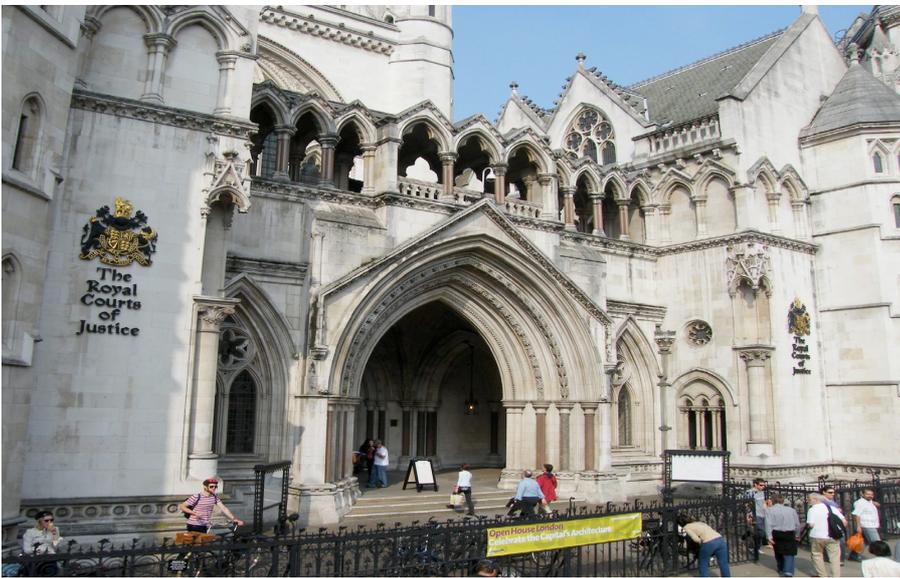




Knowledge Seekers UK

Managing & Leading Skills for In-House Legal Department



10th - 14th November 2025

London - UK

The program can be specially customised to meet the identified training needs of participants and help them contribute to their organizational goals and personal career



Course Overview

During this training course you will have the opportunity to critically analyse different legal department structures, models and objectives to enable you to determine what is best for your organisation. You will explore the evolving complex responsibilities of an in-house legal department and the importance of good people management and learn how to develop and implement a balanced and flexible remit which will enable you to respond rapidly to ever changing corporate demands while adding demonstrable value to the organization.

Course Aims & Objectives: Upon the completion of this course, the attendees will be able to:

- Understand why it's important to consider the bigger picture
- Manage team work to succeed in an increasingly complex & demanding in-house environment
- Put the legal team at the heart of the business and engage with the business
- Recruit for success, inspire and retain legal team staff
- Position the legal team for higher performance
- Partner with other functions within an organisation and work collaboratively
- Develop & operate within an effective risk management & corporate governance framework
- Establish good lines of communication
- Influence decision-makers and communicate persuasively for business

Training Methodology

This dynamic training course is highly-interactive & encourages delegate participation through a combination of lectures, group discussion, practical exercise, role plays and case studies and simulation applied to real-world sessions designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. In order to help with establishing individual and business concerns, delegates will be asked to fill pre-course questionnaire. Participants will be provided an opportunity to identify a case study of his/her own choosing (contingent on the instructor's approval).

Who Should Attend?

The course is designed for professionals working in legal affairs departments including lawyers and litigators requiring working knowledge of preparation & advocacy with management and leadership responsibilities. It will particularly benefit directors and executives who have direct responsibility for legal decisions within the organization. In-house councils who communicate with subordinates in legal department and coordinate with other departments as well, including:

- Solicitors & barristers
- Those involved in managing legal cases and litigations
- lawyers and arbitrators - legal departments heads & officers
- Lawyers in charge of drafting contracts and contract negotiation
- lawyers working in investment authorities wanting to understand commercial agreements
- Legal departments staff who are responsible of implementing organizational employment practices

Course Contents

Defining the role of In-house Legal

- Perceptions and Purpose
- The commercial context: why have in-house capability?
- Roles & Responsibilities in relation to the Mission & Vision



Anatomy 101 what makes good In-house Legal?

- What does "good" look like?
- Needs analysis & Alternate structures
- Achieving a vision & Case study

How to recruit for success, inspire and retain

- Essential Competencies
- Personal attributes & Core Values
- Personal development
- Inspiring others & Retention strategies

Independence and Commerciality

- Independence considerations
- Privilege & Practical Considerations
- Technical adviser vs. Corporate facilitator
- Maintaining credibility
- Raising commercial awareness of lawyers

Getting best value from external law firms and other service providers

- Selecting an external partner
- Tenders, panels & Master Service Agreements
- Fee arrangements & Outsourcing
- Volume discounts and other benefits

Metrics; KPIs and efficiency

- Current practices & Types of metrics
- Management Information
- Corporate memory, record keeping
- Internal knowledge management
- Benchmarking & Unmeasurables
- Feedback on performance
- Performance goals for external legal providers

Raising the legal bar within the business

- Identify need
- Strategies & Tools
- How the in-house team is instructed/used?

Corporate\site visit

Corporate & site visit to one of London' international organizations might be arranged to enable participants exchange experience with corporate professionals with regards to leading skills required for legal department in large organizations. Also, it would be great chance for professional networking and building up connections in UK. The visits are subjects to availability based on participants' number and their wish to make use of this opportunity.

Legal Team Building

- Team Essentials & Composition
- Required Resources
- Diversity & Virtual Teams

Leadership and its styles

- Leadership defined
- Characteristics, Skills and Pitfalls
- In the In-house Legal context

Value proposition

- Perceptions and expectations
- Understanding clients & business needs
- Ensuring quality & Increasing efficiency
- Selling the service – messaging strategy
- Gaining management support

Practical Exercise: Team Challenge

- Effective communication skills
- Methods of Communication
- Active Listening & Observation Skills
- Communication Styles
- Communication Considerations

Influence and the power of persuasion

- In-house Legal influence challenges
- Essentials & EI – recap
- Best negotiation practices
- Ciandini's Six Principles of Persuasion

How to write effective legal reports

- Effective writing techniques
- Check Style
- Checklist



Key Features of Knowledge Seekers UK includes:

- ✓ Personalized Learning Exercises — before delivering the training, we shall contact participants to conduct phone interviews. Participants will fill in customization form to help us identify personal & organizational training needs.
- ✓ Gaining a holistic understanding of your legal department challenges will enable us to assess your strengths & weaknesses, identify issues that require attention and help you develop a personalized action plan.
- ✓ We do our best to make you ready to implement a plan that improves your organisational legal department approach and increase your performance effectiveness.
- ✓ Private one-to-one consultancy sessions: In order to make sure attendees benefit from the course, private 30 minute sessions will be available to pre-book with the trainers to discuss concerns or issues related to leading and managing legal department

Course Details

Course Title	“Managing & Leading Skills for In-House Legal Department”
Pre- Schedule:	10 - 14 November 2025
Timings:	09:00 AM - 03:00 PM
Fees per participant	£ 4,600 GBP
Training Team	1 professional trainer + 1 facilitator
Venue:	London - United Kingdom Thistle Marble Arch Hotel
Course fees Include:	<ul style="list-style-type: none"> ■ Completion Certificate upon successful attendance & participation ■ Documentation & handout copies ■ USB memory and full training kit bag ■ 2 pick up arrangements from and to London airports ■ Refreshments and coffee breaks ■ Special discount for corporate accommodation @ Thistle Hotel if needed ■ Assessment and follow up after course ■ Action plan to help participants on personal career level

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