



The City Law School
CITY UNIVERSITY LONDON

World-class legal education
in the heart of London

Continuing Professional Development Courses



The City Law School is a major London law school. Offering an impressive range of academic and professional courses, it is the first law school in London to educate students and practitioners at all stages of legal education.

With four levels of study: undergraduate, postgraduate, professional and continuing professional development, we offer courses suitable for everyone interested in following a career in law.

Contents

- 03 The City Law School
- 04 10 reasons to choose The City Law School
- 06 Practical and Interactive CPD courses
- 10 World-class legal education in the heart of London

The City Law School

World-class legal education in the heart of London

Continuing Professional Development

Each course is carefully created to help professionals develop their skills and enhance their careers. Our trainers are professionals at the top of their field and give you and your organisation access to the very latest legal knowledge and skills from the profession.

Peter Kunzlik

Dean, Pro-Vice-Chancellor,
The City Law School, City University London
MA (Cantab), LL.M (Cantab), Barrister, Professor of Law

Professor Kunzlik was appointed Dean of The City Law School in March 2005. His previous academic experience had been at Nottingham Law School, where he was Dean for several years. He was also a Fellow and Lecturer in Law at St. John's College, Cambridge. His professional experience has been varied. Having been a partner in a major law firm, and founding partner of its Brussels practice, he is now a Barrister and a non-practising member of Hailsham Chambers, Temple, London.

Penny Cooper

Associate Dean for Knowledge Transfer and
Director of Continuing Professional Development Barrister

Penny Cooper is The City Law School's Director of Continuing Professional Development. She practised at the Bar for over ten years.

Penny actively promotes links between The City Law School and business. She speaks at national conferences, frequently writes for legal journals and often appears on TV and radio to talk about education and legal issues. Penny holds the Inns Advocacy Training Certificate. She is the author of Reporting to Court (TSO, 2006) and a co-author of All you need to know about being a Trainee Solicitor (Longtail, 2008) and Experts in the Civil Courts (OUP, 2006) and co-editor of the Expert Witness Pack which appears in DVD format accompanying Lord Justice Wall's Handbook for Expert Witnesses in Children Act Cases (Jordan Publishing Ltd, 2007).

10 reasons to choose The City Law School

1. QUALITY

Our experienced trainers and high quality courses offer a personalised and individual learning experience, allowing your organisation to benefit fully from the time spent with our specialist, client-focused training team.

2. REPUTATION

We have a long-established reputation for excellence in professional legal training and have continued to develop all of our courses to meet the needs of our clients.

3. EXPERIENCE

Every one of our courses includes talks and exercises based on realistic scenarios, with opportunities for “learning through doing”, ensuring that your team develop exceptional skills and sustainable knowledge.

4. SUCCESS

With excellent training materials, expert advice for delegates and clients, and first class inhouse trainers, we really can help you build on the knowledge and skills base within your organisation, helping you ensure the continued success of your business.

5. RELATIONSHIPS

We have strong links with the profession and many practitioners are closely involved in the delivery and development of our courses.

6. RESOURCES

The City Law School offers a full range of study resources, as well as numerous support staff who are there to ensure that each client is able to make the most of what The City Law School and City University London has to offer.

7. SUPPORT

In addition to the expert training, high quality materials and exceptional facilities The City Law School offers, we recognise that our clients have individual needs and offer an outstanding service in account management, course development and delivery.

8. DIVERSITY

Valuing difference and promoting equal opportunities is central to our approach at The City Law School. We want to help the best minds develop in any way we can.

9. LOCATION

Based in and around Gray's Inn, in the very heart of legal London, our Professional Studies Centre is surrounded by many chambers and leading firms of solicitors, and is just a short walk from the Law Society, the Royal Courts of Justice and the Old Bailey.

10. ALUMNI

City Law School alumni include hundreds of highly respected judges and Queen's Counsel, barristers and solicitors, as well as those who have achieved distinction in other fields, including: Tony Blair, Margaret Thatcher, Mahatma Gandhi and M.A. Jinnah.

A man with glasses and a purple and white striped shirt is holding a white sign. The sign has the text 'Excellence in professional development' written on it in a black, handwritten font. The man is looking towards the camera, and his right hand is visible holding the sign. The background is plain white.

Excellence
in professional
development

Continuing Professional Development

Practical and interactive CPD courses

Advocacy

Our Advocacy training is built around realistic case studies. Through detailed feedback you will learn how to build your confidence and improve your persuasiveness in front of any court or tribunal.

Case Management and Interim Procedures

The course focuses on the interim stages of an action, the activities that need to be carried out after proceedings have commenced in order to progress the case and various types of interim application.

Case Planning and Preparation

This course concentrates on the pre-action stages of a case and the activities that need to be carried out before proceedings have commenced, namely weighing up the merits of the case, considering whether the dispute can be resolved without recourse to litigation and taking the correct steps leading up to the issue of a claim.

Clear Writing

Our clear writing training will improve the clarity and style of your letters and other written communication.

Client Relationships & Business Development

This training focuses on the how to win new business and retain clients. The course can also be combined with Networking Skills training.

Discrimination Law

Learn to avoid the legal pitfalls associated with age, disability, sex and race discrimination.

Drafting Statements of Case

After this course you will be able to understand and draft pleadings. Starting with the elements of excellent drafting the training then goes on to cover the creation of complex legal documents.

Employment Tribunals

This course covers all the key aspects of preparing a tribunal case so that you will be able to approach a hearing with much greater confidence and understanding.

English Legal System

Get a “bird’s eye view” of the English legal system – our practical examples and case studies bring this subject to life.

Equal Opportunities

Learn about the law relating to equal opportunities and how our practices at work need to be adapted or changed to comply with the law.

Ethics for professionals

How do we know we are doing the right thing? These powerful workshops on “ethicability”, taught by a leading corporate philosopher, will give professionals a deeper understanding of ethics and will guide corporate strategy.

Evidence

Learn or refresh your memory about the rules of evidence and how to use them to tactical advantage.

Expert Witness Training

Cover all the key procedure, law and courtroom and written skills that you will require to practice as an expert witness.

Foundation Skills Programme

This programme of skills training is designed to equip employees with the core skills they need to work professionally and effectively. It includes interviewing, note taking, negotiating, letter writing and drafting.

Higher Rights

We deliver a highly practical all-proceedings (civil specialisation) qualification which entitles advocates to appear in both Civil and Criminal Higher Courts.

Intermediary Training

This specialist course for Intermediaries for The Office for Criminal Justice Reform (OCJR) equips Intermediaries with legal skills and knowledge to assist vulnerable witnesses at both the police investigation stage and at trial. Vulnerable witness training is also available for legal practitioners.

International Disputes

Understanding international dispute resolution is now a core competency for commercial litigators as trade becomes more global. This course will provide a detailed understanding of the rules for establishing the jurisdiction and governing law of a dispute.

Interviewing

Improve your client interviewing skills – learn how to structure an interview and how to pose questions to get to all the salient facts.

Knowledge Management

A firm’s knowledge is its “stock in trade” and this course covers how to organise and make the best use of that knowledge.

Legal Research

The way we access legal materials has changed almost beyond recognition in recent years. Anyone carrying out legal research will benefit from this course on how and where to search for essential resources.



Letter Writing

Letters are probably your main means of communication, but what do your letters really say? This course will ensure that the recipient is receiving the right message and that you are complying with your “house style”.

Management Course Stage 1

This training is a requirement of the Solicitors Regulation Authority. It can be far more cost effective to have this training delivered at your offices; we can design and deliver an in house course tailored to your exact requirements to reflect your firm’s needs and culture.

Managing the Expert

This course takes you from the first stages of identifying and finding an expert, through to instructing an expert, considering the expert’s report, asking questions of your expert, experts’ meetings and using the expert successfully at trial.

Marketing Skills for Lawyers

Law firm marketing has never been more important. This training will introduce fee earners to key principles of developing and implementing a marketing programme including client development and relationship management, networking and profile-raising.

Media Law

This practical and up to the minute workshop covers current issues and recent developments in media law including defamation, privacy, censorship, official secrecy, the impact of The Human Rights Act 1998 and the European Convention on Human Rights.

Mediation and Alternative Dispute Resolution

What are the alternatives to litigation and how can they be used to the best advantage? This course will help show you what you need to know in order to save money and time and meet your client’s dispute resolution expectations.

Negotiation

Whether you are a beginner or a seasoned negotiator this training looks at what is really going on, tactics, styles and preparation. Practical exercises and feedback will help you learn how to get the best from any negotiation.

Note taking

It isn’t easy to keep an effective written record unless you are skilled at note taking. This course gives hints and tips and through practical exercises and feedback teaches.



Continuing Professional Development

Practical and interactive CPD courses

Opinion Writing

All professionals, lawyers and non-lawyers alike need to give advice to clients in writing. Whether you call it a Report, an Opinion or Advice, the skill is the same. This course shows you how to develop your skills to enable you to produce a first class opinion.

Preparing and Drafting Witness Statements

This training covers the rules relating to witness statements, exchange of witness statements and the relevant rules of professional conduct that must be considered when drafting witness statements.

Presentation Skills

Present with far more impact and influence. Covering all aspects of excellent presentation including body language and voice training, you will receive detailed one to one feedback to improve your presentations.

Professional Skills Course

We offer electives for your in-house PSC. We will work with you to provide a course which is suitable to meet your firm's needs and tailored to meet the interests of your employees.

Project Management

Increasingly professionals, whatever their field, must effectively manage projects within time critical frameworks. This course will teach you how to scope, plan and run projects which stay on time and within budget constraints.

Public Speaking and Voice Training

Our in-house course will enable you to maximise your impact and enhance your ability to communicate.

Recruitment and Selection

Avoid costly mistakes when interviewing. This training covers the law and procedure of the recruitment process from drafting job descriptions to short listing and interviewing applicants.

Remedies in Contract and Tort

This course covers all key aspects of remedies in contract and tort. Tailored to your particular practice area it will ensure that your lawyers are up to date on remedies.



Report Writing

How your written work is presented has a huge impact on how your message is received. This course shows you how to develop your skills to enable you to produce a first class report or opinion.

Search and Freezing Orders

This course looks at the procedural and practical issues which arise when a search order or freezing injunction is sought in civil proceedings. The training follows a case study and introduces practical exercises with feedback.

Shareholder Disputes

This course examines the rights of shareholders, and their ability to take action to remedy acts done by the directors, or their fellow shareholders, which cause loss either to the company or to the individual shareholder.

Structured Litigation Programme

This is a programme specially designed for lawyers with 0-3 years PQE working in litigation and dispute resolution. The range of modules can be expanded or adapted to suit your firm's needs.

Tax Practitioners

Tax practitioners swear by these courses: Reading and Analysing Legislation, Reading and Analysing Case Law, Legal Research in a tax context, Report Writing in a tax context and Presenting Legal Argument. These courses can be combined into the Certificate in Advanced Research and Communication Skills for Practitioners.

Trial Preparation

This course concentrates on preparing for trial including both the procedural requirements and the analysis and evaluation of evidence. Part 36 Offers will also be covered.

Warranty Claims

This course will guide you through each stage of a claim under the warranties in a typical share sale and purchase agreement. Training also includes exercises which compare and contrast a claim for misrepresentation.

Winter and Summer Schools

Our twice yearly open programmes have been tailored to give international lawyers and business professionals an essential grounding in commercial law and the English legal system

Witness Familiarisation

How will the witness come across in court? Their concerns and questions will be answered in our highly practical course. Witnesses receive advice and are cross-examined on a case study in a mock court. The witness will be given feedback from a senior barrister and/or judge.

Business, leadership and management training are also available and can be delivered in conjunction with Cass Business School.

BOOK NOW!

To book your course today or to talk through your training needs with our specialist team, call **+44 (0)20 7400 3608** or email **cpd-clc@city.ac.uk**

Alternatively, for full details on all of the courses and services we offer, please visit **www.city.ac.uk/law** today!



World-class legal education in the heart of London

The City Law School, London UK is one of London's major law schools, offering an impressive range of academic and professional courses. It is the first law school in London to educate students and practitioners at all stages of legal education.

With four levels of study: undergraduate, postgraduate, professional and continuing professional development, we offer courses suitable for everyone interested in following a career in law, no matter what stage you are at in your career or where you are from.

Undergraduate Courses:

- › English and French Laws LLB
- › Law and Property Valuation LLB
- › Law LLB

Postgraduate Courses:

- › Graduate Entry LLB
- › Graduate Diploma in Law/CPE
- › International Commercial Law LLM
- › Housing and Land Law LLM
- › Media Law LLM
- › Criminal Litigation LLM

Professional Courses:

- › Legal Practice Course
- › Bar Vocational Course
- › LPC or BVC Conversion to an LLM

Continuing Professional Development:

- › Legal skills training
- › Legal knowledge training
- › Workshops and conferences

For more information on The City Law School or any of our courses, visit www.city.ac.uk/law, email law@city.ac.uk or call **+44 (0)20 7040 3309**



The City Law School
City University London
4 Gray's Inn Place,
London, WC1R 5DX

Telephone: +44 (0)20 7400 3608
Fax: +44 (0)20 7831 3193
Email: cpd-cls@city.ac.uk



The City Law School
CITY UNIVERSITY LONDON

www.city.ac.uk/law