



# Litigation & Dispute Resolution

*Your* Training Guide

May – October 2018

CENTRAL  
**LAW  
TRAINING**

Wilmington Professional

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# Your Litigation & Dispute Resolution Training Guide

With the second mandatory year of the SRA continuing competence regime already at its midway point, solicitors around England and Wales are **finalising their training for the second half** to ensure their learning and development needs are **addressed by 31 October**.

To support you in developing your professional competence, **Central Law Training** organises **over 650 courses and 200 webinars each year** covering a wide variety of practice areas developed with the four SRA competencies in mind.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the **perfect partner to help you maximise your training budget** and ensure you and your firm receive the training that you need.

## A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
<b>A</b> Ethics, professionalism and judgement	<b>3</b> <b>3 hour course</b> £105 + VAT Package price £120 + VAT CLT Members / £240 + VAT Non-members
<b>B</b> Technical legal practice	<b>5</b> <b>5 hour course</b> £175 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
<b>C</b> Working with other people	<b>6</b> <b>6 hour course</b> £210 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
<b>D</b> Managing themselves and their own work	<b>12</b> <b>2 day course</b> £420 + VAT Package price £480 + VAT CLT Members / £960 + VAT Non-members
	<b>5</b> <b>5 hour Masterclass</b> £175 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
	<b>6</b> <b>6 hour Masterclass</b> £210 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
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**BEST SELLER**

## CPR, Civil Litigation and Jackson Update 2018

6 A

Update

Andrew McLoughlin or Ian Gascoigne

This course has been proven over time to be one of the most reliable tools for the busy practitioner to gather their knowledge. It is a lively and informative review of recent cases which assesses the impact of the Jackson reforms across the CPR.

- Reforms and updates
- Relief from sanctions
- Jackson and costs reforms
- CFAs
- Commercial litigation and specialist divisions
- Pre-action protocols and ADR – costs implications
- Issue, service and acknowledgement of service
- Service out of the jurisdiction
- Case management
- Disclosure, Norwich Pharmacal Orders and privilege
- Striking out/dismissal/default judgment
- Admissions/withdrawal of admissions
- Substitution and amendment of parties/causes of action
- Injunctions
- Witnesses and experts
- Part 36 update and drafting settlement agreements
- Costs and interests
- Enforcement mechanisms
- Appeals and limitation

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London 8 Aug, 8 Oct

Newcastle 2 Oct

Birmingham 18 Oct

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**BEST SELLER**

## Professional Privilege and Without Prejudice Privilege: A Practical Guide

3 A

Foundation

Iain Campbell

This introductory course explains different types of privilege and how they should be used in practice.

You will learn how to use legal privilege to protect communications with clients and how to exploit 'without prejudice' privilege to negotiate safely.

The course also explains how the protection privilege gives to businesses facing regulatory investigation may have been cut down by recent case law, including Serious Fraud Office v Eurasian Natural Resources Corporation Ltd.

It features:

- Overview of legal professional privilege:
- Litigation privilege and legal advice privilege
- Waiver of privilege and avoiding unintended disclosure
- Common interest privilege
- Regulators' powers and legal privilege
- Without prejudice privilege: how it applies
- Recognising traps for the unwary
- Making and protecting settlement offers
- Possible restriction of legal privilege under new security rules

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London 2 Oct pm

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## Certificate in Civil Litigation Procedure

12 B

Foundation

### Francis Treasure

This two day course is designed for practitioners wishing to gain a good practical grounding in this field. It is suitable for trainees, newly qualified solicitors and paralegals as well as for those returning after a career break or wishing to change disciplines. It is designed to provide an A to Z of litigation.

Topics covered include:

- Preliminary matters
  - Information required from and to be given to the client
  - Costs considerations
  - Is the claim/defence worth pursuing?
  - Limitation
  - Can it be settled?
  - Pre-action protocols
  - Negotiations and tactics
  - WP and open communications
  - Part 36
- Preparing for litigation
  - Pre-action disclosure
  - Obtaining information from third parties
  - Preserving evidence
  - Pre-action interim remedies
- Starting proceedings
  - Drafting statements of case
  - RFIs
  - Issuing and serving the claim
  - Case management
  - Allocation and directions
- Strike out/court sanctions
- Vexatious applications
- Early judgment
- Summary judgment/strike out
- Default judgment
- Witness statements
  - Preparing statements for interim applications and trial
- The use of witness summaries
- Hearsay evidence
- Experts
  - Single joint and separately instructed experts - the practical implications
  - Instructing the expert
  - Without prejudice meetings
  - What can the other side see?
- Disclosure
  - What needs to be disclosed?
  - Available objections
  - Privilege claims
- Preparing for trial

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London 19 - 20 Sep

Newcastle 24 - 25 Oct

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## HOT TOPIC

## Conducting a Civil Claim from Start to Finish in the Post-Jackson Era

6 B

Foundation

Andrew McLoughlin

This is a comprehensive and common sense course, concentrating on the practical aspects of conducting a civil claim. It is designed to give you a full understanding of how to conduct civil proceedings from start to finish and is regularly revised and updated. It will be particularly of interest to those who are new to litigation, in-house counsel and those returning from a career break.

The course includes:

- Initial instructions and steps
- What to do next in protocol and non-protocol cases
- Obtaining and preparing the evidence
- A brief outline of costs issues
- Negotiations and offers – the different options and tactics
- Part 36 offers and payments – tactics and pitfalls
- Statements of case and starting proceedings
- The tracks and case management
- Interim applications
- Preparing for trial and trial procedure
- Judgment and enforcement

Leeds

4 Oct

## Part 36: The Ultimate Guide

3 B

Update

Andrew McLoughlin

Part 36 is, arguably, the most important of the Civil Procedure Rules. Used effectively, it is an invaluable tool for the litigator and enables positional bargaining and effective negotiations.

This course provides an in-depth guide to the rule and updates practitioners on the very latest case law changes and:

- Dealing with a counterclaim – new change
- Impacts on costs budgeting – new change
- Time limited offers – new change – is *C v D* affected below
- How to make improved offers – new change
- Late acceptance – new change and new implications
- The requirements of the Part 36 offer
- Costs consequences for the claimant
- Tactics for the Defendant
- Rejecting and Withdrawing offers – the position after *Gibbon v Manchester City Council* (2010)
- Reference to 'time limited offers' after *C v D* (2011)
- Tactics considerations and tips
- Enforcement of Part 36 offers pre and post issue
- "Beating the offer" redefined after the Carver and Multiplex cases
- The relationship with CPR Part 44 (costs)
- The Jackson reforms to Part 36
- PGF II and the costs implications
- Impact of near miss Part 36 offers
- *Cowb ard v Phaestos Ltd* 2014 EWCA

Birmingham

16 Oct pm

London

17 Oct pm

## Certificate in Debt Recovery **NEW**

6 B

Foundation

Stephen Allinson

This certificate course is aimed at civil litigators, debt recovery practitioners and paralegals who wish to enhance their understanding of the debt recovery process, from the initial taking of instructions through to enforcement, and develop a comprehensive analysis of this area of law.

It has been designed to take account of the changes to the enforcement regime in recent years, and the ongoing procedural and administrative reforms, including, of course, how the proposed new online court may impact on debt recovery practice. The first half of the course will cover all steps up to obtaining judgment and the second half the important area of enforcing that judgment.

The course covers, among other topics:

- Building a debt recovery practice
- Pre-action considerations
- Analysis of different trading entities
- Taking instructions
- Limitation periods: their relevance in debt recovery litigation
- Issuing proceedings
- Default judgments, summary judgment and striking out
- Costs: who pays? Part 36 offers
- Enforcement

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Birmingham 24 Oct

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## Costs Law Update 2018 **NEW**

6 A B

Update

Claire Green

This course is designed to provide an overview of the most recent costs law cases.

It covers a huge range of recent and pending costs law and practice changes. It provides an analysis of the legal developments and considers these in the light of the practical implications for day to day practice.

Specifically we will be looking at the latest developments in the costs and case management regime, solicitor/client costs, assignment issues and Part 36.

## Budgeting, Billing and the Electronic Bill **NEW**

6 D

Intermediate

Claire Green

This highly interactive one day course will update you on the current budgeting regime, including recent cases which impact upon the process and the idiosyncrasies of the budget form.

You will learn 'what can go wrong' so you know what to avoid, and how you can manage the process to ensure a satisfactory outcome for you and your client.

You will learn what accurate time recording really means for your billing and costs recovery, now but even more so in the future.

You will be given an overview of the reasons for electronic billing, why it has come about and have the opportunity to look at the new electronic bill.

Topics covered include:

- What can go wrong in budgeting?
- Complying with the guidance
- Estimating work accurately
- Billing solicitor/client versus inter partes
- The new electronic bill – how it works
  - Does it have benefits?
  - Will it take over the world?

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London	25 Sep
Newcastle	3 Oct
Birmingham	11 Oct

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London	19 Jun
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## Consumer Law Update 2018

6 B

Update

Deborah Parry

Following the significant changes in the field of Consumer Law in recent years, this course will look at how the various developments have bedded in and their cumulative effects. Traders, whether they operate in shops, on door-steps or at a distance, and whether providing goods, services or digital content, need to be aware of consumers' rights and the various statutory requirements imposed on them.

The course will consider a range of topics across consumer law including:

- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, as amended, covering information requirements, cancellation rights, additional payments, telephone help-lines
- Consumer Rights Act 2015 including statutory rights and remedies, delivery requirements, the passing of risk, exemption clauses and unfair terms
- Consumer Protection from Unfair Trading Regulations 2008 covering civil and criminal aspects
- Changes made to the Consumer Rights (Payment Surcharges) Regulations 2012

This course will also look at other recent statutory developments and relevant case-law and will consider the likely changes resulting from Brexit.

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Sheffield	4 Sep
London	12 Oct
Birmingham	19 Oct

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BEST SELLER

## Contract Law Update 2018

6 A B

Update

Helen Swaffield

A review of the latest contract cases with essential drafting and litigation tips. The session is practical enabling delegates an opportunity to experience latest trends.

- Battle of forms and incorporation "terms available on request"
- New guidance on e-signatures from the Law Society for completions
- Contracts by conduct
- Endeavours and good faith
- KPIs
- Variation traps
- Exclusion clauses – "consequential loss" new meaning
- Indemnities and firewalls
- Warranties and disclosure
- Misrepresentation and the entire agreement clause
- Precedence, interpretation and drafting conventions
- Breach and termination
- Affirmation and waiver
- Remedies: damages, specific performance and other relief
- Notices
- Brexit and forum shopping

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London	30 Aug
Manchester	20 Sep
Birmingham	4 Oct
Exeter	12 Oct

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## Contract Breach and Termination – Key Remedies for Litigators **NEW**

6 A B

Advanced

Helen Swaffield

This is a brand new course for commercial practitioners and litigators that focuses on breach of contract and the remedies that follow. It reviews and explains the circumstances which permit termination of a contract as well as highlighting common problems encountered in dealing with poor performance.

- Material breach or repudiatory breach?
- Rights to terminate for innominate clauses including warranties
- Wrongful termination and waiver – how to reserve rights
- Damages – direct and indirect loss
- Claiming around limitation of liability clauses
- Assessing the risk of loss
- Mis-statement and misrepresentation
- Rescission for mistake
- Indemnity measures of loss and whether they are capped
- Specific performance, rectification and declaratory relief
- Using ADR as a powerful tool
- Notice to remedy and service under the contract

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London 10 Sep

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## Damages for Breach of Contract **NEW**

3 B

Intermediate

Richard Lawson

Contracts are made; contracts are broken. When this latter occurs, litigation commences and a claim for damages is made. This course is designed not just for all involved in the drafting of contracts, whether with businesses or consumers, but for all those who have to litigate or face such claims.

Topics covered include:

- An overview of the principles for recovery of loss
- The standard measure – recovery for loss of bargain
- Recovery for loss of profits and trading income
- What counts as special circumstances which must have been notified to the contract breaker?
- Recovery of pre-contract expenses and expenses incurred in seeking due performance
- Causation
- Mitigation
- Aggravated and exemplary damages
- Validity of clauses excluding or limiting liability for damages

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Birmingham 5 Jun pm  
London 11 Sep pm

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**HOT TOPIC**

## Limiting Liability: Indemnities, Warranties and Guarantees that Work

6 B

Advanced

Helen Swaffield

This course is aimed at experienced practitioners who negotiate and draft commercial contracts in private practice and in-house and may also be of interest to litigators. It undertakes an in-depth review of the problem areas around the limitation of liability in commercial contracts. It will also identify common obstacles in negotiations and suggest ways in which these can be navigated:

- Limitation of liability: caps, what is reasonable? Deliberate breach scenarios; relationship with entire agreement, warranties and indemnities
- Indemnities: providing and resisting, scope and 'trigger' mechanisms, support or replace the obligation, enforcement
- Warranties: what can be covered? How to tailor to specific use; services warranties, title, IPR and quality, flow-down and chain issues
- Financial and performance guarantees: form and structure, primary and secondary issues, using bonds and escrow, the impact of change control, e-signatures and pre-emptive defences and enforcement

*A very useful overview of limiting liability, highlighting some important drafting points*

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London 25 Sep

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## Insolvency and Recoveries Update 2018 **NEW**

3 A B

Update

Stephen Allinson

This area of law has undergone its most significant period of change in over 30 years on many levels and is very much at the centre of the Government's corporate governance agenda.

This course, presented by leading insolvency expert and lawyer Stephen Allinson, provides an essential guide to all the case law and legislative developments in the last 12 months. It is an essential refresher for anyone who practises in this area to keep you fully up to date whether in the non-contentious or contentious fields. It will explain and set in context all that is taking place and explore the implications for your clients.

The course will cover:

- The 2016 Rules – one year on
- Corporate Rescue Procedures – the up to date law and practice
- Directors and insolvency – a brave new world?
- Personal insolvency overview – what's new?
- The seminal cases in the insolvency world from the last 12 months; trends and policies

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London 4 Sep pm  
Leeds 17 Oct am

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## Certificate in Insolvency Law

6 A B

Foundation

Stephen Allinson

Insolvency law has faced quite a shake-up in recent years and continues to do so as we get to grips with a whole new set of Insolvency Rules. This certificate course is primarily aimed at practitioners in other fields who come across insolvent situations in their practice and wish to develop their knowledge and experience.

It is tailored specifically for non-contentious lawyers. There is a complementary *Certificate in Insolvency Litigation* (see page 15) and the two courses will provide a complete overview of insolvency law and practice.

At the end of the course, delegates will be in a position to advise their clients on the law and practice in both corporate and personal insolvency as well as understanding how restructuring fits into the area.

- An introduction to the different insolvency regimes (personal and corporate)
- Administration law generally to include an up to date analysis of law and practice around pre-pack administrations
- Property law and insolvency
- Employment law and insolvency
- Piercing the corporate veil; getting at the directors personally
- Creditors' rights under the different insolvency regimes
- Getting the most out of the insolvency practitioner – his role and duties, and what happens if you are dissatisfied?
- Remuneration issues for lawyers and creditors

*Brilliant all-round. Informative and practical. I learned a lot*

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London

23 May, 7 Aug

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# Certificate in Insolvency Litigation

6 B

Foundation

Stephen Allinson

This certificate course is primarily aimed at litigators who come across insolvent situations in practice and wish to develop their knowledge. It will also be a detailed introduction for lawyers wishing to develop an insolvency litigation practice. The course will equip you to advise your clients on the relevant law and practice, to maximise recoveries and understand the breadth of remedies available. It is tailored specifically for lawyers from a contentious background.

The course covers:

- Using insolvency as a debt recovery tool – the latest law and practice
- The Insolvency Practitioner's roles and duties and how they are enforced.
- Tips and tactics to maximise insolvency recoveries. Can asset tracing and injunctive remedies help? ss 236 and 366 Insolvency Act – powerful tools or damp squibs?
- Piercing the corporate veil; getting at the Directors personally. The latest law and practice on wrongful and fraudulent trading and misfeasance. Do some of the recent changes assist recovery opportunities?
- Director disqualification – a new tougher regime?
- Other post insolvency remedies including preferences, transactions at an undervalue, transactions to defraud creditors and illegal dividends. Much talked of, but how do they work in practice?
- Funding or assigning Insolvency litigation; the changing landscape. What are the current opportunities?

The emphasis will be on practical application and will include an analysis of recent legislation and case law and how the landscape has changed through these developments.

*Excellent course, in depth content and  
very interactive presentation and delivery*

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London

6 Jun

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## Contentious Probate: Current Issues and Problem Areas for Practitioners

5 B

Intermediate

Luke Harris

Contentious probate is an expanding area of practice. This course equips practitioners to advise personal representatives, beneficiaries and potential claimants with confidence and is equally suitable for contentious and noncontentious probate practitioners and civil litigators who seek a greater understanding of the issues involved.

It will include a review of developments and relevant case law over the last five years, a consideration of preparation of cases, and practical obstacles and how to overcome them.

The course will cover:

- The probate jurisdiction of the court
- Issues as to formal validity of wills: testamentary intention and due execution
- Probate claims based upon testamentary incapacity, want of knowledge and approval, undue influence and forgery
- Interest claims
- Evidence
- Practice and procedure in probate claims
- Costs in contentious probate claims

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**Birmingham** 19 Jun  
**Manchester** 6 Sep  
**London** 4 Oct

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**BEST SELLER**

## Contentious Probate and Will Disputes: Developing Your Knowledge

5 A B

Foundation

Richard Land

Unlike some other litigation, contentious probate and will disputes are increasing year-on-year. This course is designed for litigators who wish to develop their knowledge in this field and enable them to start to build a practice in an area which is both interesting and challenging in equal measure.

The course will cover both legal and practical issues:

- Different types of claim
- Probate and intestacy
- Standing searches, caveats, warnings and appearances
- Challenging a will
- Inheritance Act claims: factors to consider, pre-action steps, the effect of prenuptial agreements, dispositions intended to defeat claims
- Cost and case management
- When to mediate and when not to?
- Costs: usual rules and exceptions, Part 36 offers and conduct of parties

*The speaker was very engaging and relevant and involved the attendees to interact during the presentation*

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**London** 6 Sep  
**Newcastle** 18 Oct

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## 10 Tricky Points in Insurance Law

6 A B

Intermediate

Alison Green

This course reviews the more difficult issues commonly encountered in insurance law, including what entitles insurers to avoid insurance, the construction of key terms and the effect of their breach. It will also explain the changes introduced by the Insurance Act 2015.

- When are insurers entitled to avoid insurance for material misrepresentation and non-disclosure?
- Commercial insured's duty to make a fair presentation and insurer's remedies for breach.
- Consumer's duty to use reasonable care not to make a misrepresentation and insurer's remedies for breach
- Construing warranties and the effect of breach
- Construing conditions precedent and the effect of non-compliance
- When can insurers be said to have waived their rights?
- When can insurers be estopped from relying on their strict rights?
- Differences between insuring on joint and composite basis
- Differences between insuring on a claims made and losses occurring basis
- Raising fraud in insurance claims

This course will include a practical case study which will involve some of the issues considered above.

London

31 Oct

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[www.clt.co.uk/membership](http://www.clt.co.uk/membership)

## Certificate in Insurance Law **NEW**

6 A B

Foundation

Alison Green

This is a structured one day course designed for those practitioners wishing to gain a good practical grounding in this field. It is suitable for trainees, newly qualified solicitors and paralegals as well as for those returning after a career break and those from another discipline who wish to learn more about insurance law.

It will give you a thorough grounding in insurance law and practice, explaining the different types of insurance contracts that you will encounter in practice and key terms in this area, as well as examining the presentation of the insurance risk and handling claims. It will also cover recent legislative changes that have resulted in important changes to insurance law.

Alison Green LL.M., barrister of 2 Temple Gardens, who specialises in insurance and reinsurance law, will conduct the course and give practical tips on approaching insurance contracts and on the resolution of insurance disputes.

- Preliminary matters
- The Insurance Contract
- Presentation of insurance risk
- Terms in the insurance contract and how they have been affected by the legislation referred to in the previous section
- Insurance claims

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London

6 Jun, 24 Oct

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**BEST SELLER**

## Certificate in Construction Law **NEW**

**12** **B**

Foundation

**Darryl Royce**

This two day course provides an introduction and overview of construction law and practice.

The course is aimed at lawyers who are looking to develop a practice in construction law and experienced construction professionals who wish to deepen their understanding of the law.

It will explain the different types of construction contract that you will encounter in practice – procurement, traditional and design & build, as well as examining partnering and collaborative contracts and those regulated by Housing Grants, Construction & Regeneration Act 1996.

**Day One**

- Formation of contracts
- Contract documents
- The standard forms
- Implied terms
- Subcontracts & works contracts
- Collateral warranties and performance bonds
- Working with others
- Interim & final payments
- Changes & variations

**Day Two**

- When things don't go to plan
- Liquidated damages
- Practical/substantial completion
- Defects liability or rectification period
- Indemnity & insurance
- Termination
- Contractors' claims
- Notices
- Delay, disruption & acceleration
- Extensions of time
- Concurrent delay
- Issues arising from disruption via multiple causes
- Ownership of float
- Proof of causation – critical path method
- Expert evidence
- Direct & indirect costs and interest
- Compromises
- Time bars & final certificates
- Smash & grab claims
- Dispute resolution – the options available
- Litigation tactics

**London***21 - 22 May, 1 - 2 Aug*

## Construction Law Update 2018 **NEW**

3 B

Update

Darryl Royce

This course will explain the main developments in construction law over the past 12 months and review the most important cases.

It will focus in particular on:

- Tortious duties of care – when mates fall out
- Unfair contract terms – effect of negotiations
- Payment – notices
- Limitation – NHBC Scheme
- Extensions of time – contiguous or what?
- Global or total cost claims – any distinction?
- Performance Bonds – need for determination by engineer?
- Insolvency – genuine cross-claim?
- Third party costs orders – when can the discretion be exercised?
- Total failure of consideration – the correct approach?
- Statements of case – amendment after expiry of limitation period
- Adjudication
- Pre-action protocol – the amendments
- Expert witnesses – need for independence
- Contractors' design obligations – the Supreme Court speaks

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London

15 Oct am

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## Concurrent Delay & Construction Insurance **NEW**

3 B

Intermediate

Darryl Royce

This course will comprise a survey of the difficulties that can arise from contractors' claims where there is or may be an element of concurrent delay and insurance problems. There will be a review of all the most important cases.

### Concurrent delay:

- Extensions of time and loss and expense/compensation generally: the JCT, ICC, NEC and FIDIC standard forms
- Gross and net extensions of time
- The authorities
- The origins and development of concept of concurrent delay: the dominant cause test
- Contiguous and non-contiguous extensions of time

### Insurance:

- Proof of causation
- Effect of contractual provision for insurance
- Need for damage
- Accidental damage
- Categories of insurance: liability to third parties, material damage and consequential loss
- Excess and aggregation
- Notice of claims and conditions
- Comprehensive project insurance
- Insurance Act 2015

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London

15 Oct pm

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## Certificate in Commercial Property Litigation

12 B

Foundation

Mark Shelton

This two day course is aimed at lawyers who are looking to build a practice in commercial property litigation, and gives a broad grounding in core practice areas, while taking a firmly practical approach.

The course begins with an in-depth review of the Landlord and Tenant Act 1954, which is fundamental to the management of commercial property, and from which much of the bread and butter work of the commercial property litigator flows. The 1954 Act is a highly technical piece of legislation, with many traps for the unwary.

It goes on to consider law and procedure where the landlord opposes lease renewal on each of the statutory grounds and will examine the other common areas in which disputes arise – dilapidations, service charges, enforcement of leasehold covenants following assignments, and break options.

The course will also support delegates in dealing with contentious applications for landlord's consent to dealings with the lease, practicalities of trespasser eviction, and the remedy of forfeiture of leases.

- The basic concepts of the 1954 Act: What is a 'business lease'? Who is the 'competent landlord'?
- Procedure, and renewal terms
- Tactics and requirements for opposing lease renewal
- Service charges – common causes of dispute, the Code and s 20 consultation in mixed use developments
- Enforcement of leasehold covenants – the pre-1996 and post-1995 regimes
- Break options – drafting and serving notices, payment of rent and interest, conditional clauses
- The interpretation of repairing covenants, and the conduct and settlement of dilapidations claims
- Obtaining landlord's consents: formalities and pitfalls
- Trespassers – efficient conduct of court procedures, and adding value with practical measures for eviction and preventing recurrent occupations
- Avoiding inadvertent waiver of the right to forfeit, and a guide through the variety of relief jurisdictions

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London

25 - 26 Sep

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## Disciplinary and Regulatory Proceedings: Enforcing Professional Duties and Obligations

6 B

Intermediate

David Travers QC

This course is an introduction to disciplinary and regulatory proceedings aimed at lawyers from a contentious background which will also provide a useful refresher for those with more experience in the field. It examines the process from the investigation through a fair hearing to the final decision, providing an overview of this complex and growing area.

- The Specialist Tribunal – the rules of procedure and the standard and burden of proof
- The written allegation – in time giving adequate notice and in sufficient detail?
- Registration of professionals
- The appropriate standard and the scope of the professional duty
- Experts and their obligations as professionals
- Preparing for the hearing
- Advocacy before the tribunal – how to present the case
- The role of the legal assessor
- Sanctions
- Challenging the decision – Judicial Review and Statutory Review
- Other proceedings and Double Jeopardy
- Recent case law and developments

London

19 Sep

## Professional Negligence Update

5 B

Update

Andrew McLoughlin

This course will focus on developments in professional liability, including both negligence and contractual liability, as reflected by appellate court case law over recent years.

You will gain an understanding of professional liability, the duty of care, the standard of care, causation, loss of chance, and limitation in a number of professions, with a particular emphasis on solicitors' and barristers' liability, but including some coverage of surveyors, accountants' and insurance brokers' claims.

A large number of the principal cases in this complex field shall be discussed. There will also be a practical session focusing on a recent case that raises many issues covered in the course.

Finally, delegates will receive an insight into the implication for professional liability practitioners of the Jackson reforms, *Mitchell v News Group Newspapers [2013] EWCA Civ 1537* and subsequent cases.

London

11 Oct

## Regulatory Law in the Healthcare Professions **NEW**

3 B

Intermediate

Andrew Cammond

This course focuses upon regulatory law and principles specific to the healthcare professionals. The course is aimed at those already practising in the field of regulatory law in the healthcare professions, whether in private practice or within a regulatory body.

This course will include:

- Background to the various healthcare regulatory bodies, their scope and aims
- Introduction to rules and procedure in the healthcare regulatory bodies
- The applicable legal principles in the healthcare regulators
- Managing the client and practical initial steps
- Understanding and avoiding the risks
- Updates and opportunities going forward

## Case Analysis and Project Management for Junior Litigators **NEW**

6 C D

Foundation

Iain Campbell

Seeing beyond the 'issues' to the practical (and cost) implications as a case progresses to trial can be challenging for litigators at an early stage of their careers. This case-study based course, designed to raise your commercial awareness and budgeting skills, will help you to develop an understanding of litigation as a project to be managed cost-effectively.

The course will cover:

- Pre-action behaviour
- Tactical offers
- Estimating your own fees and costs reliably
- What success really looks like

You will learn how to:

- Establish a case theory (what do we need to prove to win?)
- Identify the required steps in an action
- Plan the case as a project (key stages and when to take them)
- Deliver value for money to your clients

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 London

 18 May am, 19 Oct am
 

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 London

 17 May, 3 Oct
 

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**HOT TOPIC**

## Interviewing Witnesses: How to Unlock Their Memories

6 C D

Intermediate

Dave Barney

The SRA Competence Statement makes it clear that solicitors must be capable of “obtaining relevant information through effective use of questioning and active listening”. This is sometimes easier said than done when the events in question took place several years before.

This course teaches you how to use techniques based on cognitive interviewing that really work in getting information out of witnesses.

It uses a series of memory retrieval techniques to increase the amount of information that can be obtained from a witness or client.

Cognitive interviewing is successfully used in some of the largest UK law firms and will increase the completeness and accuracy of what your witnesses can remember, helping them to remember clearly things that happened many months, or even many years ago. It will also enable you to:

- Assess litigation risks and make decisions about a case
- Prepare cases and take statements based on the full facts
- Obtain up to 40% more relevant information
- Obtain uncontaminated evidence from witnesses
- Obtain more facts and details from witnesses first time, reducing the need for costly re-interviews

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London 20 Jun  
Birmingham 7 Sep

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## Litigation Drafting: A Comprehensive Guide

6 B

Foundation

Philip Barlow

The new SRA Competence Framework makes it clear that solicitors must be able to draft documents which are legally effective and accurately reflect the client’s instructions and also undertake “effective written advocacy”. This workshop, aimed at paralegals, trainee and junior solicitors will help you develop the key competence in drafting statements of case, requests for information and witness statements. You’ll grow in confidence and look forward to demonstrating your skills.

Topics covered include:

- Endorsing the claim form – avoid the pitfalls of Nomura
- Statements of case – contract/tort/breach of statutory duty
- Identifying the cause of action and avoiding abuse of process
- Defences and tactical drafting
- Part 20 claims
- Requests for further information – are they an own goal?
- Admissions: recent changes on when to use them
- Amendments: do’s and don’ts
- Drafting witness statements – tips and traps
- Skeleton arguments demystified

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London 11 Oct

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## Drafting Litigation Settlement Agreements **NEW**

3 B

Intermediate

Helen Swaffield

Settlement agreements are often entered into at speed or at the end of a long negotiation. This course will give litigators the opportunity to refine and improve their drafting skills and ensure the enforceability of the agreements.

- Subject to contract-formation traps
- Using pre-issue exchange of correspondence
- Without prejudice
- Agreement or deed?
- Tomlin orders
- Consent orders
- Creating the estoppels of full and final
- Enforceability

*Helen's courses are always very interactive, engaging and informative*

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London 24 May am

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## Drafting Effective Witness Statements **NEW**

3 B

Intermediate

Helen Swaffield

This brand new half day course provides an essential guide to drafting a compliant and compelling witness statement. It is suitable for all litigators.

- First interview and memory jogging
- Assessing credibility and familiarisation
- Your words in their mouth
- Drafting from proof to statement: structure and exhibits
- Dealing with difficult areas
- Illegally obtained evidence
- Managing costs and costs assumptions
- Hostility and summons
- Overseas witnesses
- Hearsay
- Opinions and value judgments
- Court guides about exhibits

*Helen has excellent knowledge of the subject matter. Her enthusiasm is inspiring and I thoroughly enjoyed the course*

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London 24 May pm, 27 Sep pm

Bristol 31 Aug pm

Leeds 21 Sep pm

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## Preparing For and Conducting Negotiations **NEW**

3 C D

Foundation

### Fred Motson

This course will focus on improving practical negotiation skills. It will cover both preparation for negotiations and the conduct of a negotiation itself.

The former will include: discussion and advice regarding planning and structuring negotiation; identifying optimal outcomes; an overview of negotiation styles and strategies; and how to choose an appropriate approach for a particular negotiation. We will then go on to consider how to conduct a negotiation, including improving communication skills, using effective questioning, dealing with nerves and making and responding to offers.

The course will include:

- Planning to negotiate and identifying a satisfactory outcome
- Negotiation styles and strategies
- Choosing your strategy
- Verbal and non-verbal communication during a negotiation
- Exploring the issues and getting to yes
- Nerves and when things go wrong
- Offers and agreement

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London

18 Oct am

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## Evidence: Law, Practice and Procedure **NEW**

3 A B

Foundation

### Fred Motson

This is a broad course addressing issues relating to evidence in civil litigation.

The course will include an overview of the law relating to evidence and how these principles are applied in practice. Topics covered will include the use of expert evidence, disclosure, privilege, evidence of character in civil proceedings and hearsay.

The course will enable attendees to improve their knowledge of the principles involved in each area and their application. Recent case law and changes to the CPR will also be considered.

The course will involve interactive activities including a case study which will demonstrate the application of the law in practice.

This course will include:

- Overview of the burden of proof and law of evidence
- Disclosing evidence, with a focus on practice and procedure
- Inspection following disclosure
- Applications for specific disclosure
- The doctrine of privilege
- Rules relating to witnesses (including expert evidence)
- The admissibility of evidence (including evidence of character and hearsay)

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London

18 Oct pm

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## Certificate in Personal Injury

12 A B

Foundation

### Francis Treasure

*Accredited by APIL Training*

This is a structured two day course designed for those practitioners wishing to gain a good practical grounding in this field. It is suitable for trainees, newly qualified solicitors and paralegals who have had little or no grounding at the academic stage, for those returning after a career break and those wishing to change specialisms.

The course will include:

- Grounds for Personal Injury liability
  - Road Traffic accidents
  - Accidents at work
  - Occupiers Liability
  - Children
  - Claims for psychiatric injury
- Statements of Case
  - Analysing fact, evidence and law
  - Preparation of particulars of claim and a case study workshop
- Pre-action protocols
- Funding – Conditional fee arrangements
- Part 36 offers
- Issuing court proceedings
- Small, fast and multi track claims
- The effective use of allocation questionnaires
- Interlocutory matters
- Disclosure – lists of documents
- Selecting and instructing expert witnesses
- Quantum
  - Heads of damage
  - Schedules of loss
- Preparation for trial
  - Witness statements
  - Expert evidence

*Well structured course delivered by a knowledgeable practising professional*

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London

12 - 13 Sep

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**HOT TOPIC**

## Personal Injury Update 2018



Update

Andrew McLoughlin

This course will provide you, as a busy personal injury practitioner, with a comprehensive update and some suggestions for an innovative approach to personal injury litigation. It will provide greater awareness of current authorities in the Supreme Court and Court of Appeal and the changing landscape on public policy. The course will also look at practical solutions for practitioners and doing the best for your client. You will gain a working knowledge of the Ogden Tables and issues relating to life expectancy

The course will include an overview of:

- Essential procedural updates
- Service
- Part 36
- Admissions
- EL Regulations
- Work equipment
- Construction regulations
- Employers liability
- Vicarious liability
- Protection from harassment
- RTA
- Insurance issues
- General liability issues
- Occupiers liability
- Public liability
- Suicide
- Criminal liability for accidents at work
- Illness and Disease
- Pleural Plaques
- Asbestos
- Funding
- CFA's
- Quantum Update

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Manchester 3 Oct  
London 10 Oct

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## Damages: Dealing with Higher Value PI Claims



Intermediate

Francis Treasure

*Accredited by APIL Training*

This workshop is designed to provide those moving on from lower to higher value PI claims with a thorough and practical grounding in assessment of damages and the relevant practice and procedure.

It will suit both claimant and defendant practitioners and will examine the following, by reference to recent case law:

- Types of injury
- Problems with causation
- Choosing appropriate experts
- What are the heads of damage?
- Putting together a schedule
- The defendant's perspective
- Types of damages awards
- Interest
- CRU

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London 21 Sep

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## Motor Liability Update 2018 **NEW**

6 B

Intermediate

Nicholas Bevan

A raft of significant decisions and rulings (both in the UK and the European Court of Justice) are transforming the rights and responsibilities of insurers and motor accident victims alike. Motor insurance and RTA liability are now a dynamic and exciting area of the law with major implications and opportunities for insurers and claimants alike.

Increasing levels of vehicle automation reveal new flaws in the Road Traffic Act 1988. The government's latest legislative proposals only apply to fully driverless vehicles, which may or may not be on our roads by 2025, and no attempt is made to address the legal implications resulting from the intermediate levels of automation that raise. This raises new and exciting legal challenges that no practitioner in this field can safely ignore.

This is an essential update for claimant and defendant practitioners alike whose clients expect cutting edge know-how and expertise.

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London 12 Jun

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**BEST SELLER**

## Legal Aid Supervision: An Introduction

6 A B C

Foundation

Vicky Ling and Matthew Moore

This course has specifically been designed for those who are stepping into the role of legal aid supervisor or deputy for the first time.

The course has been written with the demands upon supervisors under the SQM and legal aid contracts in mind, and explains the role of the legal aid supervisor and the management skills needed to be effective.

- It meets the generic requirements for supervisor status on page 1 of the LAA Supervisor Form
- Meets the supervisor standards for new crime contracts
- Meets the supervisor standards for civil and family contracts re-tendered in 2017
- Covers supervision requirements in current legal aid contracts
- Covers SQM 2013 and Lexcel 6 requirements for supervision and file review
- Provides levels of competence as required by the SRA competence statement
- Practical supervision – day to day techniques for better file compliance
- Hints and tips for dealing with legal aid audits
- Building relationships and credibility
- Time management

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Bristol 14 Jun  
Leeds 19 Jun  
London 5 Jul

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**BEST SELLER**

## Inquests: A Practical Guide

3 B

Intermediate

Sheriff Payne

*Accredited by APIL Training*

The circumstances of nearly 8% of all deaths are considered in detail at inquests held by Coroners. Such hearings are often the only opportunity for the family and the public to find out what happened and provide a challenge to those representing them or clients whose conduct may be called into question.

A representative at an inquest will be able to assist the client, assess the weight of the evidence, identify the strengths and weaknesses of the case for or against the client in allied proceedings and advise them accordingly.

The law, practice and procedure relating to inquests is unique. This practical and comprehensive course is an essential guide for all practitioners.

By attending this course you will learn:

- The role, duties and powers of the Coroner
- Coronial law in outline
- Who are interested persons
- The rules of evidence and disclosure
- Procedure at the inquest hearing
- Types of conclusions or verdicts
- Conclusions incorporating neglect
- Inquests and conclusions that comply with Human Rights legislation
- Proceedings to review an inquest or a Coroner's decision

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Southampton 6 Sep pm

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**[www.clt.co.uk/  
in-house](http://www.clt.co.uk/in-house)**

**BEST SELLER**

# Private Client Conversion Course

**27** **A** **B**

Foundation

Richard Adkinson, Caroline Bielanska, Linda Pratt, Rebecca Sharp

This course is designed to bring delegates up to a basic level of competence in private client work. It is suitable for practitioners in any field wishing to change specialisms and also for trainees as it assumes no knowledge at the outset. There will be practical exercises and case studies throughout with plenty of opportunity for questions and discussion. Accompanying the course materials will be a resources pack with forms, guidance and other materials.

**Day 1: Will Drafting and Basic Tax**

Includes structure and specific clauses, IHT and CGT and variations and disclaimers.

**Day 2: Trusts**

Includes principles and essential elements for creating trusts, taxation and drafting lifetime trusts and a look at the intestacy rules.

**Day 3: Advising Elderly Clients**

Includes the Mental Capacity Act 2005, the Code of Conduct, assessing mental capacity, Lasting Power of Attorney forms and nursing care funded by NHS.

**Day 4: Probate and Administration of Estates**

Includes property passing outside the will/intestacy, preparing the IHT205/IHT400, oaths, tax during the administration of estate, finalising IHT and estate accounts.

**Day 5 AM: Workshop of Practical Exercises and Case Studies**

This will provide an opportunity to review your learning over the course and look at detailed case studies with worked examples. Feedback from earlier events shows this is a much needed exercise in consolidation.

Requires booking specifically:

**Day 5: Fee Charging for Private Client Work** (Optional afternoon lecture: 1pm - 4pm)

Using the course case studies Linda will explain her approach to the challenging exercise of setting an effective fee charging structure.

**£945 + VAT Package price**

£1080 + VAT CLT Members/£2160 + VAT Non-members

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<b>Manchester</b>	18 - 22 Jun
<b>London</b>	8 - 12 Oct

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## Webinars

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One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit [www.clt.co.uk/webinars](http://www.clt.co.uk/webinars)

	Intermediate		Intermediate
<h3>Presenting Applications to the Court: Part One</h3> <p><b>Ian Doerfler</b></p> <p>This webinar will enable civil litigation lawyers to understand the fundamental skills required for the preparation and presentation of interim applications. The webinar will examine the purpose of, grounds, procedure, evidence required and the court's powers in determining any such application.</p>		<h3>Appealing Against Adverse Outcomes at Trial</h3> <p><b>Fred Motson</b></p> <p>This webinar provides practical guidance on two key issues which arise after an adverse outcome at trial: deciding whether to appeal, and the correct procedure for appeals in civil litigation.</p>	

	Intermediate		Foundation
<h3>Handling Sporting Injury Claims</h3> <p><b>Fred Motson</b></p> <p>This webinar provides an overview of sporting injury claims in the law of tort and considers both the potential causes of action such injuries may engender, and who may be liable in such claims.</p> <p>It reviews common types of sporting injuries and common defences to such claims, with a particular emphasis on the defence of volenti (consent). It also considers potential defendants, and the liability of both sporting bodies and individuals.</p>		<h3>Preparing and Challenging Schedules of Loss</h3> <p><b>Fred Motson</b></p> <p>This webinar highlights key practice points when preparing and challenging schedules of loss. It includes a step-by-step guide to preparing a schedule of loss and considers how to challenge a schedule of loss provided by the other side. Principles will be demonstrated in practice through a selection of recent decisions.</p>	

A B

Intermediate

## Occupiers' Liability and Public Liability – A Review of 2017

Andrew McLoughlin

A review of the law and practice in the past year surrounding these particularly tricky topics, with detailed appraisal of the Court of Appeal and High Court decisions (including the cases of Debell and Edwards) and their implications for practitioners including ensuring that a detailed risk assessment is carried out in these fields.

A

Intermediate

## Credit Hire – A Review of 2017

Andrew McLoughlin

The most recent developments in this technical area of law that seems forever to be a fruitful area of challenge by insurance companies. There will be a review of the Court of Appeal decision in McBride and other High Court decisions impacting on practitioners.

A

Intermediate

## Fundamental Dishonesty – A Review of 2017

Andrew McLoughlin

This webinar covers the most recent Court of Appeal decision and High Court and County court cases in relation to the two distinct and separate regimes covering fundamental dishonesty that are presently in operation.

A

Intermediate

## Handling a Case at Stage 3 of the Portal – A Review of 2017

Andrew McLoughlin

This webinar looks in detail at a series of cases, many decided by Designated Civil Judges on appeal from district judges as to the court's approach to Part 45 of the CPR and the practical implications of how to approach a Stage 3 hearing.

## Management & Personal Skills Training

### Management and Strategy

For those new to management responsibilities or looking to deepen their understanding of law firm management and strategy.

**12** **C** **D** Advanced  
**Two Day Law Firm Management Masterclass**  
**London** 4 - 5 Jul  
**Bristol** 10 - 11 Sep

**6** **C** Foundation  
**Management Course Stage 1**  
**London** 13 Sep  
**Birmingham** 11 Oct

**6** **A** **C** **D** Intermediate  
**Preparing for Partnership**  
**London** 7 Aug

### People Management

Courses to help staff at any level understand how to support and manage team members.

**6** **D** Intermediate  
**Managing and Motivating People**  
**Sheffield** 19 Sep  
**London** 16 Oct

**6** **D** Intermediate  
**Performance Management in Legal Practice**  
**London** 11 Sep

**6** **D** Intermediate  
**Supervision: Essential Skills for Lawyers**  
**London** 16 Oct

### Business Development

Courses that equip lawyers and firms to win new business and keep existing clients happy.

**6** **D** Intermediate  
**Presentation Skills for Lawyers**  
**London** 10 Jul

### Financial Management

Courses from the functional to the strategic, to ensure your firm's finances are well-managed.

**6** **D** Intermediate  
**SRA Accounts Rules for Accounts Staff**  
**Sheffield** 22 May  
**London** 5 Jun

**5** **C** Intermediate  
**SRA Accounts Rules: Achieving Compliance**  
**Bristol** 22 May  
**Birmingham** 3 Oct  
**London** 22 Oct

**6** **A** Foundation  
**Understanding and Interpreting Company Accounts**  
**London** 16 May

**3** **D** Foundation  
**Improving Your Financial Performance on Client Work**  
**London** 3 Jul

## Project and Time Management

Develop key skills to enable your work to be managed effectively.

**6** **C** **D** Foundation  
**Case Analysis and Project Management for Junior Litigators**  
 London 17 May, 3 Oct

**6** **B** **D** Intermediate  
**Project Management for Transactional Lawyers**  
 London 26 Sep

**5** **C** Intermediate  
**Getting the Very Most Out of Your Day**  
 London 3 Sep  
 Southampton 6 Sep

## Compliance

Practical courses that will help you and your firm stay on the right side of SRA and general business regulation.

**6** **A** Foundation  
**COLPs, COFAs and Managing Compliance 2018**  
 Leeds 12 Jun  
 London 7 Sep  
 Bristol 12 Sep  
 Newcastle 19 Sep

**6** **A** Update  
**Money Laundering Compliance for Solicitors**  
 London 26 Sep  
 Newcastle 3 Oct  
 Leeds 9 Oct  
 Southampton 16 Oct

**5** **A** Intermediate  
**Conflicts and Confidentiality in Law Firms**  
 London 12 Jun

**6** **A** **B** Intermediate  
**Data Protection: Get Ready for the GDPR**  
 London 17 May

**6** **B** Intermediate  
**An Introduction to Data Protection and GDPR**  
 London 14 Jun, 13 Sep  
 Sheffield 26 Jun

**6** **B** **C** **D** Intermediate  
**Duties of the Data Protection Officer**  
 London 22 Aug

**3** **B** **D** Foundation  
**Data Protection: Conducting a Data Audit**  
 London 30 Aug, 16 Oct

**3** **B** **C** Foundation  
**Data Protection: Privacy Notices, SARs, Consent and More**  
 London 30 Aug, 16 Oct

## For In-House Lawyers

Courses designed to help in-house lawyers develop and succeed in their careers.

**6** **C** **D** Foundation  
**The Successful In-house Lawyer**  
 London 25 Sep

**6** **C** **D** Advanced  
**The Successful Leader and Manager of an In-house Legal Team**  
 London 26 Sep

**12** **A** **B** **C** **D** Foundation  
**Essential Toolkit for In-House Counsel**  
 London 4 - 5 Sep

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