



& MANAGEMENT LEADERSHIP PROGRAMME



THE LAPG MANAGEMENT & **LEADERSHIP** **PROGRAMME 2025**

We are excited to invite applications for the LAPG Management & Leadership Programme 2025.

Now in its 5th year, this comprehensive programme is designed specifically for managers in the non-profit specialist legal and advice sector. The course, which runs online, from January to July 2025, covers everything from financial management to performance management; strategic planning to risk management; governance to fundraising; supervision to communications.

PARTICIPANT TESTIMONIAL

"This course has completely changed the way I approach my work and the way I approach managing my team - it's changed the way I think and has given me confidence in my decisions, and the skills to make sure those decisions are the right ones. I will use the knowledge and skills I've gained over the past 8 months for the rest of my career."

Olivia O'Hanlon, Kirklees Citizens
Advice and Law Centre

Excitingly 2025 marks a complete redesign of the programme with more focus on applying management and leadership theory in real life scenarios. We're also expanding content and making more use of our online learning platform.

The programme is aimed at existing managers who are reaching that point in their career where they are either in or considering more senior management and leadership roles. It is not suitable for more junior managers or non-managers preparing to step into their first management role, for whom we will be shortly launching separate training.

HOW TO APPLY

If you want to apply or have someone in your organisation you'd like to nominate to be on the course then you can find the application form [here](#).

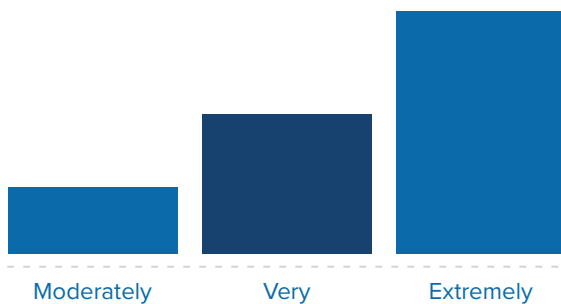
Places are limited and we will attempt to prioritise from the responses on the submitted forms.

The DEADLINE for applications is 8am on the 9th December 2024.

BUILDING KNOWLEDGE

91%

Of Respondents Found The Course Was "Very" Or "Extremely" Effective At Building Their Knowledge



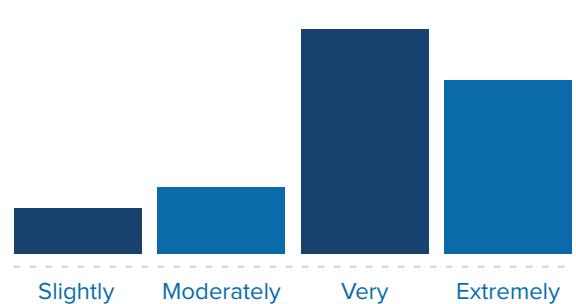
Source:

Management & Leadership Programme 2023, End of Programme Survey. 23 respondents.

BUILDING SKILLS

87%

Of Respondents Found The Course Was "Very" Or "Extremely" Effective At Building Their Skills



Source:

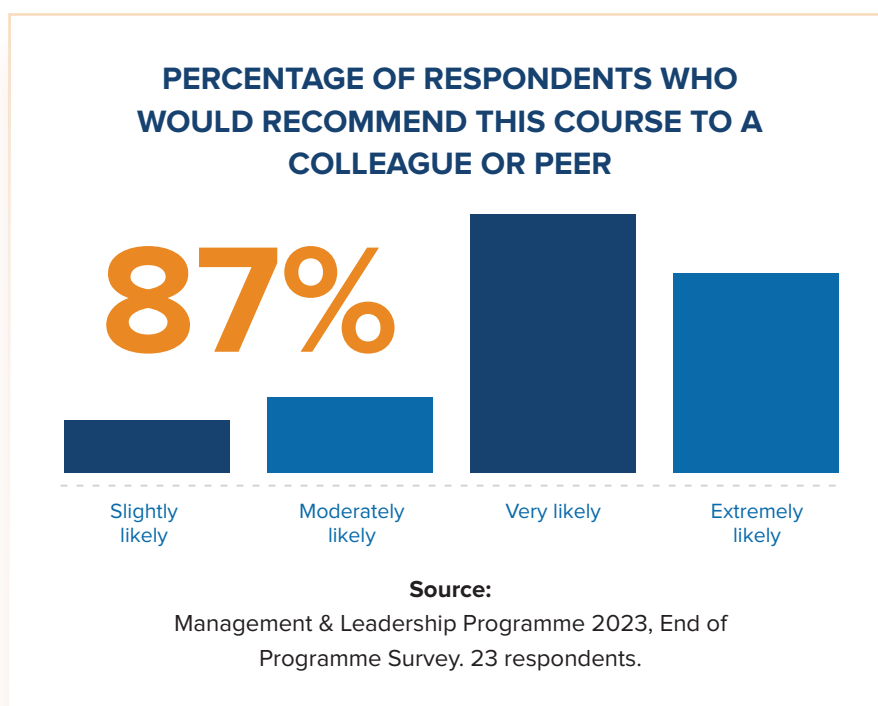
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SOME USEFUL INFORMATION

- The course is designed for around 30 participants each year.
- The course runs for about 60 hours across 7 months
- Participants have full access to an allocated Tutor with 1-2-1 time written into the Programme

In addition, the course comes with a wealth of written materials delivered through our online learning platform Thinkific. There's plenty of additional online and video content and bespoke sessions as needed by participants. The course is designed around participant needs and is updated every year to reflect feedback.

All sessions are online and timed as best we can around school holidays and parenting duties.



THE 2025 COURSE RUNS ON THE FOLLOWING DATES:

JANUARY

- 15th – 9.30 am to 3pm
- 22nd – 9.30am to 1pm

FEBRUARY

- 5th – 9.30 am to 3pm
- 12th – 9.30am to 1pm

MARCH

- 5th – 9.30 am to 3pm
- 12th – 9.30am to 1pm

APRIL

- 2nd – 9.30 am to 3pm
- 9th – 9.30am to 1pm

MAY

- 7th – 9.30 am to 3pm
- 14th – 9.30am to 1pm

JUNE

- 4th – 9.30 am to 3pm
- 11th – 9.30am to 1pm

JULY

- 2nd – 9.30 am to 3pm
- 9th – 9.30am to 1pm

SEPTEMBER

24th – in person IRL symposium at a London venue from 11am to 3pm

SOME OF THE CONTENT

INTRODUCTION TO MANAGEMENT & LEADERSHIP

- Managing your time for management
- Understanding management
- Practical tips and tools for effective management
- Understanding your role as a leader
- Building organisational culture

THE ROLE OF A SENIOR SOLICITOR & PROFESSIONAL REGULATION

- Data Protection & Security
- Risk Management
- Regulation & Compliance
- Policies, Procedures, Systems and Controls
- The Role of a Senior Solicitor Professional Regulation

PURPOSE & PLANNING

- Understanding need, environment and context – Data, SWOT & PESTLE
- Creating a Strategy
- Setting strategic objectives
- Creating a Delivery Plan
- Measuring success

MANAGING YOUR TEAM

- Bullying & Inappropriate Behaviour
- Grievances, Disciplinary & Dismissal
- Whistleblowing
- Performance Management & Setting Objectives (OKR etc.)
- Supervision

MAKING FINANCE WORK

- Understanding Resource (FTEs)
- Budgeting & Cash flow forecasting
- Variance analysis
- Excel spreadsheets
- Diversifying Funding
- Reserves
- Dashboards

EDI & LEADERSHIP

- Emotional Intelligence
- Critical Thinking
- Leadership Skills
- Equity, Diversity and Inclusion

BUILDING YOUR TEAM

- Effective Recruitment
- Induction & Probation
- Wellbeing
- Training & Development
- Giving Effective Feedback

THE TRAINERS

This year's lead trainers are:

Jayne Butler is highly respected and experienced third sector leader, with over 15 years of experience leading social change organisations from local advice sector charities to national membership bodies. Jayne's leadership has focused around strategic change and she has a real interest in developing people and building positive organisational cultures. In addition, she is an experienced public affairs professional and public commentator.



Matthew Howgate is a respected management and leadership trainer and organisation development consultant. He is Director of the LAPG Management & Leadership Hub. He started his career as a legal aid solicitor and has spent the last 16 years working as a consultant across the legal aid and advice sectors. Matthew leads on

Matthew and Jayne will be joined by a number of expert guest speakers including Vicky Ling, Fiona Bawdon and Kerry Smith.

PARTICIPANT TESTIMONIAL

"I've found the course incredibly useful. It's a great tool to help new and existing managers understand their roles and responsibilities better and serves as a good insight into what makes an organisation work well. The two trainers are excellent. Their knowledge and guidance has been invaluable."

Jude Lee,
Citizens Advice Swale

PARTICIPANT TESTIMONIAL

It is so rare to find training which is 100% tailored to our sector this means that every bit of every module is relevant to me and my organisation, and all the course participants are fully engaged and have pertinent experience to bring to the conversation. I've been able to put into practice what I've learned on the course immediately in my day to day work. It really has been invaluable."

Tamsin Roques, Norfolk
Community Law Service

**THIS COURSE IS ONLY POSSIBLE
BECAUSE OF THE KIND SUPPORT PROVIDED BY:**

THE
ACCESS
TO JUSTICE
FOUNDATION



The
Legal
Education
Foundation



FOR MORE INFORMATION

Please contact Tina Puryear at Tina.[Puryear@lapg.co.uk](mailto:Tina.Puryear@lapg.co.uk)