 20 hours online. For more information see <https://www.lawsociety.ie/Solicitors/Practising/CPD-Scheme>
- View our [Privacy Statement](#)
- If you have technical or other queries, contact a member of the team on: lawsocietyskillnet@lawsociety.ie

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