



Association of Women Solicitors

Essential for Success



The Law Society

Association of Women Solicitors Returner Course

Friday 29 & Saturday 30 January 2010

09.30 - 17.30 - Friday - followed by dinner

09.00 - 16.30 - Saturday - followed by networking drinks

The Law Society, 113 Chancery Lane, London WC2A 1PL

Nearest tube stations Chancery Lane, Holborn and Temple

12 CPD hours

Overview

The Association of Women Solicitors is delivering this new two day course to assist solicitors who may wish to return to practice after a career break.

The programme includes an analysis of the current job market and sessions on: the challenges of returning to the work place; application/selection workshop; employment law update; career options; career and self-assessment workshop; professional requirements for a returner; and a civil litigation update.

Who should attend?

This event is for men and women who have been on a career break or seek a career change.

Speakers

- **Dr Clare McConnell**, Chairwoman, The Association of Women Solicitors
- **Mike Walker**, Group Manager, Taylor Root Recruitment Agency
- **Anna Ropel**, Partner in the Property Department at Stitt & Co
- **Claire Whisker**, Director, totallylegal.com
- **Penny Hunt**, Employment Lawyer, Davies Arnold Cooper
- **Teresa Johnston**, Head of Commercial Litigation, Webster Dixon LLP

There will be a panel session on Saturday morning to discuss career options. The Panel Members will be:

- **Maria Memoli** - Solicitor in Local Government
- **Tony Roe** - Sole Practitioner
- **A.N. Other** - government legal service
- **Alison Parkinson** - Solicitor in Commerce & Industry

Cost

The cost of attending the AWS Returner Course is £250.

AWS returner course

Two-day course.



Programme

Day 1

09.30 - 10.00	Registration & refreshments
10.00 - 10.10	Welcome & Introduction Dr Clare McConnell, Chairwoman AWS
10.10 - 11.10	Analysis of the job market - returning to work in a recession Mike Walker, Taylor Root What recruiters can do for you How to utilise recruiters What are employer's expectations
11.10 - 11.30	What are the challenges of returning to the workplace? Anna Ropel, partner Stitt & Co
11.30 - 11.45	Tea Break
11.45 - 13.00	Application/Selection Workshop CV preparation Covering letter Applications Interview techniques Assessment centres
13.00 - 14.00	Lunch
14.00 - 15.30	Employment Law Update Penny Hunt, Davies Arnold Cooper
15.30 - 15.45	Tea Break
15.45 - 17.30	Employment Law Update session continues
17.30	IT Skills update - Lexis Nexis Close - followed by drinks reception, networking and dinner

Day 2

09.00 - 09.30	Registration & refreshments
09.30 - 09.40	Welcome Dr Clare McConnell
09.40 - 10.10	What are the career options? Commerce & Industry Government Legal Service Solicitors in Local Government Sole Practitioner
10.10 - 11.10	Career & self assessment workshop Tips for self improvement Identifying goals and setting development plans Networking and building contacts Building confidence
11.10 - 11.25	Tea break
11.25 - 12.15	Professional requirements as a returner Overview from the Solicitors Regulatory Authority
12.15 - 13.15	Civil Litigation update
13.15 - 14.00	Lunch
14.00 - 15.30	Civil Litigation update continues
15.30 - 15.45	Tea break
15.45 - 16.30	Civil Litigation update continues
16.30	CLOSE - followed by networking drinks until 17.30



Registration form

To register for this event, please complete the form below in CAPITAL LETTERS and return to:
Law Society Operations Admin, The Law Society, 113 Chancery Lane, London, WC2A 1PL

For enquiries please contact Judith McDermott on tel: 020 7320 5793 or e-mail: judith.mcdermott@lawsociety.org.uk
www.womensolicitors.org.uk

Title: _____ First name: _____ Surname: _____

Address: _____

Postcode: _____ Telephone: _____ Fax: _____

Email: _____

Access/dietary requirements: _____

How long have you been out of practice? _____

Details of your previous employment and area of law: _____

Please note that we may not be able to cater for any requirements that are not notified to us at least 10 working days before the event and a supplement may be payable for special dietary requests.

Registration fee

£250 inclusive of VAT

Please make cheques payable to **AWS Trading Ltd.**

The booking fee includes all refreshments and course material. Details of Hotels in the area will be made available upon request.

Office Use:

Terms and Conditions

1. Event documentation will be distributed on the day.
2. The AWS and The Law Society reserves the right to amend or cancel this event. Should the event be cancelled a full refund of the registration fee will be made. The AWS and The Law Society do not accept any further liability if the event is cancelled, including, but not limited to any expenses incurred as a result of cancellation.
3. If you have any special dietary requirements you must give us written notice at least 10 working days before the event and a supplement may be payable for special dietary requests.
4. Full payment is required unless you give written notice of cancellation at least 10 working days before the event, in which case you will be refunded the registration

fee less an administration charge of £25 + VAT.

5. The delegate and the firm/organisation are jointly and severally liable for payment of the fees due.
6. The AWS and The Law Society can accept no liability for any loss suffered by any person acting or refraining from action as a result of the material delivered during or in connection with the event.
7. Acceptance by The AWS and The Law Society of your booking will give rise to a legally binding contract between us on these terms and conditions.
8. If delegates have any specific access or mobility requirements, or if a hearing loop is required, please contact the Central Administration Unit (tel 020 7320 5804 or e-mail LSops.Admin@lawsociety.org.uk)