

## Self-Study CPD Management Packs For Solicitors



The following self-study CPD packs cover relevant Management themes, allowing solicitors to study at a time of their choosing. They are newly designed for solicitors to use for 2 or 3 hours of self-study CPD in respect of the Law Society of Scotland's CPD Management requirement.

➤ **Time Management** (3 hours CPD) £39

A 34-page A4 document with 5 short reflective activities.

- Be introduced to the concept of time management.
- Reflect upon some of the barriers to effective time management.
- Learn about how planning can act as a time management aid.
- Gain an overview of how your work style can affect time management.
- Develop some strategies for effective personal time management.

➤ **Stress Awareness** (2 hours CPD) £29

A 23-page A4 document with 5 short reflective activities.

- Be introduced to what the term 'stress' means.
- Learn about the causes of stress.
- Learn about the signs and symptoms of stress.
- Develop some basic strategies for effective self-management of stress.
- Develop some basic strategies for the effective management of others showing signs and symptoms of stress.

➤ **Decision Making** (2 hours CPD) £29

A 22-page A4 document with 4 short reflective activities.

- Be introduced to the role of the solicitor as a decision-maker.
- Learn about types of problems and the available decision-making processes.
- Reflect upon the conditions solicitors may face as they make decisions.
- Gain an overview of why poor decisions are made.
- Develop some basic strategies for effective decision-making.

**To Order:** Please send a letter, email or phone with the name and number/s of the Self-Study pack/s required. The Self-Study pack will be sent by 1st Class recorded post. Cheques should be made payable to 'Balgownie Consultancy' or you can choose to be invoiced instead.

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