

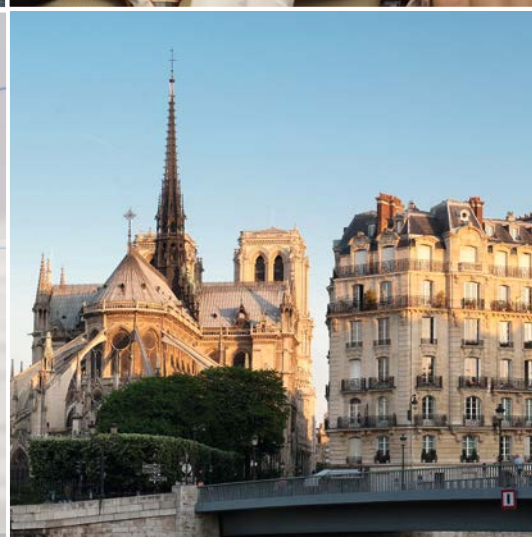
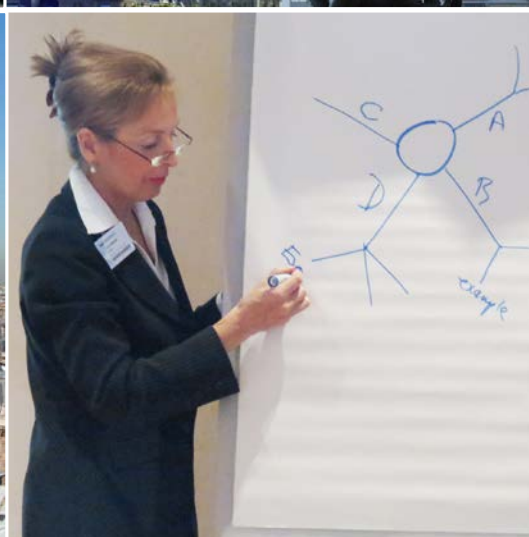
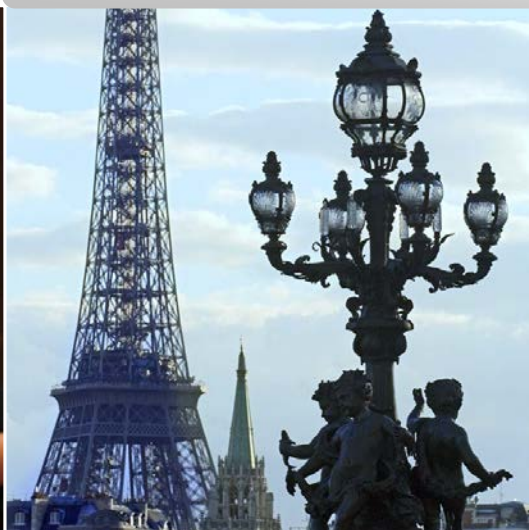
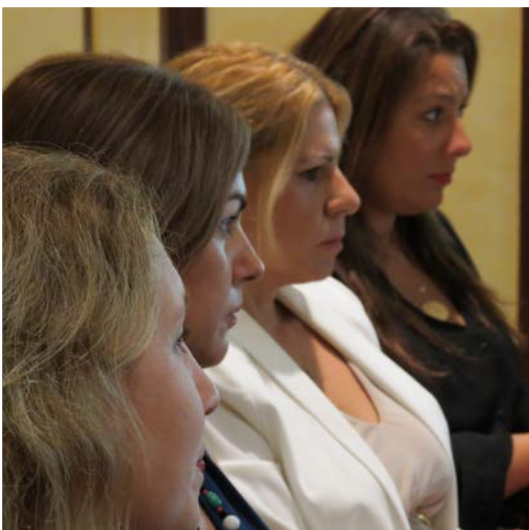


UIA Union Internationale des Avocats
International Association of Lawyers
Unión Internacional de Abogados

UIA Training Course Communication for Women Lawyers

Pippa Blakemore's session will be fully participative so that everybody has a chance to discuss the opportunities they have been given, the successes they have had, the challenges they have faced and how they have overcome them. Everybody will leave with a Personal Action Plan to help to implement all their ideas.

Monday, March 16 & Tuesday, March 17, 2015



 #UIACom

PARIS – FRANCE

UIA ■ T +33 1 44 88 55 66 ■ F +33 1 44 88 55 77
uiacentre@uianet.org ■ www.uianet.org

INTRODUCTION & GENERAL INFORMATION

The UIA is proud to present this Course which is part of the UIA 2015 Training Courses Programme. The objective of our Training Courses is to provide comprehensive tools in specific and/or specialist areas of the law or in specific projects, by offering advanced-level “master classes” held by outstanding expert trainers.

The UIA aims to provide excellence at reasonable cost, given its non-profit nature and institutional role.

The course is held over 2 days, with 1 trainer.

The sessions will be highly interactive.

Minimum number of participants: 20

Maximum number of participants: 32

Objectives

Pippa Blakemore’s session will be fully participative so that everybody has a chance to discuss the opportunities they have been given, the successes they have had, the challenges they have faced and how they have overcome them. Everybody will leave with a Personal Action Plan to help to implement all their ideas.

Objectives for women lawyers:

- To keep your clients
- To grow your client
- To win more clients
- To build your career
- To achieve your personal goals

By understanding how to:

1. Increase your success by communicating with impact
2. Adapt your communication according to different people and personalities
3. Manage a wide range of varying and sometimes difficult situations through effective communication
4. Influence when you have no power
5. Understand the role of communication skills in achieving your objectives
6. Identify and overcome the challenges that women face in communicating

Who should attend?

Women lawyers:

- who would like to revise and refresh their communication skills
- who would like to re-motivate themselves and find new energy
- who would like to learn a range of techniques to apply to a variety of situations
- who are just setting out on their career and would like to learn from others
- who would like to build their confidence
- who have achieved their goals and would now like to coach, mentor and sponsor other women

Working language

The sessions will be held in **English without simultaneous translation**.

Accreditation of courses

Every participant attending the entire 2 days Training Course programme will receive a “Certificate of Attendance” at the end of the Course that may be used for obtaining “Credits” for “Continuing Legal Education” - “Continuing Professional Development” purposes, depending on national rules. For more information, please contact the UIA.

HOTEL RESERVATION

Each participant should make his/her own arrangements for hotel accommodation in Paris. The Maison du Barreau is located in the “1^{er} arrondissement” in Paris. A few hotel suggestions nearby are:

- *Hôtel Le Pradey 4**
- *Hôtel Novotel Paris Les Halles 4**
- *Hôtel Le Régent 3**.

The website www.booking.com might be helpful to find a hotel at walking distance.

COURSE VENUE

La Maison du Barreau

2 rue de Harlay
75001 Paris – France

REGISTRATION FEES

	UIA Member		Non Member	
	<= 16.02.2015	> 17.02.2015	<= 16.02.2015	> 17.02.2015
STANDARD REGISTRATION <i>Amounts exclusive of VAT</i>	€ 500.00*	€ 550.00*	€ 550.00*	€ 600.00*

***Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.**

These fees cover participation in the Course, coffee breaks in the morning, as well as the documentation. Lunches on Monday, March 16 & Tuesday, March 17, 2015 are optional and at additional charge. Please note that the number of places in this Training Course is **extremely limited**. The maximum number of participants is 32. Since we expect this training programme to fill up quickly, if you are interested, we suggest that you register immediately and benefit of the lower rate. Applications will only be processed upon receipt in full of the registration fees. Admission will be on a first come - first served basis. The organisers reserve the right to refuse admission in the event of excess applications.

THE TRAINING TEAM



Pippa BLAKEMORE, BSc, PGCE
The PEP Partnership LLP
Reading, United Kingdom
E pippa.blakemore@pep-partnership.co.uk

Pippa Blakemore has been advising law firms all over the world on the creation of strategy and its implementation since 1985, when she set up PEP. Pippa has worked for more than 80 regional, national and international law firms, as a consultant, or on an interim, project or *ad hoc* basis. Her clients also include government bodies, global corporates, not-for-profit organisations and charities. Pippa has presented to lawyers all over the world, including Europe, United States, Canada, Africa, Mexico, South America, New Zealand and in Dubai.

In particular, Pippa has conducted a number of programmes designed especially for women lawyers on communication, profile-raising, negotiation, career development and networking.

Pippa started her academic life as a mathematician, after which she studied Politics, Philosophy and Economics, and graduated from the University of Bristol in Politics, followed by a Post-Graduate Certificate in Education in History also from Bristol University.

Pippa's extensive writing includes publications in articles, on websites and chapters in books on: business development, marketing and training for lawyers, which have been published on several continents and in several languages, including Catalan, Spanish, French and Finnish.

Pippa's books are "Law Firm Pitches & Tenders: Presenting to Win" published by Worldwide Legal Research in October 2014 and "Networking for Lawyers: a pocket guide to building business relationships" published in October 2011. Pippa Blakemore is a Freeman of the City of London, which entitles her to drive sheep and cattle across London Bridge.

PROGRAMME

Monday, March 16, 2015

08:30 – 09:00	REGISTRATION OF PARTICIPANTS
09:00 – 10:30	<u>NETWORKING WITH IMPACT</u> 1. Preparation on others attending <ul style="list-style-type: none">- Who is going to be there?- Who would it would be good to meet?- Who to introduce to whom? 2. Prepare yourself to make a powerful impression <ul style="list-style-type: none">- Start and maintain interesting conversations- Well-informed “open” questions and use of “closed” questions- Messages you want to convey
10:30 – 10:45	COFFEE BREAK
10:45 – 12:30	3. At the event – how to avoid being “pushy” or “fluffy” <ul style="list-style-type: none">- Who wants to talk to you and who doesn't?- Introduce yourself to other people- Remember their names- Dealing with difficult people- Get away from boring people 4. Follow-up to maximise opportunities with appropriate communication <ul style="list-style-type: none">- Hook - Commitment – Permission - Personal- Make the time to follow-up and maintain momentum- Develop structured, easy and useful follow-up systems
12:30 – 14:00	LUNCH BREAK
14:00 – 15:30	<u>CLIENT CARE AND DEVELOPMENT - external clients and those in your firm</u> 1. Know your clients and colleagues <ul style="list-style-type: none">- Client and colleagues’ needs and expectations- Strategy, objectives, pressures, priorities- What they want from you 2. Anticipate their needs and meet agreed expectations <ul style="list-style-type: none">- Use appropriate communication: oral, written, electronic, face-to-face- Be pro-active and make suggestions- 4 things clients and colleagues do not have time to do 3. Implement your strategy and plans: <ul style="list-style-type: none">- No surprises: good or bad- Do what you say you will- Delivering before deadlines
15:30 – 15:45	COFFEE BREAK
15:45 – 17:30	4. Dealing with difficulties through effective communication <ul style="list-style-type: none">- Handling demanding clients, colleagues and staff- Turning complaints into opportunities- Dealing with difficult issues and situations 5. Feedback <ul style="list-style-type: none">- The right questions to ask- Communicate to all- Clarify and meet expectations 6. Build a strong on-going relationship <ul style="list-style-type: none">- Create a strategy and plan- Set SMART targets and goals- Monitor and measure

09:15 – 11:00

CAREER PLANNING FOR WOMEN - communication to achieve your objectives

1. Deciding your career objectives

- What do you want to be?
- Balance conflicting priorities
- Creating SMART targets – activities and results
- How to measure progress

2. Creating a working plan. Factors to be taken into account

- Estimating realistic timescales
- Calculating the resources you have
- Aligning the support
- Calculating the milestones
- Monitoring and maintenance

11:00 – 11:15

COFFEE BREAK

11:15 – 12:30

3. Communication skills required including

- Raise your profile
- Understand the politics and adjust approach accordingly
- Chair and participate in meetings

4. Implementing your plan

- Identifying all the challenges and risks you may face
- Overcoming these challenges
- Lessons learned and readjust the plan

12:30 – 14:00

LUNCH BREAK

14:00 – 15:30

GIVING POWERFUL PRESENTATIONS: to audiences, in pitch presentations and in meetings

1. Questions before you start

- Asking the right questions about the audience: who, why, what and how?
- Planning the right approach, structure and content
- Targeting your messages

2. Plan your presentation

- Introduction, “interest catcher”, link sentences, and conclusion
- Presenting legal information
- Keeping to time
- Importance of examples, anecdotes and similes

3. Special challenges for women

- Body language – yours and the audience
- How to practise effectively
- Projecting your voice and breathing
- Overcoming nerves and increasing confidence

15:30 – 15:45

COFFEE BREAK

15:45 – 17:30

4. Preparing your support

- Use the most appropriate visual aids
- Prepare helpful documentation
- Check all AV equipment - what to do if it goes wrong

5. Preparation and practice for Questions and Answers

- Analysing the question
- Preparing and practising good answers
- Dealing with difficult questions and questioners

CANCELLATION CONDITIONS

All cancellations will be subject to a 50% deduction and will have to be sent in writing, to be received by the Union Internationale des Avocats **no later than February 16, 2015**. No refund will be made for cancellations received after this date.

VISAS: Anyone who requires a visa invitation letter in order to attend the seminar should register and pay their registration fees **no later than February 16, 2015** to ensure there is enough time to obtain a visa.

All cancellations due to a visa refusal will be refunded in full, minus €50 + VAT to cover administrative costs, provided that the UIA has received the registration documents and **total** registration fees **no later than February 16, 2015**.

If you register after this date, only 50% of the amount paid minus €50 + VAT to cover administrative costs will be refunded for cancellations due to visa refusals.

All cancellations due to a visa refusal must be sent in writing and reach the UIA **before the seminar**. Cancellations must be accompanied by **a proof of visa refusal**.

If your visa is issued after the seminar date or if you do not have proof of visa refusal, you will not be entitled to a refund.

GENERAL CONDITIONS

All registrations received by the Union Internationale des Avocats (UIA) along with the full payment of fees corresponding to the events selected will be confirmed in writing.

Due to the European legislation (Directive 2006-112-CE art.52), the UIA has to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

The UIA reserves the right to cancel or postpone the seminar to a later date, change the seminar venue and/or programme, make any corrections or modifications in the information published in the seminar programme and cancel any invitation to participate in the seminar, at any time and at their entire discretion, without having to provide any reasons for the same. Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature, suffered (directly or indirectly) by a delegate, accompanying person or a third party following any cancellations, changes, postponements or modifications.

The UIA strongly advises participants to subscribe to modifiable and/or refundable services, as well as to take out a cancellation insurance.

Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature whatever, suffered (directly or indirectly) by a delegate or accompanying person, except in case of death or personal injury due to gross negligence by the UIA.

The contractual relations between the UIA and each participant (delegate or accompanying person) in relation to the seminar are subject to French law and jurisdiction, to the exclusion of any other law. Paris is the city of jurisdiction.

FORMALITIES

It is the responsibility of participants to ensure compliance with police, customs and health formalities for their journey. Participants unable to take part in the seminar because of their inability to take a flight or any other means of transportation due to being unable to provide the documents required (passport, visa, vaccination certificate, etc.) cannot claim any reimbursement.

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INFORMATION

UIA ■ T +33 1 44 88 55 66 ■ F +33 1 44 88 55 77 ■ E uiacentre@uiagnet.org ■ www.uiagnet.org

UIA Training Course

Communication for Women Lawyers

Monday, March 16 & Tuesday, March 17, 2015

PARIS – FRANCE

REGISTRATION FORM

Register online at www.uianet.org
or please complete and return this form by email, fax or post, to:

UNION INTERNATIONALE DES AVOCATS
25 rue du Jour, 75001 Paris, FRANCE
Tel: +33 1 44 88 55 66 / Fax: +33 1 44 88 55 77 / Email: uiacentre@uianet.org



Register online!

UIA INDIVIDUAL MEMBERS

Please specify your membership number (Please check your membership card or membership fees):

MI _____

Family Name:

First Name:

Firm:

Address:

Post Code:

City:

Country:

Tel:

Fax:

Email:

Date of Birth:

EU VAT ID-number:

Special requests (special diet, allergies, handicap...):

.....

A. TRAINING COURSE REGISTRATION FEES

	UIA Member		Non Member	
	<= 16.02.2015	> 17.02.2015	<= 16.02.2015	> 17.02.2015
STANDARD REGISTRATION <i>Amounts exclusive of VAT</i>	€ 500.00*	€ 550.00*	€ 550.00*	€ 600.00*

*Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

B. OPTIONAL ACTIVITIES

Please indicate below whether you plan to attend the following events **not included** in the registration fees:

- Lunch – Monday, March 16: € 42.50 (Excl. VAT) per person
- Lunch – Tuesday, March 17: € 42.50 (Excl. VAT) per person

C. TOTAL

TOTAL (A) Excl. VAT – Registration Fees: €

TOTAL (B) Excl. VAT – Optional Activity: €

TOTAL (A+B) Excl. VAT: €

VAT (20 %)*: €

TOTAL (A+B+VAT): €

* Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

D. COMMITMENT

I undertake to attend the entire one and half day programme.

A "certificate of attendance" will be delivered to all participants who will attend the entire course.

E. CANCELLATION CONDITIONS

I, the Undersigned, confirm that I have read and accepted the **cancellation conditions** as well as the **general conditions** given on page 6 of the registration programme. My registration will only be taken into account on receipt of the payment.

Participants are aware that their image and/or voice may be photographed, recorded or filmed throughout the duration of the seminar. They hereby assign to the UIA, with the signature of this form, the right to exploit, reproduce and disseminate the images and recordings by all means, both known and unknown, using all media, for an unlimited term and free of charge.

F. METHOD OF PAYMENT

♦ By cheque in € - drawn in a French bank - payable to the UIA, addressed to: UIA - 25 rue du Jour – 75001 Paris – France

♦ By Bank transfer in € - without charges to the payee – in favour of the Union Internationale des Avocats, quoting "F15PAR04", to the following bank and account:

Société Générale – Paris Elysées Entreprise
 91 avenue des Champs Elysées – 75008 Paris - France
BIC / SWIFT: SOGEFRPP
IBAN: FR76 3000 3033 9200 0503 4165 164

♦ By credit card: Visa Mastercard

Card N°: _ _ _ _ _

Expiry date: _ _ / _ _ 3 Digits: _ _ _

Name of card holder:

I authorise the Union Internationale des Avocats to debit the above mentioned credit card in the amount of: € (Euros)

Date:/...../..... Signature: