IPI Academy

falconbury



Presented by
Falconbury

3-day Mini MBA for In-house Lawyers

12-14 May 27
+ 24-26 November 27

Business skills are a completely different ball game from the technical role of practicing law, but in-house lawyers must have these skills to succeed in a business setting. This inspirational 3-day programme draws on the latest MBA thinking to focus on real issues confronting todays in-house legal departments.

Format:
Live online

CPD:
18 hours for your records

Certificate of completion

Course overview

Leadership and management skills are a completely different ball game from the technical role of practicing law, but in-house lawyers must have these skills to succeed in a business setting.

By enhancing your management skills and your understanding of the main challenges facing business leaders today, you will understand how you can better support and advise your business from a legal viewpoint.

This course will enable you to discover key frameworks, tools, techniques and concepts to enhance your business knowledge and excel in your role as a valuable in-house lawyer. Overall it will enable you to become a more rounded business professional.

The expert trainers will share their own experiences from working in law and as business managers. By attending this intensive course, you will benefit from their considerable expertise and have time to explore new skills and ways of working to ensure you succeed in a demanding role.

Are you ready to build your skill-set as a lawyer by increasing your business knowledge?

Key topics covered in this comprehensive and interactive session include:

- Business strategy concepts and frameworks
- Operational effectiveness: process and quality management
- Balancing demands on legal services with business goals
- Building teams, motivation, engagement and a better culture
- Managing finance and understanding KPIs

Benefits of attending

By attending this course you will:

- **Enhance** your core management and leadership techniques
- **Understand** how to enable effective change management
- **Learn** key business strategy concepts and frameworks
- **Achieve** better outcomes by applying project management techniques
- **Understand** the challenges facing businesses today and how the legal dept can provide support
- **Establish** a motivated and engaged legal team
- **Get to grips** with corporate culture and use it to your advantage
- **Develop** your finance and accounting principles knowledge
- **Enhance** your budgeting skills
- **Identify** creative options for fee arrangements

Who should attend?

This 3-day event has been specifically designed for the legal professional who wants to succeed in their role, including:

- Heads of legal departments
- Legal directors and managers
- Senior corporate counsel and advisers
- Key corporate law team members
- Private practice lawyers seeking to switch to an in-house role

Programme

Day 1

Module 1: Business strategy and strategic planning

Business strategy

- Key business strategy concepts and frameworks
  - Includes understanding its purpose, value, and alignment with departmental strategies
  - Includes Blue Ocean/Kim & Mauborgne; Porter/USPs, Grant, Johnson & Scholes
- The strategic process – investigate, create, implement, embed
- Challenges facing businesses today
- Understanding customer value, including customers inside your organisation

Operational effectiveness and efficiency

- Introductions to
  - Process management
  - Quality management
  - Knowledge management
  - Risk appetite and corporate culture
- Using these strategies to:
  - streamline your legal services inside your organisation, and
  - understanding tensions between profitability, efficiency and risk inside your organisation

Developing a strategy for legal services

- Understanding the needs and demands for legal services
- Aligning legal services goals with the goals of the business
- Delivering value for the business
- In-house capability decisions
- When to engage with external providers

Day 2

Module 2: Leading and managing strategic change

People management and leadership skills

- Team-building, collaboration, culture and trust
  - Understanding and leading global and virtual teams; building trust; encouraging collaborative behaviours; understanding cognitive biases; psychological safety
- Building motivation and engagement
  - Intrinsic and extrinsic motivations; trust; autonomy, mastery and purpose
- Leadership and influencing skills
  - Leadership styles; leading versus managing; becoming comfortable with leading; influencing in 360°

Leading strategic change

- Managing change
  - Including Kotter, Lewin and ADKAR models
  - Overcoming common problems
- Successful strategy implementation and the importance of communication, transparency, coaching and influencing skills

Module 3: Project management and teamwork

Introduction to project management and working with stakeholders

- Essential skills of project management
  - An introduction to waterfall project management and agile projects
- How to plan, execute, control and manage a project to achieve set goals
- Managing risks and monitoring progress
- Avoiding pitfalls and staying on target
- Working with and getting buy-in from stakeholders

Day 3

Module 4: Finance for business

Accounting principles

- A general overview of accounting principles and how they should be applied (with examples)
- Identify specifics within UK-GAAP / IFRS where applicable in general accounts

Understanding the statement of cashflow, profit and loss and the balance sheet

- Case study using an anonymous set of accounts
- The key factors and what they mean
- Identify how different statements within a set of accounts are related to one another

Identifying accounting scenarios that illustrate good performance – profitability and solvency

- Examples of key performance indicators that demonstrate performance levels
- Discuss what KPI's mean
- The ranges of KPI's in terms of output that determine good performance or otherwise
- Practical: consider KPI's that relate to your business

Identifying accounting scenarios that might raise legal concerns

- Focus on insolvent accounts
- Work-In-Progress (WIP) measurement
- Overdrawn Directors Loan Accounts (DLA)
- VAT and the principle of timing with invoicing

Module 5: Managing finance and the legal department

Managing a budget for the legal department and external expenditure

- The importance of an 80/20 approach to analysis
- Owning a budget
- Involvement in constructing a budget and understanding the mechanisms in that construction
- Identifying and understanding variance from the norm

Managing fees with external law firms

- Understanding margin from the departments cost base and pricing accordingly
- Communicating with client on costs
- Tracking costs
- Recording time
- Money-on-Account
- Credit control

Traditional fee arrangements and more creative options

- Hourly rates vs fixed fees.
- Ensuring fixed fees create margin.
- Retainers and MOA

Work-In-Progress – the great unknown

- Understanding and measuring WIP
- Managing WIP
- WIP as part of fee-earner performance

Presenters



Helene Russell

Hélène Russell, founder of The Knowledge Business, is a UK solicitor (non-practising) and specialist in Knowledge, Learning and Innovation. After 8 years in practice, primarily in clinical negligence litigation defence, she has worked as a self-employed knowledge management consultant for 13 years. Hélène specialises in practical tools to improve the efficiency and profitability of real-life law firms.

Hélène has extensive experience in business strategy, project management and teaching leadership skills. She runs a popular 'KM Strategy + coaching' course in UK and has written short form and lengthy strategies for a variety of law firms, as well, of course, as writing her own business's strategy. Hélène has spoken at various events, including Ark's KM Legal, Lexpo-18, for UWE, St Andrew's University, BLS and Allice, and chaired international conferences.

She runs a global online KM training and networking group and is a core committee member organising the annual UK Knowledge Mobilisation Conference and Chair of CILIP's Knowledge and Information Management Special Interest Group. Hélène has an executive MBA with distinction (which included a strategy module), and she is the sole author of two textbooks, contributor to five of Ark's multi-author books and is currently contracted to Facet Publishing to write a handbook on KM Strategy.

Presenters



Rupert Hawke

Rupert Hawke, founder of Hawke Legal, has a business degree and is a qualified management accountant. He spent the first 10 years of his career working in multi-national business. In 2007 he was appointed Finance Director of Cartwright King Solicitors – then a regional East Midlands firm. Firstly as FD and then as Managing Director (appointed 2013), Rupert oversaw CK's journey to becoming a national law firm with 18 offices nationwide offering a wide range of legal services and renowned for a great culture, quality staff, and cutting edge IT systems.

Through his wide-ranging managerial experience in the legal sector, Rupert is a leading authority on law firm financial / strategic management and its application, and has contributed to numerous publications and spoken widely including for The Law Society.

After 12 years at Cartwright King Rupert decided he wanted a new challenge and started Rupert Hawke Legal – a consultancy that utilises the mass of experience and contacts Rupert has developed in his leading role in the legal sector.

Course dates

12-14 May 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17071*	GBP **1,399** ~~1,699~~ EUR **1,959** ~~2,379~~ USD **2,251** ~~2,719~~ **Until 17 Mar**
24-26 November 27	**Live online** 09:30-17:00 **UK (London)** (UTC+00) *Course code 17514*	GBP **1,399** ~~1,699~~ EUR **1,959** ~~2,379~~ USD **2,251** ~~2,719~~ **Until 29 Sep**

How to book

Online:
ipi.academy/2576

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★★

Both were excellent and supportive. I liked Helene's approach in breaking the sessions into activities and putting us in pairs to discuss and gain insights from each other. The webinar was a good introduction into a MBA course.

Zahraa Al Lawati
Senior Legal Counsel
Vodafone
Mar 24 2026

★★★★★

The course was highly valuable and exceeded my expectations. It provided a strong balance between strategic thinking, business fundamentals, leadership development and practical tools that can directly apply in my role. [Both] speakers delivered highly insightful and practical sessions. Each topic was presented with clarity, strong real world examples and relevant frameworks that I can directly apply in my role. The strategy and leadership component directly connected to my day to day responsibilities as a legal leader, and helped me see my role from a broader more executive perspective. It was fantastic.

Maitha AlSaffar
Head - Legal Regulatory & Disputes
Dubai Airports
Jul 14 2025

★★★★★

The mini MBA for in-house lawyers has reignited my energy for my career. I feel a renewed focus and I'm excited to go back to my business with everything I've learnt and discovered.

Hannah Leslie
Senior Legal Counsel
Insights Learning and Development Limited
Jul 14 2025

★★★★★

Overall, 5/5. The speakers were knowledgeable and engaging throughout the 3 days and very inclusive of participants. I was hoping to understand more about strategic matters, project management and how to add value in financial discussions with higher management and the course was useful for these purposes.

Lauren Dale
Senior Legal Specialist
Qatar Airways
Mar 26 2025

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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