



THE NOTTINGHAMSHIRE LAW SOCIETY

Professional Skills Course - Electives 2022 – Cohort 2

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 a combination of face-to-face training (12 hours) and eLearning (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.

Face to Face Training

Practical Contract Drafting

(3 hours)

09:30 – 12:45

23 March 2023

Effective Writing Skills

(3 hours)

13:45 – 17:00

Face to Face Training

30 March 2023

Negotiation Skills

(6 hours)

09:30 – 17:00

eLearning Modules

Each module is 3 hours, please select 4 modules to complete the 12 hours of eLearning.

1. Developing Networking Skills.
2. Developing Communication Skills.
3. Developing Personal Organisation.
4. Developing Interpretation of Financial Statements
5. Developing Client Services Skills
6. Developing Client Interviewing/Taking Instructions
7. Developing Disclosure Skills
8. Developing Persuasion & influencing skills.
9. Developing Stress Management Skills
10. Developing Assertiveness Skills

Training Provider

Face to Face Venue: Centre of Nottingham, tbc
ELearning: Online Ring Central Platform
Course Fee: £390 plus VAT (£468) per delegate

fresh.

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:	
This application has been approved by Senior Partner or Practice Manager:	
Name:	
Position:	
Contact Telephone:	
Contact Email:	

Course Name:	PSC Electives March 2023 (Cohort 2)
Select 4 eLearning Core Modules: (each module is 3 hours)	
<input type="checkbox"/> Networking Skills	<input type="checkbox"/> Client Interviewing/Taking Instructions
<input type="checkbox"/> Communication Skills	<input type="checkbox"/> Disclosure Skills
<input type="checkbox"/> Personal Organisation	<input type="checkbox"/> Persuasion & Influencing Skills
<input type="checkbox"/> Interpretation of Financial Statements	<input type="checkbox"/> Stress Management Skills
<input type="checkbox"/> Client Services Skills	<input type="checkbox"/> Assertiveness Skills

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		
<input type="checkbox"/> Cheque attached. Cheques are to be made payable to 'Nottinghamshire Law Society'		

Please return booking form to: michelle.foster@nottslawsoc.org
Nottinghamshire Law Society
11 Clarendon Street, Nottingham NG1 5HR