

# Professional Skills

Helping legal professionals master the softer skills needed to be effective and successful in their legal life.

[#LegalLifeSkills](#)



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## Introduction

With the post-pandemic climate and increasing numbers of new solicitors qualifying via the SQE route, the legal industry has seen plenty of change in recent years. We were keen to understand what impact these changes were having on the learning and development needs of legal professionals and law firms.

In late 2023, we surveyed law firms and paralegals to learn more about their learning and development requirements and to identify any challenges they may be facing.

What's clear is that while the Solicitors Qualifying Exam (SQE) assesses legal knowledge required for qualification, the development of practice-ready, legal life skills remains a priority for all aspiring legal professionals and firms looking to future proof their careers.



## Why choose BARBRI Skills courses?

At BARBRI we have been designing and delivering professional skills courses for the legal industry for 45 years.

### Our courses are

- Short and easily digestible
- Online and on-demand to fit around busy schedules
- Practical and interactive so new skills can be immediately applied
- Affordable
- Designed with 45 years of experience
- Relevant to 2024 and beyond, reflecting the current legal landscape and technological developments

### Who is this for?

These courses and masterclasses are available for legal professionals anywhere in the world. Specifically, they have been designed for those early in their careers, particularly aspiring, trainee and junior solicitors, but they are also useful for paralegals and other legal support professionals. There are no specific entry requirements for these courses.

### Certification

- These courses and masterclasses are eligible for the **continuing competence requirements** of the Solicitors Regulation Authority.
- They're also ideal for meeting **professional development goals** at work.
- Upon completion, we issue a **Credly badge**. This is digital credential that can be added to a CV or LinkedIn, linking to an individual's digital certificate to demonstrate skills to potential employers.



# Communication Skills

## COURSE

### Introduction to Effective Business Writing: Engaging the Reader

This course will show you how to write and make your content relevant for a professional audience. It is a short course providing you with sufficient knowledge, theory, and practice to give you the confidence to engage with your business reader more effectively.

We explain the difference between academic and business writing, both in style and purpose, and contextualise this within the logic of effective business communications. We introduce you to a dependable process for writing good content, show you how to structure it, and provide tips on how to compete with the human tendency to skim-read. We also focus on best practice for writing emails and how to proofread your own work - as well as the work of others.

#### Key topics:

- The key principles of effective business writing
- Methods and tips to improve your business writing
- How to identify problems in writing to ensure impact



**DURATION:** 5 hours



**DELIVERY:** Online, on-demand



**COMPETENCY SKILLS:**  
Successful Communication, Solution Finding, Business Awareness



**FEES:** £199 standalone £269 inc. masterclass

## COURSE

### Introduction to Meetings: What You Say & How You Say It

A core part of being a successful lawyer is having the skills to effectively communicate your legal knowledge to your clients and colleagues. This course focuses on in-person communication. Develop highly effective meeting skills whether in-person or online, internal or client-facing, with this practical short course.

It identifies some of the challenges you may face in conducting in-person meetings, guiding you through how best to conduct and structure a meeting. It also explores the pros and cons of other methods of communication, including online meetings, telephone calls and email. We also offer some thoughts on how best to present or introduce yourself, both in-person and online.

#### Key topics:

- Conducting and structuring successful meetings.
- The impacts of communication methods and human behaviour.
- Your communication style and how best to present yourself.



**DURATION:** 5 hours



**DELIVERY:** Online, on-demand



**COMPETENCY SKILLS:**  
Successful Communication, People Management, Business Awareness



**FEES:** £199 standalone £269 inc. masterclass

# Communication Skills

## MASTERCLASS

### Report Writing

Structuring and writing a professional report that contains all relevant information in a logical and accessible format is difficult. This masterclass will give you the tools to write reports that your professional audience wants to read.

 **DURATION:** 90 mins

 **DELIVERY:** Online, live, interactive

 **COMPETENCY SKILLS:**  
Successful Communication, Solution Finding, Business Awareness

 **FEES:** £89 standalone

## MASTERCLASS

### Presenting

Speaking in front of an audience is daunting even for the most eloquent. This masterclass will give you tips and best practice on structuring a presentation as well as how to present in a more confident, efficient and memorable manner.

 **DURATION:** 90 mins

 **DELIVERY:** Online, live, interactive

 **COMPETENCY SKILLS:**  
Successful Communication, People Management, Business Awareness

 **FEES:** £89 standalone

## Communication Skills Bundle

Bundle includes:  
2 courses + 2 masterclasses

£529

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# Management Skills

## COURSE

### Introduction to Time, Stress & Teamwork

When in a high-stakes professional environment such as law, you need to manage your personal resources - your time, your emotions and your personal wellbeing.

In this course you'll learn how to maximize these personal resources and apply them to your professional working life. You'll be able to identify your weaknesses and leverage your strengths to increase performance at work and improve personal wellbeing. You will also have the opportunity to identify your default behaviour in teamwork situations and learn more about associated strengths and weaknesses of different team player roles.

#### Key topics:

- Stress, its management and its potential benefits
- Time management and improving productivity
- Your behaviour in teamwork
- Your personal accountability for maintaining professional standards



**DURATION:** 5 hours



**DELIVERY:** Online, on-demand



**COMPETENCY SKILLS:**  
Personal Management, People Management, Project Management



**FEES:** £199 standalone £269 inc. masterclass

## COURSE

### Introduction to Project Management

As a lawyer, you'll be required to be good at working well independently - but you also need to project manage broader work streams, scope required resources and communicate effectively with different stakeholders.

In this course, you'll learn what is required of you to become highly effective at project management and you'll get the confidence to start developing productive and professional relationships with your clients and colleagues.

We cover the importance of time spent scoping the resources required, the associated risks, and the proper execution of a client matter so that you can confidently deliver on time and on budget. We explain stakeholder management, communication challenges within disparate teams and where you might fit into that process.

#### Key topics:

- Scoping time and resource requirements
- Stakeholder and risk management
- Utilising appropriate legal technologies



**DURATION:** 5 hours



**DELIVERY:** Online, on-demand



**COMPETENCY SKILLS:**  
Project Management, Dynamic Thinking, Solution Finding



**FEES:** £199 standalone £269 inc. masterclass



## MASTERCLASS

### Beating Imposter Syndrome

It's frustrating to be an over-achiever and yet under confident about your performance at work. Don't worry - you're not alone, imposter syndrome is rife within the legal profession. This masterclass will help you recognise the signs and effects of imposter syndrome and give you the tools to master it.

 **DURATION:** 90 mins

 **DELIVERY:** Online, live, interactive

 **COMPETENCY SKILLS:**  
Personal Management, People Management, Project Management

 **FEES:** £89 standalone

## MASTERCLASS

### Embracing Innovation

Being good at managing complex tasks is not just about being organised, it's also about being innovative. This masterclass will give you tools to improve your efficiency, productivity, and work quality in managing cases and transactions.

 **DURATION:** 90 mins

 **DELIVERY:** Online, live, interactive

 **COMPETENCY SKILLS:**  
Personal Management, Dynamic Thinking, Solution Finding

 **FEES:** £89 standalone

## Management Skills Bundle

Bundle includes:  
2 courses + 2 masterclasses

£529

BOOK NOW



# Business Skills

## COURSE

### Introduction to Business Development

This concise course provides you with sufficient knowledge, theory and practice to give you the confidence to start developing productive and professional relationships with clients and colleagues.

We explain the business, rather than academic pursuit, of law, how that impacts business strategy and development, and the integral role you play in its implementation. We introduce the concept of using established sales techniques within a regulated profession and explore the importance of creating professional networks, starting with your work colleagues.


At the end of the course, you'll understand what is required of you to become highly effective at business development.

#### Key topics:

- Business development strategy
- Business and lead generation
- Client engagement
- Networking

 **DURATION:** 5 hours

 **DELIVERY:** Online, on-demand

 **COMPETENCY SKILLS:**  
Business Awareness, Successful Communication, People Management

 **FEES:** £199 standalone £269 inc. masterclass


## MASTERCLASS

### Commercial Savviness

Clients and supervisors demand good 'commercial awareness' from their junior lawyers - but they often don't explain what they mean by the term or how to gain it. This masterclass will do both.

 **DURATION:** 90 mins

 **DELIVERY:** Online, live, interactive

 **COMPETENCY SKILLS:**  
Business Awareness, Successful Communication, People Management

 **FEES:** £89 standalone

## Business Skills Bundle

Bundle includes:  
1 course + 1 masterclass

£269

[BOOK NOW](#)





### Still got questions?

Our team of Legal Education Consultants are on hand to help. Please complete the short form and we'll call you straight back.

[REQUEST A CALL](#)

Need a **group booking** or **bespoke training**? Our Business Development team is happy to help.

[CONTACT THE TEAM](#)

# Ready to get started?

[BOOK NOW](#)