



## Professional Skills Course Electives 2025 (Cohort 1)

The following Electives, delivered by FRESH and administered by the Society, will be held in Nottingham on the following dates. This year the course is **LIVE** online training (12 hours) and eLearning modules (12 hours). Each course has a maximum of **16 delegates**, and it is unlikely that any duplicate courses can be accommodated within the time available. Trainees are thus advised to book into the course at the earliest opportunity.

### **LIVE Online Training with FRESH Trainers – 12 hours of online training needs to be taken**

<b>Negotiation Skills</b> (6 hours)	09:30 – 17:00	25 March 2025
<b>Practical Contract Drafting (Optional eLearning Module)</b> (3 hours)	09:30 – 12:45	27 March 2025
<b>Client Interviewing/Taking Instructions &amp; Disclosure</b> (6 hours – 3 hours per module)	09:30 – 17:00	1 April 2025
<b><u>LIVE Online Sessions &amp; eLearning Modules</u></b>	Each Module is 3 hours (apart from Client Interviewing & Disclosure, which counts as 2 eLearning modules at 3 hours each). Please select the <b>FOUR</b> elearning modules to total <b>12 hours</b> of eLearning.  Please select <b>LIVE ONLINE Training Sessions</b> , which equals <b>12 hours</b> .	

1. Developing Networking Skills.
2. Developing Communication Skills.
3. Developing Personal Organisation.
4. Developing Interpersonal skills
5. Developing Client Services Skills
6. Developing Client Interviewing/Taking Instructions (Live online session & eLearning module option)
7. Developing Disclosure Skills (Live online session & eLearning module option)
8. Developing Effective Writing
9. Interpretation of Financial Statements
10. Practical Contract Drafting (Live online session & eLearning module option)
11. Negotiation Skills (**Live online session**)

Course Fee:

**£390 plus VAT (£468) per delegate**

**Course cancellation policy:**

60 days' notice	No Charge, full refund
30 days' notice	25% cancellation charge, plus VAT (£97.50, plus VAT)
14 days' notice	50% cancellation charge, plus VAT (£195.00, plus VAT)
3-7 days' notice	No refund

On applying for this course, the cancellation policy is in place from the date of the signed application. An invoice will be issued for payment terms of 30 days unless stated otherwise. If the course is cancelled through fault of the Nottinghamshire Law Society or course provider 'FRESH', a full refund will be reimbursed.

**Booking Form**

Trainee Name:		
Trainee's Email Address:		
Firm:		
Address:		
<b>This application has been approved by Senior Partner or Practice Manager:</b>		
Name:		
Position:		
Contact Telephone:		
Contact Email:		
<b>Course Name:</b>		<b>PSC Electives March 2024 (Cohort 2)</b>
<b>Select 12 hours of LIVE ONLINE TUITION &amp; 4 eLearning Core Modules: (each eLearning module is 3 hours)</b>		
<input type="checkbox"/>	Live Training – Negotiation Skills <b>(online 6 hours)</b>	<input type="checkbox"/> Live Training -Client Interviewing/Taking Instructions <b>(online 3hrs)</b>
<input type="checkbox"/>	Live Training – Disclosure <b>(online 3 hours)</b>	<input type="checkbox"/> LIVE eLearning Module – Practical Contract Drafting <b>(online 3 hrs)</b>
<input type="checkbox"/>	Networking Skills (eLearning Module)	<input type="checkbox"/> Interpersonal Skills (eLearning Module)
<input type="checkbox"/>	Communication Skills (eLearning Module)	<input type="checkbox"/> Client Services Skills (eLearning Module)
<input type="checkbox"/>	Personal Organisation (eLearning Module)	<input type="checkbox"/> Effective Writing (eLearning Module)
<input type="checkbox"/>	Interpretation of Financial Statements	

Please select the chosen payment method:		Course Fee	£468 (inc. VAT)
<input type="checkbox"/>	BACS Transfer Nat West Plc	Sort Code: 56-00-61	Account Number: 00770396