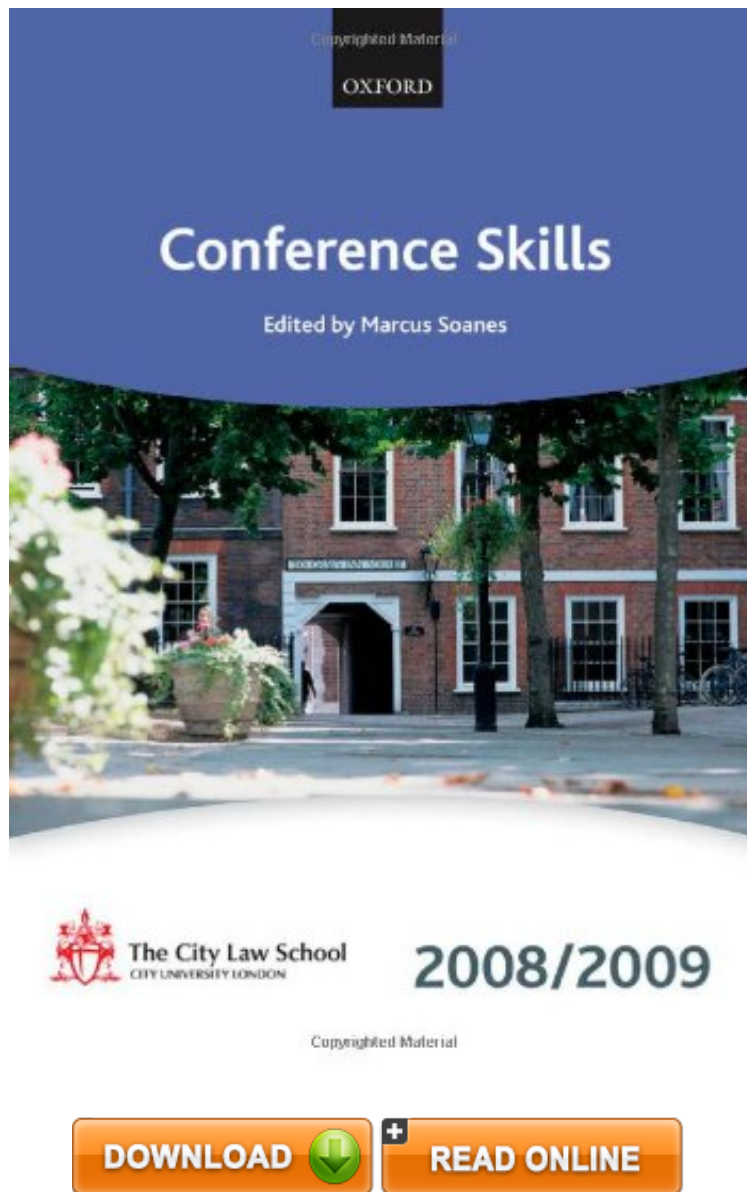


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A conference with a client can be a daunting experience for a junior practitioner. Conference Skills has been designed

to equip students with the key case-work, written and interpersonal skills that will enable trainee barristers to confidently conduct successful client conferences. Special attention is devoted to the interpersonal skills of questioning, listening and advising, thus ensuring that trainee barristers are equipped with the skills and ability to maximise the benefits of a conference, both in terms of gathering information from, and giving advice to, their clients. Through extensive use of worked examples and realistic sample documentation the manual offers practical step-by-step guidance on the effective preparation, implementation and conclusion of client conferences. The management of legal issues and the social and professional skills needed to handle the clients and their problems are all discussed in detail. Although aimed primarily at students on the Bar Vocational Course and junior practitioners in their early years of practice, lawyers and other professionals who advise clients in the justice system will find Conference Skills an invaluable aid.

About the Author This manual is edited by Marcus Soanes, Barrister, Principal Lecturer, The City Law School