

M02 - Time Management & Other Business Skills for Solicitors

Management & Professional Development Skills Courses (3 CPD Hours)



This module outlines the various management skills required to run a business. It provides basic knowledge on time management, project management, financial management and cashflow management.

The table of contents for this course is the following:

Time management Introduction to time management principles

- Time management is self management
- Know the value of your time
- List the outcomes from your working day
- Prioritise by value
- Group administration activities
- Manage people better
- Manage interruptions
- Talk is expensive
- Get organised
- Summary file

Time management exercises and records

- Calculate your value
- View your time productivity graph
- Record your daily outputs
- Establish your priorities

Project Management

- What is a project?
- What is project management?
- Reading: Introduction to project management
- The project manager
- Project stage
- Project team
- Gantt chart

- Gantt chart - example
- Work breakdown structure
- Project management game - get all items across the river

Financial management

- What is financial accounting?
- Accounting transactions
- The accounting process
- What is a trading, profit & loss a/c
- Format of trading, profit & loss a/c
- What is a balance sheet?
- Format of balance sheet

Costs and revenue management

- Fixed costs
- Variable costs
- Total costs
- Reducing costs
- Total revenue
- Increasing revenue
- Calculating breakeven point
- Breakeven point example
- Maximising profit
- Cash flow management
- Importance of cash flow management
- Cash flow forecast
- Cash flow forecast - format
- Cash flow forecast format - expanded
- Debtor and creditor management
- Overhead payments file Stock control

People management

- Communication skills
- Motivation skills file


From the course you can download relevant notes and documents for your own use, you can also link to other relevant websites and resources.

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About the author:

Dr. John Wall is Head of School for Education and Professional Development in a leading Irish Third Level Institution. He has vast experience in designing and delivering courses in business related subjects. John also has a particular interest in the delivery of continuing professional development through an elearning platform and has recently completed his doctoral thesis in this area.

Course quick links

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Course cost: €99.00

Format: On-line

CPD Hours: 3 hours

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Step 3: Print your completed CPD certificate. When you are finished the course, check your time contribution to ensure you have at least three hours recorded. You simply print off your CPD record and keep it for your own records.

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[3] <http://cpdcollege.com/printpdf/139>

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