

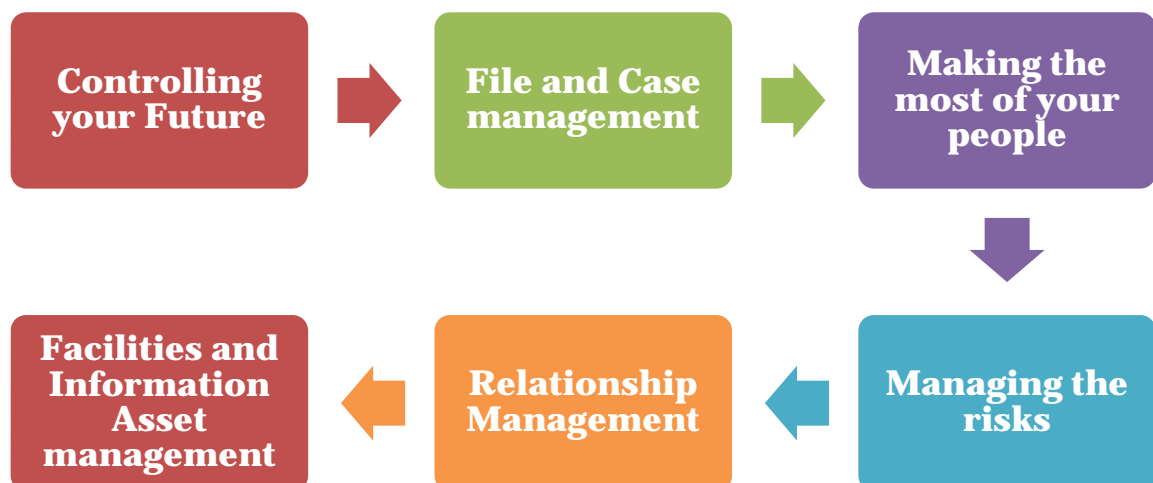
Lexcel Workshops

Lexcel Workshops: (An individual support visit will take place following each workshop)

A series of 6 workshop modules for existing or potential Senior Managers supported by 6 one to one consultancy visits, following each workshop, with the aim of embedding the learning from each workshop.

Upon completion of the workshop and the appropriate actions required as an outcome of each session the firm should have built a bespoke office manual and have in place all of the necessary policies and procedures to satisfy the requirements of the Lexcel Practice Management Standard. All staff should be aware of these policies and procedures providing the necessary communications have been delivered during the workshop series as instructed.

Towards the completion of the workshop series assistance will be provided towards applying for the assessment.



Lexcel Workshop Series

Dates to be confirmed - each workshop will last 3 hours

1. Controlling your Future

A look at strategy, planning and policies.

2. File and Case management

Developing consistent procedures for the handling of all matters.

3. Making the most of your people

Effective recruitment, performance management and review and training.

4. Managing the risks

Operational risk management, supervision arrangements, communications, work allocation and file reviewing.

5. Relationship Management

Code of conduct rule 2, client care and managing client expectations.

6. Facilities and Information Asset management

Financial management, ICT, Internet, Emails, handling of all information assets, Office facilities.

This is an ideal and cost effective approach for those looking to secure Lexcel accreditation for the first time or for those wishing to convert from SQM to Lexcel accreditation. If you require any further information or would like to sign up to the next series of workshops please [contact Solutions](#).