

On-site Training

In addition to the courses listed in this brochure, CLT Scotland can provide training in all core legal areas at your place of business and at a time to suit you.

We also provide an extensive range of training in a number of core skills areas.

Paralegal qualifications for your support staff can also be delivered on-site to three or more delegates.

Our trainers are recognised leaders in their field with extensive experience of delivering high quality training.

The tutor was extremely helpful and his experience invaluable, plus he provides us with on-going guidance!

*Gordon McIntosh,
Munro and Noble Solicitors*

Core Legal Areas

- Civil Litigation & Personal Injury
- Contract Law
- Debt & Insolvency
- Employment Law
- Family Law
- Property Law
- Wills, Trusts & Executries

Paralegal Qualifications

- Civil Court Practice
- Commercial Conveyancing
- Company Law
- Criminal Law
- Debt Recovery
- Employment Law
- Family Law
- Licensing Law
- Local Government Law
- Reparation Law
- Residential Conveyancing
- Wills, Trusts & Executries
- English Law topics also available

For a **free** consultation (including **1 hour free CPD**) contact
Hugh Anderson McKnight
on 0141 225 6700
or email training@clt.scot

Core Skills Areas

People Management

- Delegation
- Mentoring
- Coaching
- Conducting appraisals
- Disciplinary and grievance

Business Management

- Time management
- Diversity and inclusion
- Finance for non-financial professionals
- Data protection
- Supplier management

Professional Skills

- Presentation skills
- Client engagement
- Managing effective meetings
- Project management
- Technology

**On-site training is convenient
and cost effective**

Prices:

Half Day £900 + vat

Full Day £1600 + vat

Small Firms from £300 + vat

Master Classes

in association with



CLT Scotland is delighted to offer in association with the University of Strathclyde a series of Master Classes which provide essential skills for legal practitioners across a range of topics.

An interesting, in-depth and enjoyable course. Thanks to CLT Scotland for organisation and content!

Susannah Pencovich, Deans Solicitors and Estate Agents LLP

Project Management: a Master Class

This course provides a practical guide to project management and the skills required by legal practitioners. While relevant for all lawyers, it is essential for those whose clients have project heavy portfolios

January, Glasgow
£250 + VAT CLT Members
£350 + VAT Non-members

Risk and Compliance: a Master Class

Essential for all lawyers, particularly those with specific AML duties, it provides a comprehensive introduction to compliance and AML regulation. It facilitates an understanding of risk and the drivers behind risk taking behaviour.

February, Glasgow
£250 + VAT CLT Members
£350 + VAT Non-members

People Management: a Master Class

A practical guide to resolving the key issues faced by managers within the legal sector, including conducting appraisals, disciplinary procedures; and attendance, organisation and time.

February, Edinburgh
£250 + VAT CLT Members
£350 + VAT Non-members

Mediation: a Master Class

This course provides a practical overview of mediation and mediator skills. Discussing principal models and techniques and the role of the mediator, delegates can reflect on their own mediation practice and evaluate their approach and that of others. The course also explores mediation within various sectors and within the litigation process.

February, Edinburgh
£250 + VAT CLT Members
£350 + VAT Non-members

Master Classes can also be delivered on-site



Other Master Classes include :

- Commercial Contracts
- Diversity and Inclusion
- Compelling Presentations

For further information on how we can help, contact Hugh Anderson McKnight on 0141 225 6700 or email training@clt.scot