



# Diploma in Legal Practice Management

## *Striving for Legal Services Excellence*

<b>Start Date</b>	20 March 2024 to 18 December 2024
<b>Delivery Method</b>	Online, on-demand lectures; hybrid workshops; and in-person (mandatory attendance) workshops
<b>Assessment</b>	Written assignments and online knowledge checks
<b>Discounted* Fee</b>	€1,950
<b>CPD Hours</b>	On completion of this Diploma you will have fulfilled your full requirement of CPD hours for 2024 under the Law Society CPD Scheme rules
<b>Course Code</b>	S2419

**\*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**

***Registration for this Diploma is open until 25 April 2024. You must complete all the online lectures and knowledge checks before the in-person workshop on 8 May, so please keep this in mind when you register and give yourself ample time to complete the online elements before 8 May.***

### **Aim and Objectives**

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

## **Who should attend**

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.

## **High-level Learning Outcomes**

On successful completion of this Diploma, learners will:

- 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
- Be able to apply learning to managing staff, clients, and service providers
- 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 and Law Society best practice and guidelines
- Have the skills necessary to communicate more effectively with clients, colleagues, and staff
- Acquire the knowledge, competency, 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

## **Dates 2024**

In-person dates are expected to be 8 May, 26 June, 2 October and 30 October, 2.00pm – 5.00pm each day. All other lectures and workshops are available to watch on-demand or to play back. Final assignment to be submitted by 18 December 2024.

## **Overview of modules**

### **Module 1: Innovative Business Planning, Development and Continuity**

Lecture 1: The Legal Practice Foundation

Lecture 2: Driving Strategic Business Growth: Business Plan – Articulating Guiding Principles

Lecture 3: Driving Strategic Business Growth: Setting Motivating Ambitions

Lecture 4: Driving Strategic Business Growth: Defining your Growth Opportunities

Lecture 5: Driving Strategic Business Growth: Designing your Competitive Strategy

Lecture 6: Driving Strategic Business Growth: Driving Demand

Lecture 7: Driving Strategic Business Growth: Growth Plan – Making it happen

Lecture 8: Suite of Social Media and Website courses

Lecture 9: Legal Services, Solicitor Practice, Business Plan Necessities

## **Module 2: Financial Planning, Management and Regulation Compliance**

Lecture 11: The Legal Practice Foundation

Lecture 12: Setting up in Practice

Lecture 13: In Practice

Lecture 14: Annual Financial Review

Lecture 15: Bills, Adjudication Complaints, Anti-Money Laundering, Current issues

## **Module 3: Operational Practice & Risk Management, Infrastructure**

Lecture 16: Managing Client Files

Lecture 17: Guide to good professional conduct

Lecture 18: Regulatory Background

Lecture 19: Cybersecurity

Lecture 20: Credit Control and risk assessment policies and registers

Lecture 21: Data Protection

Lecture 22: Anti-money Laundering

## **Module 4: Information Technology, Competence and Knowledge Management**

Lecture 23: IT Skills Training

Lecture 24: Continuing Professional Development

Lecture 25: Knowledge Management

## **Programme Team**

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Pat Mullins, O'Flynn Exhams LLS Solicitors

Sinead Kelly, William Fry

Valerie Peart, Pearts Solicitors and Town Agents

## IMPORTANT

- Your attendance and time spent on the online elements of this course are tracked and logged for CPD compliance purposes. Fast forwarding or skipping through the videos is visible from this tracking. This information will be shared with the Law Society CPD Scheme at their request. Each online course must be completed in full to avail of the CPD hours on offer – a partially completed course will not qualify for any CPD accreditation.
- Please see [www.lawsociety.ie/Solicitors/rules-legislation/CPD-Scheme](http://www.lawsociety.ie/Solicitors/rules-legislation/CPD-Scheme) for the CPD hours required to be fulfilled in any given year
- For the detailed brochure please request if from [lawsocietyskillnet@lawsociety.ie](mailto:lawsocietyskillnet@lawsociety.ie)
- View our [Privacy Statement](#)
- If you have additional queries, contact the Law Society Skillnet team on [lawsocietyskillnet@lawsociety.ie](mailto:lawsocietyskillnet@lawsociety.ie)

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