

Law
Society

Skillnet,

Diploma in Legal Practice Management

Striving for Legal Services
Excellence



Aim

The aim of this diploma is to equip participants with the practical knowledge and skills to enable them to understand every aspect of the establishment and operational management of a legal firm in Ireland from a business, human resources and financial management perspective. Particular emphasis is placed on delivering training which will equip learners with the skills, knowledge and competencies to work towards the achievement of industry approved practice and risk management standards. In particular, the Legal Services Excellence Standard offered by the Law Society of Ireland and assessed by the National Standards Authority of Ireland (NSAI). This Diploma is accredited by the Law Society of Ireland Diploma Centre.

High-level Learning Outcomes

On successful completion of this diploma, learners will be able to:

- Understand the law, guidelines and commercial realities of establishing and managing a legal firm in Ireland
- Have the skills necessary to comply with management, marketing, communications, human resources (HR), risk management and financial theory and best practice as they pertain to managing a legal practice in Ireland
- Appreciate the importance of workplace policies and procedures
- Understand legal firms' taxation obligations
- Be able to design, develop and apply policies and procedures relevant to best practice in managing a legal practice
- Understand the principles and legislation underpinning the operation of a law firm in Ireland, including: employment law; intellectual property; data protection; anti-money laundering; solicitors' accounts regulation; Law Society best practice and guidelines
- Have the skills necessary to communicate more effectively with clients, colleagues and staff
- Acquire the knowledge, competencies and skills to work towards achieving approved legal practice and risk management standards including the Legal Services Excellence Standard offered by the Law Society of Ireland



Target Audience

This diploma is aimed at all professionals working or intending to work in a management role in a law firm in Ireland. It is particularly relevant to sole principals, managing partners, solicitors with management responsibilities and staff members with responsibility for strategic, operational, human resources, risk, marketing and financial management. It is also appropriate for those intending to establish or acquire a law firm.

Programme Modules and Learning Outcomes - Module 1

March 2024 – December 2024 | CPD Hours: Full requirement of CPD hours for 2024

Fee: €1,950* Law Society Skillnet Discounted Fee

*This Law Society Skillnet discount is applicable to all practicing solicitors working in the private sector. The standard fee for this course is €2,350

<p>MODULE 1</p> <p>Innovative Business Planning, Development and Continuity</p>	<p>LEARNING OUTCOMES</p> <p>On successful completion of this module learners will be able to:</p> <ul style="list-style-type: none"> • Understand the regulatory and legislative framework associated with establishing and managing a legal firm in Ireland • Know the important elements of a Business Plan and how to apply it to your firm • Define their firm’s Competitive Strategy and Growth Plan and how to apply it in practice • Learn how to leverage social media and website platforms to achieve the best marketing opportunities • Understand management, HR and communications as they pertain to managing a legal practice in Ireland • Design, develop and apply policies and procedures relevant to best practice in managing a legal practice
<p>MODULE 1, WORKSHOP 1</p> <p>Mode: Hybrid 20 March 2024 2.00pm - 4.00pm</p>	<p>CONTENT</p> <ul style="list-style-type: none"> • Introduction to the module
<p>MODULE 1, LECTURE 1 The Legal Practice Foundation</p> <p>Mode: Available online, on-demand from 15 March 2024</p> <p>Facilitator: John Elliot, Former Director of Regulation, Law Society of Ireland</p>	<p>LECTURE 1 CONTENT</p> <ul style="list-style-type: none"> • The regulatory and legislative framework • Rules of governance • Guidance and ethics
<p>MODULE 1, LECTURE 2 Driving Strategic Business Growth: Business Plan – Articulating Guiding Principles</p> <p>Mode: Available online, on-demand from 15 March 2024</p> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 2 CONTENT</p> <ul style="list-style-type: none"> • What is a business purpose? • Writing your business purpose • What are your business values? • Writing your business values • Embedding purpose and values in your practice

<p>MODULE 1, LECTURE 3 Driving Strategic Business Growth: Setting Motivating Ambitions</p> <hr/> <p>Mode: Available online, on-demand from 15 March 2024</p> <hr/> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 3 CONTENT</p> <ul style="list-style-type: none"> • What is your business vision? • Writing your business vision • What's a business mission • Writing your business mission • Business objectives • The vision-objective-strategy waterfall • SMART objectives • Writing your SMART objectives • ESG objectives • How will your practice address ESG objectives?
<p>MODULE 1, LECTURE 4 Driving Strategic Business Growth: Defining your Growth Opportunities</p> <hr/> <p>Mode: Available online, on-demand from 15 March 2024</p> <hr/> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 4 CONTENT</p> <ul style="list-style-type: none"> • Understanding your situation using the 5Cs model: context, category, clients, company, competitors • Identifying your Strengths, Weaknesses, Opportunities & Threats using SWOT • Deciding where to play, where not to play
<p>MODULE 1, LECTURE 5 Driving Strategic Business Growth: Designing your Competitive Strategy</p> <hr/> <p>Mode: Available online, on-demand from 15 March 2024</p> <hr/> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 5 CONTENT</p> <ul style="list-style-type: none"> • A deep understanding of target client – ID, insight and friction, market research, finding a competitive proposition – value proposition model • Creating a winning brand – brand essence, visual, web, signage • Does your brand do the job you need it to do? • Improving your brand: key considerations
<p>MODULE 1, LECTURE 6 Driving Strategic Business Growth: Driving Demand</p> <hr/> <p>Mode: Available online, on-demand from 15 March 2024</p> <hr/> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 6 CONTENT</p> <ul style="list-style-type: none"> • Understanding the client journey and need to change behaviours • Choosing key marketing and sales levers to create a behaviour change • Using activities such as events, sponsorship, social media, advertising, PR etc to create the desired behaviour change • Communications, messaging and content • Social media marketing like a pro • What marketing levers will your practice use? • Understanding the sales funnel • Managing the sales funnel and CRM: • Annual sales and marketing plan and budget • Marketing technical – briefs, formatting agencies, measurement • Keeping clients – the client journey continues – client retention and managing clients watch-outs: meeting, engaging, closing the deal, ways of working
<p>MODULE 1, LECTURE 7 Driving Strategic Business Growth: Growth Plan – Making it happen</p> <hr/> <p>Mode: Available online, on-demand from 15 March 2024</p> <hr/> <p>Facilitator: Fiona Fitzpatrick, Fiona Fitz Consulting Ltd</p>	<p>LECTURE 7 CONTENT</p> <ul style="list-style-type: none"> • The Growth Plan – summary template • Resourcing up: structuring, people, skills – jobs to be done and timelines • Optimising ways of working – review and plan it • Building key assets – tech, IT, ways of working, CRM databases • Partnerships – benefits, where to look • Project planning – who, what, when and where

MODULE 1, LECTURE 8
Suite of Social Media and
Website courses

LECTURE 8 CONTENT

- LinkedIn for Lawyers
- Instagram for Lawyers
- X (formerly Twitter) for Lawyers
- Website for Lawyers

MODULE 1, LECTURE 9
Legal Services, Solicitor
Practice, Business Plan
Necessities

Mode:

Available online, on-demand
from 15 March 2024

Facilitators:

Valerie Peart, Pearts Solicitors
and Town Agents

Laurie Grace, Grace Solicitors
LLP

LECTURE 9 CONTENT

- Practice structure
- Partnerships and partnership agreements
- Client market
- Premises
- Staff
- Equipment and leases
- Insurance
- Financial planning
- Banking
- Budgets, accounting and records
- Business interruption and business continuity
- Exit strategy, succession planning and powers of attorney

MODULE 1, LECTURE 10
Legal Services, Solicitor
Practice, Business Plan
Necessities

Mode:

Available online, on-demand
from 15 March 2024

Facilitators:

Pat Mullins,
O'Flynn Exhams LLP Solicitors

Eamonn Maguire,
Law Society of Ireland

LECTURE 10 CONTENT

- Knowing your market
- Client attraction
- Potential new client practice and procedures
- Client confidentiality
- Tone of voice – internal and external communications
- Client retention
- Social media policies
- Managing client expectations
- Effective client care and communication
- Vulnerable client communications
- Guidance on the LSRA Regulations

MODULE 1, WORKSHOP 2

Mode: In-person

(attendance mandatory)

8 May 2024 2.00pm - 5.00pm

CONTENT

- Participants apply their learning to the audit assessment and map what they have done to the Standard criteria

All times and dates subject to change



Programme Modules and Learning Outcomes - Module 2

<p>MODULE 2</p> <p>Financial Planning, Management and Regulation Compliance</p>	<p>LEARNING OUTCOMES</p> <p>On successful completion of this module learners will be able to:</p> <ul style="list-style-type: none"> • Know the regulatory and legislative framework with regard to financial obligations • Understand legal firms' taxation obligations • Learn how to comply with Law Society regulations • Have the skills necessary to comply with financial and risk management best practice • Design, develop and apply policies and procedures relevant to best practice in the financial management of a legal practice
<p>MODULE 2, WORKSHOP 3</p> <p>Mode: Hybrid 29 May 2024 2.00pm - 4.00pm</p>	<p>CONTENT</p> <ul style="list-style-type: none"> • Introduction to the module
<p>MODULE 2, LECTURE 11</p> <p>The Legal Practice Foundation</p> <p>Mode: Available online, on-demand from 17 May 2024</p> <p>Facilitator: Fiona Stanley, Law Society of Ireland</p>	<p>LECTURE 11 CONTENT</p> <ul style="list-style-type: none"> • The regulatory and legislative framework • Accountancy rules and codes of conduct • Compliance with Law Society Accounts Regulations • Procedures to follow • Annual and half yearly returns • Bank reconciliation statements • Office account reconciliation • Accountants Report
<p>MODULE 2, LECTURE 12</p> <p>Setting up in Practice</p> <p>Mode: Available online, on-demand from 17 May 2024</p> <p>Facilitator: Mike O'Reilly, O'Reilly Business Services</p>	<p>LECTURE 12 CONTENT</p> <ul style="list-style-type: none"> • General • Marketing • Premises • Location • Staff • Equipment • Regulation • Insurance • Banking • Financial Plan • Accounting Systems and Records
<p>MODULE 2, LECTURE 13</p> <p>In Practice</p> <p>Mode: Available online, on-demand from 17 May 2024</p> <p>Facilitator: Mike O'Reilly, O'Reilly Business Services</p>	<p>LECTURE 13 CONTENT</p> <ul style="list-style-type: none"> • Bookkeeping • Bank Confusion • Lists and Ledgers • Legal Bookkeeping • Solicitor's Ledger Card • Office Account • Interest • Negative Interest • Bank Accounts • Keeping Records • The Trial Balance

MODULE 2, LECTURE 14
Annual Financial Review

Mode: Available online,
on-demand from 17 May 2024

Facilitator:
Mike O'Reilly,
O'Reilly Business Services

LECTURE 14 CONTENT

- Law Society Powers
- Accountant's Report
- Tax Returns
- Final Accounts
- Comparison with Budget

MODULE 2, LECTURE 15
Bills, Adjudication Complaints,
Anti-Money Laundering,
Current issues

Mode: Available online,
on-demand from 17 May 2024

Facilitator:
Mike O'Reilly,
O'Reilly Business Services

LECTURE 15 CONTENT

- Basis for Bills SAR 12(1), 25(1)(i) RSC 99 Rule 37
- Disbursements and Outlay [SAR 7(1)(ii), 13(3)(b)]
- Interim Billing SAR 7(1)(a)(iii), 11(2), 12(2)
- Work in Progress
- Debtors
- Adjudication of Costs
- S154 LSRA 2015 Adjudication of Costs
- S150 LSRA 2015 Billing
- Criminal Justice (Legal Aid) Act 1962
- Section 149 LSRA 2015
- Section 151 LSRA2015 Agreement instead of Notice
- S152 LSRA 2015 Bills
- S153 LSRA 2015 Disputes
- Section 9 SAA 1994
- Sections 50, 61 and 195 LSRA 2015
- S195 LSRA 2015 replaces Taxation with adjudication
- Section 8 SAA 1994 (Inadequate Services)
- Anti-Money Laundering

MODULE 2, WORKSHOP 4

Mode: In-person
(attendance mandatory)
26 June 2024
2.00pm - 5.00pm

CONTENT

- Participants apply their learning to the audit assessment and map what they have done to the Standard criteria

All times and dates subject to change



Programme Modules and Learning Outcomes - Module 3

MODULE 3

Operational Practice, Risk Management and Infrastructure

LEARNING OUTCOMES

On successful completion of this module learners will be able to:

- Understand the principles and legislation underpinning the operation of a law firm in Ireland with regard to employment law, intellectual property, data protection, anti-money laundering, solicitors' accounts regulation and Law Society best practice and guidelines
- Acquire the knowledge, competencies and skills to work towards achieving approved legal practice and risk management standards of Legal Services Excellence Standard offered by the Law Society of Ireland
- Understand the professional responsibility to clients, colleagues, the courts and legal services stakeholders
- Know how to create and implement credit control and risk assessment policies and registers

MODULE 3, WORKSHOP 5

Mode: Hybrid
4 September 2024
2.00pm - 4.00pm (TBC)

CONTENT

- Introduction to the module

MODULE 3, LECTURE 16: Managing Client Files

Mode: Available online,
on-demand from 23 August
2024

Facilitators:

Valerie Peart, Peart Solicitors
and Town Agents

Laurie Grace,
Grace Solicitors LLP

Brian McMullin,
Brian J McMullin Solicitors

LECTURE 16 CONTENT

- CRM systems
- Archive management
- Data protection
- Risk Management – Section 150 (engagement letter, client care statement, terms and conditions)
- File audits, reviews and critical information recording
- Important lists and dates
- Quality assurance policy
- Conflicts checks and conflicts of interest

MODULE 3, LECTURE 17

Guide to good professional
conduct

Mode: Available online,
on-demand from 23 August
2024

Facilitator:

Justine Carty, Tailte Éireann

LECTURE 17 CONTENT

- Day-to-day professional responsibility to clients, colleagues, the courts and legal services stakeholders

<p>MODULE 3, LECTURE 18 Regulatory Background</p> <p>Mode: Available online, on-demand from 23 August 2024</p> <p>Facilitator: Pat Mullins, O'Flynn Exhams LLS Solicitors</p>	<p>LECTURE 18 CONTENT</p> <ul style="list-style-type: none"> • The regulatory and legislative framework: employment; and health and safety law • Recruitment and selection of staff • Terms and conditions of employment, employment contract, personnel files, employee manual • Health and safety risk assessment, policies and procedures • Performance measurement and management • Conflict management • Misconduct, disciplinary and grievance procedures • Dismissal and redundancy • Retention • GEDI • Professional Wellbeing
<p>MODULE 3, LECTURE 19 Cybersecurity</p> <p>Mode: Available online, on-demand from 23 August 2024</p> <p>Facilitator: Fergal Mawe, Solicitor</p>	<p>LECTURE 19 CONTENT</p> <ul style="list-style-type: none"> • Course introduction • Legal obligations • Policies and procedures • Regulation compliance • Case study analysis
<p>MODULE 3, LECTURE 20 Credit Control and risk assessment policies and registers</p> <p>Mode: Available online, on-demand from 23 August 2024</p> <p>Facilitator: Brian McMullin, Brian J McMullin Solicitors</p>	<p>LECTURE 20 CONTENT</p> <ul style="list-style-type: none"> • Undertakings policy and register • Critical dates policy and register/practice management system that manages critical dates • Wills register • Client complaints register • Deeds register • Know Your Client (KYC) checks • AML policy and procedures • Credit control action plan (setting credit limits for clients, risk assessment of credit limits, collections policy and monitoring of accounts receivable, outlays)
<p>MODULE 3, LECTURE 21 GDPR</p> <p>Mode: Available online, on-demand from 23 August 2024</p> <p>Facilitator: Kate Colleary, Pembroke Privacy</p>	<p>LECTURE 21 CONTENT</p> <ul style="list-style-type: none"> • Course introduction • Legal obligations • Policies and procedures • Regulation compliance • Subject access requests • Data protection and vulnerable clients
<p>MODULE 3, LECTURE 22 AML</p> <p>Mode: Available online, on-demand from 23 August 2024</p> <p>Facilitator: Emma-Jane Williams, Law Society of Ireland</p>	<p>LECTURE 22 CONTENT</p> <ul style="list-style-type: none"> • Legal obligations • AML guidance and compliance
<p>MODULE 3, WORKSHOP 6</p> <p>Mode: In-person (attendance mandatory) 2 October 2024</p>	<p>CONTENT</p> <ul style="list-style-type: none"> • Participants apply their learning to the audit assessment and map what they have done to the Standard criteria

All times and dates subject to change

Programme Modules and Learning Outcomes - Module 4

<p>MODULE 4</p> <p>Information Technology, Competence and Knowledge Management</p>	<p>LEARNING OUTCOMES</p> <p>On successful completion of this module learners will be able to:</p> <ul style="list-style-type: none"> • Understand the benefits of, and how to implement, a paperless office • Know how to make best use of the Law Society website and Library as a resource • Learn the importance of an efficient knowledge management system and how to implement it within a law firm • Understand the best practice with regard to the organisation of training
<p>MODULE 4, WORKSHOP 7</p> <p>Mode: Hybrid 16 October 2024 2.00pm - 4.00pm</p>	<p>CONTENT</p> <ul style="list-style-type: none"> • Introduction to the module
<p>MODULE 4, LECTURE 23 IT Skills Training</p> <p>Mode: Available online, on-demand from 4 October 2024</p> <p>Facilitators: Caroline Kennedy and Derek Owens, Law Society of Ireland</p>	<p>LECTURE 23 CONTENT</p> <ul style="list-style-type: none"> • Tablets: benefits of and how to use an iPad • The paperless office • Law Society website guidance – what you gain from the website with your solicitor profile rather than your trainee status
<p>MODULE 4, LECTURE 24 Continuing Professional Development</p> <p>Mode: Available online, on-demand from 4 October 2024</p> <p>Facilitator: Sinead Kelly, William Fry LLP</p>	<p>LECTURE 24 CONTENT</p> <ul style="list-style-type: none"> • Law Society of Ireland CPD Scheme • Training needs analysis • Learning needs analysis • Professional development plans • Mentoring • Coaching
<p>MODULE 4, LECTURE 25 Knowledge Management</p> <p>Mode: Available online, on-demand from 4 October 2024</p> <p>Facilitators: Mairead O’Sullivan, Law Society of Ireland Celine Kelly, A&L Goodbody</p>	<p>LECTURE 25 CONTENT</p> <ul style="list-style-type: none"> • Legal research • Knowledge management
<p>MODULE 4, WORKSHOP 8</p> <p>Mode: In-person (attendance mandatory) 30 October 2024 2.00pm - 5.00pm</p>	<p>CONTENT</p> <ul style="list-style-type: none"> • Participants apply their learning to the audit assessment and map what they have done to the Standard criteria

All times and dates subject to change

Programme Team



Brian McMullin, Brian J McMullin Solicitors

Brian McMullin has been a practicing solicitor for 30 years and is the Principal of Brian J McMullin Solicitors (Incorporating VP McMullin, Ballyshannon). The firm has offices in South Dublin, Killybegs and Ballyshannon. He is also on the Roll of Solicitors in N Ireland and in England and Wales. He is an accredited Arbitrator and Mediator and is a fellow of the Chartered Institute of Arbitrators. He is also an active member of various Law Society Committees including the Litigation Committee and the ADR Committee and he is vice chair of the Money Laundering Reporting Committee.

Celine Kelly, A&L Goodbody

Celine Kelly is A&L Goodbody LLP's Knowledge and Client Solutions Manager. With a background in legal information management and her post-graduate study in IT, Celine works with the firm's lawyers, clients and IT team to build on existing knowledge tools and processes and explore new knowledge and collaboration technologies. Celine provides guidance on best practices for intranets and extranets, information governance, knowledge sharing, search and knowledge management processes. Celine has worked with client legal teams on people-centred knowledge solutions that fit the business' needs and work for the people within the teams.





Eamonn Maguire, Law Society of Ireland

Eamonn Maguire spent six years working as the Law Society's Advertising Regulations Executive. He also acted as secretary to the Advertising Regulations sub-division of the Regulation of Practice Committee. Through this work, Eamonn managed the Society's response to all areas of solicitors' advertising, advising the profession on compliance, providing a pre-approval vetting service for advertisements and, where possible, shutting down illegal 'claims harvesting' websites.

Fiona Fitzpatrick, Business Growth Consultant & Coach Podcaster Brand Growth Heroes

Fiona is a growth strategy mentor, podcaster, facilitator and speaker, helping consumer goods companies to scale profitability. She works with multinationals and start-ups, and the state agencies supporting them. She delivers business strategy design and execution, as well as capability development and business optimisation. Fiona is a Haute Etudes Commerciales Paris certified executive coach.



Fiona Stanley, Law Society of Ireland

Fiona Stanley is an investigating accountant with the Law Society of Ireland. She is a fellow of the Institute of Chartered Accountants. Her key responsibilities include inspection of solicitors' practices under the Solicitors Accounts Regulations 2014, the Solicitors (Money Laundering and Terrorist Financing Regulations) 2016 and the Criminal Justice (Money Laundering and Terrorist Financing) Acts 2010 to 2018 and reporting to the Regulation of Practice Committee.

John Elliot, formerly Law Society of Ireland

John Elliot was Director of Regulation of the Law Society of Ireland from 2004 to 2022. He was responsible for direction and management of the regulatory function of the Society and held the statutory office of Registrar of Solicitors. He is a solicitor and previously worked in-house in financial services in both Ireland and the UK, having started his career in private practice.





Justine Carty, Tailte Éireann

Justine qualified as a solicitor in 2008 and worked in private practice in Monaghan & Dublin before joining the Property Registration Authority, now known as Tailte Éireann in 2019. She is an elected member of the Law Society Council, and has served on the Law Society Guidance & Ethics Committee since 2013, as its vice chair from 2017-19 and chair from 2019-22

Kate Colleary, Pembroke Privacy

Founder and Director of Pembroke Privacy, Kate Colleary is a highly regarded data protection expert in Ireland and worldwide. She has many years of experience providing data protection services, advice and training across a broad range of sectors. Kate is honoured to represent IAPP, the International Association of Privacy Professionals as its country leader in Ireland and has recently been awarded the prestigious Westin Emeritus Fellow title, which recognises world leaders in data protection and privacy. Recently, Kate has been awarded 'Best in Data Protection' by the Global 100 which recognises the world's leading firms and individuals who are leaders within their chosen areas of specialisation.



Laurie Grace, Grace Solicitors LLP

Laurence Grace is the Managing Partner of Grace Solicitors incorporating Gerald Meaney LLP of Callan, Co Kilkenny with offices in Kilkenny and Graignamanagh. Laurence is a former President of Kilkenny Solicitors Association and Member of the Law Society Practice Management Standard Committee.

Mairéad O'Sullivan, Law Society of Ireland

Mairéad is Head of Library and Information Services at the Law Society. She is a qualified librarian, (B.A, M.A, HDip LIS, Dip Legal Studies) and is responsible for the library's planning, research and marketing services as well as its collection development policies, staff management and training. Prior to her role at the Law Society, Mairéad worked at the Library and Information Centre in Arthur Cox.



Mike O'Reilly, Accountant, O'Reilly Business Services

A graduate of University College Galway and Dublin City University, Mike has degrees in Commerce and Science with post-graduate qualifications in Education, Information Technology and Systems Analysis. He is a Fellow of the Chartered Institute of Management Accountants, a Fellow of the Association of Chartered Certified Accountants and a Fellow and former Chairman of the Institute of legal Accountants in Ireland. He is also a Member of the Institutes of Management and the Irish Computer Society.



Pat Mullins, O'Flynn Exhams LLS Solicitors

Pat Mullins is an experienced solicitor and partner at O'Flynn Exhams LLP Solicitors, having 27 years of litigation experience in commercial, employment and family law. In addition to this, he has been a CEDR accredited mediator for 13 years. Pat has held significant roles, including President of the Southern Law Association and Council Member of The Law Society of Ireland. He holds a BCL and an LLM from UCC. His expertise also includes handling commercial disputes, mediation and employment law.

Valerie Peart, Pearts Solicitors and Town Agents

A Solicitor for more than 40 years, Valerie Peart has been the Principal of Pearts Solicitors and Town Agents, since 2002. A Council Member of the Law Society since 2009, Valerie has contributed to a wide variety of Committees and Task Forces. She has chaired the Education Committee, to which she is now a Consultant, The Guidance & Ethics Committee and the Practice Management Standard Working Group and is vice-Chair of the Legal Services Excellence Steering Group.



Richard Hammond, SC

Richard is a Senior Counsel who practises as a solicitor with his spouse Joyce A. Good Hammond at Hammond Good LLP, Solicitors & Notaries Public, Mallow, County Cork where he is a partner. He is a self-described "succession law enthusiast" who also specialises in professional regulation. Richard is a member of the Council of the Pharmaceutical Society of Ireland, as a public interest nominee of the Minister for Health. Much of his professional practise involves succession law consultancy for other law firms. He is a former President of the Southern Law Association and is a member of the Council of the Law Society of Ireland. He is or has been involved in several committees of the Law Society of Ireland. Richard teaches extensively at the Law Society of Ireland on the PPC. He is widely published and contributes regularly to CPD Conferences for Law Society Professional Training and for local Bar Associations.

Sinead Kelly, Consultant & Director of Professional Development, William Fry LLP

Sinead is a qualified solicitor with a background in corporate law and corporate governance. She spent many years as a Professional Support Lawyer in a large Dublin firm before moving to William Fry to lead the firm's L&D team and has since delivered an extensive professional development strategy for the firm. Sinead lectures and tutors in business law and drafting skills as part of the Law Society's Professional Practice Course. She also provides performance coaching as part of her role. Sinead chairs the firm's Environment Committee and has produced an L&D team sustainability pledge to support the firm's carbon objectives. She also sits on the firm's AI and Responsible Business Committees. In September 2023, William Fry's L&D team was awarded the Pearse Walsh Award for "Outstanding L&D Team" at the Learning & Development Institute's Excellence in Learning awards.



Fergal Mawe, Solicitor

Fergal Mawe is a solicitor with the DPP and regularly appears before Dublin District Court. Previously he worked with the Law Society where he handled complaints relating to misconduct, excessive fees and inadequate service and recovered costs and fines ordered by the Disciplinary Tribunal. In the Law Society he also acted as Secretary to the Family Law Committee and advised the profession in relation to Cybersecurity.



Derek Owens, Head of Digital Communications & Digital Transformation, Law Society of Ireland



Caroline Kennedy, IT Manager, Law Society of Ireland



Emma-Jane Williams, AML Policy Manager, Law Society of Ireland



ASSESSMENT METHODOLOGY

MODULE	WEIGHTING	PASS MARK	METHOD OF ASSESSMENT	ASSIGNMENT DEADLINE
Module 1 Innovative Business Planning, Development and Continuity	20%	50% pass mark for each module	Online knowledge checks (5%) Written assignment (15%)	22 May 2024
Module 2 Financial Planning, Management and Regulation Compliance	20%	50% pass mark for each module	Online knowledge checks (5%) Written assignment (15%)	10 July 2024
Module 3 Operational Practice & Risk Management, Infrastructure	20%	50% pass mark for each module	Online knowledge checks (5%) Written assignment (15%)	13 November 2024
Module 4 Information Technology, Competence and Knowledge Management	20%	50% pass mark for each module	Online knowledge checks (5%) Written assignment (15%)	18 December 2024

Final assignment - reflective piece (20%). Final assignment date is 18 December 2024. Weighting is 20%. Pass mark is 50%

Assessment dates subject to change



Contact

To book your place

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Rialtas na hÉireann
Government of Ireland



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