LAW SOCIETY OF IRELAND

Running a solicitors practice

Law Society Library Resource Pack

January 2022

BOOKS

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Practice Management/Business Development

Armentano, Laura. ***New Directions in Legal Services*** (London: Ark Group, 2017)

Bowes, Edward. ***Lawscape 2025: Defining the Law Firm of Tomorrow*** (London: Ark Group, 2017)

Bowes, Edward. ***The Lawyer's Guide to Legal Project Management*** (London: Ark Group, 2017)

Davies, Alex. ***Adjusting the numbers: the future of finance in law firms*** (London: Ark Group, 2021)

Davies, Alex. ***Business development for women lawyers*** (London: Ark Group, 2018)

Davies, Alex. **Evolving roles in the law firm C-suite.** (London: Ark Group, 2018)

Davies, Alex. ***The lawyer's guide to the future of practice management*****.** (London: Ark Group, 2019)

Fortnam, Jonathon and Stuart Weinstein. ***Legal practice transformation post-Covid-19*** (Surrey: Globe Law and Business, 2021)

Harding, Rebecca. ***Building your professional profile: how to enhance your career and win business*** (Surrey: Globe Law and Business, 2021)

Holbeche, Linda. ***The Agile Organization: How to Build an Engaged Innovative and Resilient Business*** 2nd ed. (London: Kogan Page, 2018)

Jervis, Nick, ***The law firm growth formula: how smart solicitors attract more of the right clients at the right price to grow their law firm quickly*** (London: Rethink Press, 2017)

Leventon, Aileen**. *Innovations in Legal Project Management*** (London: Ark Group, 2018)

McPhearson, Douglas. ***The virtual lawyer*** (London: Ark Group, 2020)

Port, Larry and Dave Maxfield. **The lean law firm. Run your firm like the world's most efficient and profitable businesses**. (Chicago: ABA, 2018)

Ramadan, Francesca. ***Business Intelligence and Analytics for Law Firms: Insights for a Shifting Business Ecosystem*** (London: Ark Group, 2018)

Ramadan, Francesca. ***The Evolving Role of the Professional Support Lawyer*** (London: Ark Group, 2018)

Revell, Stephen. ***Business Development: a Practical Handbook for Lawyers*** (Surrey: Globe Law and Business, 2016)

Riskin, Gerald A. ***The Successful Lawyer: Powerful Strategies for Transforming your Practice*** 2nd ed. (South Carolina: Createspace Independent Publishing Platform, 2016)

Sterling, John. ***Strategic Planning for Law Firms: a Practical Roadmap*** 2nd ed. (London: Ark Group, 2018)

Street, Aaron, Sam Glover et al**. *The small firm roadmap: a survival guide to the future of your law practice***. (Minneapolis: Lawyerist Media LLC, 2019)

Sylvester, Darren J. **How to start a law firm: a practical guide to offering legal services**. (UK: The Law Society, 2020)

Tanja, Gerard J. and Robert F. van Beemen. ***Strategies for growth in law firms*** (Surrey: Globe Law and Business, 2021)

Tasso, Kim. ***Social media in business development and relationship management: a guide for lawyers*** (Surrey, Globe Law and Business, 2018)

Vaagt, Christoph H. **Law firm strategies for the 21st century**. 2nd ed. (Globe Law and Business, 2020)

Walker, Stephen. ***Setting up in business as a mediator*** (Hayward's Heath: Bloomsbury Professional, 2020)

Profitability/Financial Management

Clark, Norman K. ***Sustainable profitability in a disrupted legal*** (Surrey: Globe Law and Business, 2019)

Davies, Alex. ***Adjusting the numbers: the future of finance in law firms*** (London, Ark Group, 2021)

Davies, Alex. ***Evolving roles in the law firm C-suite*** (London: Ark Group, 2018)

Kempton, Jacqueline. ***Accounts for Solicitors 2017/18*** (Guildford: College of Law Publishing, 2017)

Lawrence, Harry. ***Redefining Matter Management: a Best Practice Guide to Improving Processes and Profitability*** (London: Ark Group, 2017)

McPherson, Douglas. ***Package, Position, Profit: how to Build a Legal Practice the 21st Century Wants to Buy*** (London: Ark Group, 2017)

Port, Larry. ***The lean law firm. Run your firm like the world's most efficient and profitable businesses.*** (Chicago : American Bar Association, 2018)

Ramadan, Francesca. ***Emerging Approaches to Law Firm Profitability*** (London: Ark Group, 2018)

Ramadan. Francesca. **The future of profitability models and analysis for law firms.** (London: Ark Group, 2019)

Roch, Michael. ***Partner Remuneration in Law Firms: a Guide to Reward Structures, Performance Management and Decision Making*** (London: Globe Law and Business, 2016)

The Law Society. ***Lexcel Financial Management and Business Planning Toolkit*** 2nd ed. (London: Law Society Publishing, 2016)

Recruitment/HR

Corcoran, Catherine and Fiona Buckley. ***Internal procedures: human resources and employment*** (Dublin: Chartered Accountants Ireland, 2009)

Corcoran, Catherine and Joanne Healy, ***Human resources and employment: policies and procedures*** (Dublin: Chartered Accountants Ireland, 2019)

Darcy, Soo. ***The Talent Management Toolkit for Law Firms*** (London: Ark Group, 2016)

Lees, Robert J. ***How to become the Firm of Choice: Win the Best Clients, Recruit the Best People, Increase Profitability*** (London: Ark Group, 2017)

Norman-Hochman, Rebecca. ***Managing talent for success*** (Surrey: Globe Law and Business, 2020)

Tellmann, Bjarne P. ***Building an Outstanding Legal Team: Battle Tested Strategies from a General Counsel*** (Surrey: Globe Law and Business, 2017)

Marketing

Brushfield, Rachel, ***Smarter legal marketing: practical strategies for the busy lawyer*** (London: Law Society Publishing, 2018)

Cooke, Darryl. ***To innovate or not to innovate: A blueprint for the law firm of the future*** (Surrey: Globe Law and Business, 2019)

Harding, Rebecca. **Pitching for lawyers: using marketing communications techniques to improve your win ratio.** (Surrey: Globe Law and Business, 2019)

Killeen, Rachel, ***Digital marketing*** (Dublin: Chartered Accountants Ireland, 2018)

McCarthy, Flor, ***The solicitor's guide to marketing and growing a business: how to turn your legal practice into a financial success*** (Cork: Practice Success, 2015)

Women and the Law

Alderson, Nikki. ***Raising the bar: empowering female lawyers through coaching*** (UK: Authors and Co, 2019)

Bergan, Norman Riva. ***50 lessons for women lawyers from women lawyers: career and life lessons from 50 successful women lawyers*** (Florida: Berrocco Canyon Publishing, 2019)

Davies, Alex. ***Business development for women lawyers***. (London: Ark Group, 2018)

Davies, Alex. ***Career development for women lawyers***. (London: Ark Group, 2018)

Hawthorne, Stephanie. ***Bridging the Gender Pay Gap in Law Firms*** (Surrey: Globe Law and Business, 2018)

Rackley, Erika and Rosemary Auchmuty. ***Women's legal landmarks: celebrating the history of women and law in the UK and Ireland*** (Oxford: Hart Publishing, 2019)

Rhode, Deborah. **Women and leadership.** (New York: Oxford University Press, 2017)

Slater, Laura. ***Beyond Bias: Unleashing the Potential of Women in Law*** (London: Ark Publishing, 2017)

Slater, Laura. ***Beyond bias: unleashing the potential of women in law*** (London: Ark Publishing, 2017)

Legal Technology

Armstrong, Dean. **Blockchain and cryptocurrency: international legal and regulatory challenges.** (Haywards Heath: Bloomsbury Professional, 2019)

Ashley, Kevin D. ***Artificial Intelligence and Legal Analytics: New Tools for Law Practice in the Digital Age*** (Cambridge: Cambridge University Press, 2017)

Davies, Alex. ***Blockchain and the Legal Profession*** (London: Ark Group, 2018)

Davies, Alex. ***Building the data driven law firm.*** *(London*: Ark Group, 2019)

Davies, Alex. ***Innovating for Competitive Advantage in the Legal Profession*** (London: Ark Group, 2018)

Garrie, Daniel. ***Law Firm Cybersecurity*** (Illinois: American Bar Association, 2017)

Hartung, Marcus et al. **Legal tech: how technology is changing the legal world a practitioner's guide**.(München: Verlag C. H. Beck oHG, 2018)

Iglezakis, Ioannis. ***Legal issues of mobile apps: a practical guide*** (Aphen aan den Rijn: Kluwer Law International, 2020)

Legg, Michael and Felicity Bell. ***Artificial intelligence and the legal profession*** (Oxford: Hart Publishing, 2020)

Quinn, Brendan. ***Data protection implementation guide: a legal, risk and technology framework for the GDPR*** (Alphen aan ren Rijn: Kluwer Law International, 2021)

Ramadan, Francesca. ***The ABCs: integrating artificial, business and competitive intelligence in the modern law firm***. (London: Ark Group, 2019)

Susskind, Richard. **Online courts and the future of justice**. (Oxford: Oxford University Press, 2019)

Tanja, Gerard. ***Legal Tech and Digital Transformation: Competitive Positioning and Business Models of Law Firms*** (Surrey: Globe Law and Business, 2018)

Tasso, Kim. ***Social Media in Business Development and Relationship Management: a Guide for Lawyers*** (Surrey: Globe Law and Business, 2018)

Wade, Michael. **Orchestrating transformation: how to deliver winning performance with a connected approach to change.** (Lausanne: DBT Center Press, 2019)

Wischmeyer, Thomas and Timo Rademacher. ***Regulating artificial intelligence*** (Switzerland: Springer Nature, 2020)

Wright, Peter. ***Cyber Security Toolkit*** (London: Law Society Publishing, 2016)

Knowledge Management

Bowes, Edward. ***Emerging Approaches to Information Services*** (London: Ark Group, 2016)

Bowes, Edward. ***Measuring the ROI of Knowledge Management*** 2nd ed. (London: Ark Group, 2016)

Davies, Alex, ***A guide to global best practice and standards in KM*** (London: Ark Group, 2019)

Davies, Alex. ***Evolving roles in the law firm C-suite*** (London: Ark Group, 2018)

Davies, Alex. ***Tomorrow's KM: innovation, best practice and the future of knowledge management*** (London: Ark Group, 2019)

Lawrence, Harry**. *Innovations in Legal KM (Knowledge Management)*** (London: Ark Group, 2017)

Mohando, Luis F. ***Knowledge Management in Law Firms: Expertise in Action*** (Surrey: Globe Law and Business, 2016)

Ramadan, Francesca, ***Tipping point: innovation and transformation in the legal department*** (London: Ark Group, 2019)

Ramadan, Francesca. ***The Evolution of the Law Firm Library Function: Transformation and Integration into the Business of Law*** (London: Ark Group, 2018)

Ramadan, Francesca. ***The Evolving Role of the Professional Support Lawyer*** (London: Ark Group, 2018)

Slate, Laura. ***Law firm KM (knowledge management): driving practice innovation and redefining service delivery. (***London: Ark Group, 2016)

Leadership Skills

Besse, Antonin. **The Lawyer as leader: how to own your career and lead in law firms**. (Surrey: Globe Law and Business, 2019)

Faure, Trevor. ***Smarter Law: Transforming Busy Lawyers into Business Leaders*** (US: Thomson Reuters Sweet & Maxwell, 2018)

Globe Law and Business and the Centre for Legal Leadership (editors). ***Diversity and inclusion in the legal profession*** (Surrey: Globe Law and Business, 2019)

McKenna, Patrick J. **The Changing of the Guard: Selecting your Next Firm Leader** 2nd ed. (London: Ark Group, 2017)

Normand-Hochman, Rebecca and Heidi K. Gardner. **Leadership for lawyers: essential leadership strategies for law firm success**. 2nd ed. (Surrey: Globe Law and Business, 2019)

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Slater, Laura. **Leadership in Law Firms: an Expert Guide** (London: Ark Group, 2015)

Slater, Laura. ***Rise of the legal COO***. (London: Ark Group, 2017)

Smith, Paul and Sally Dyson. **The real deal: law firm leadership that works.** (London: Thomson Reuters Sweet & Maxwell, 2019)

Smith, Paul and Sally Dyson. ***The real deal: law firm leadership that works*** (London: Thomson Reuters Sweet & Maxwell, 2019)

Clients

Armentano, Laura. ***Optimizing Client Service: Delivering Value and Enhancing Experience*** (London: Ark Group, 2017)

Davies, Alex. ***Innovations in Client Experience*** (London: Ark Group, 2018)

Fishman, Ross. ***The Ultimate Law Firm Associate's Marketing Checklist: the Renowned Step by Step Year by Year Process for Lawyers who want to Develop Clients*** (Illinois: Fishman Marketing Inc, 2016)

Jervis, Nick. ***The Law Firm Growth Formula: How Smart Solicitors Attract More of the Right Clients at the Right Price to Grow their Law Firm Quickly*** (UK: Rethink Press, 2017)

Ramadan, Francesca. ***The Evolving Role of the Professional Support Lawyer*** (London: Ark Group, 2018)

Saltonstall Duncan, Susan. ***Building enduring client loyalty: a guide for lawyers and their firms*** (Surrey: Globe Law and Business, 2021)

Skills

Butt, Peter. ***The lawyer's style guide: a student and practitioner guide*** (Oxford: Hart Publishing, 2021)

Duncan, Nigel and Allison Wolfgarten. ***Opinion writing and case preparation***. 5th ed. (Oxford: Oxford University Press, 2018)

Finch, Emily and Stefan Fafinski.. ***Legal skills.*** 7th ed. (Oxford: Oxford University Press, 2019)

Hall, Elaine and Kate Wall. ***Research Methods for understanding professional learning*** (London: Bloomsbury Academic, 2019)

Kiser, Randall. ***Soft skills for the effective lawyer*** (Cambridge: Cambridge University Press, 2017)

Richardson, Edana and Ollie Bartlett. ***Legal research and writing skills in Ireland*** (Dublin: Clarus Press, 2021)

Sattin, Robert U. ***Filling in the Blanks: Practical Skills for the Working Lawyer*** (London: Ark Group, 2016)

Slorach, Scott, Embley, Judith, Goodchild, Peter and Catherine Shephard. ***Legal systems and skills*** (Oxford: Oxford University Press, 2020)

Tasso, Kin. ***Essential soft skills for lawyers: what they are and how to develop them*** (Surrey: Globe Law and Business, 2020)

Wentzel, Arnold. ***A guide to argumentative research writing and thinking: overcoming challenges.*** (Abingdon: Routledge, 2018)

Ethics

Calvert, Tracey. ***Regulation, Compliance and Ethics in Law Firms*** (Surrey: Globe Law and Business, 2018)

Calvert, Tracy. ***Regulation, compliance and ethics in law firms***. (Surrey: Globe Law and Business, 2020)

Moorhead, Richard, Steven Vaughan and Cristina Godinho. ***In-house lawyers' ethics: institutional logics, legal risk and the tournament of influence*****. (**Oxford: Hart Publishing, 2019)

Rhode, Deborah L. ***The trouble with lawyers*** (New York: Oxford University y Press, 2019)

Ruparel, Mena and Richard Burnham. ***So you think you're an ethical solicitor? The new SRA standards and regulations in action*** (Bath: Bath Publishing Limited, 2020)

Wickert, Christopher and David Risi. ***Corporate social responsibility.*** (Cambridge: Cambridge University Press, 2019)