

# Essential Management Skills

## in a Law Firm

This training course will provide you with the tools and techniques to perform effectively at work. It will help you to inspire your team and set engaging targets to increase your chances of ensuring success.

### **Course objectives:**

- ✓ Learn to use a recognised framework for effective management
- ✓ Learn how to set goals, objectives, strategy and targets
- ✓ Learn how to prioritise and organise your work effectively
- ✓ Learn to how inspire team engagement
- ✓ Practice how to motivate and monitor your team