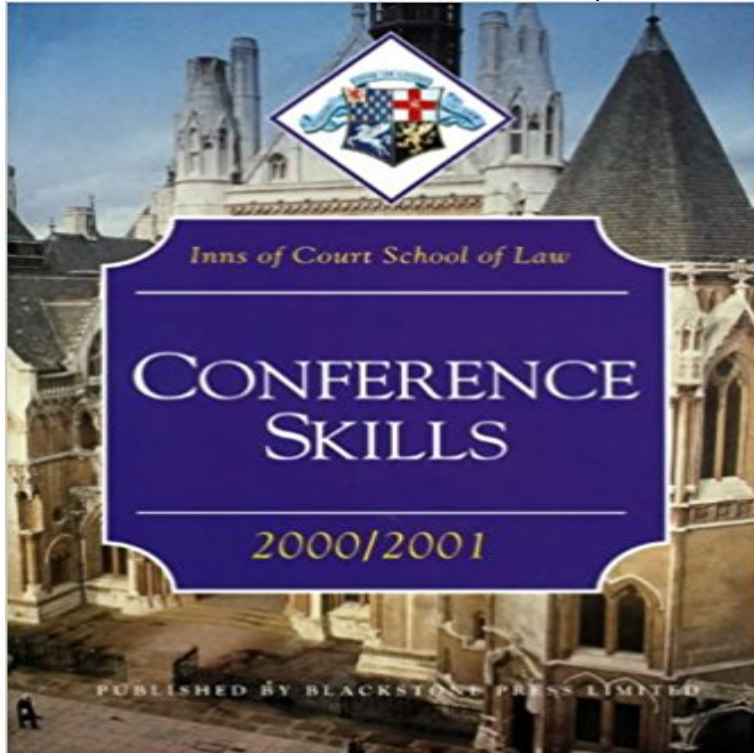


## Conference Skills 2000-2001 (Inns of Court Bar Manuals)



A conference with a client can be one of the most rewarding and daunting experiences for a junior practitioner. Good conference techniques can be learnt and this Manual takes a thorough and practical approach to the numerous skills which make conferences successful. Every aspect of the interview with the client is taken step-by-step from the preparatory stages to the conclusion of the conference. For example, management of the legal issues, preparation for the conference, the social and professional skills needed to handle the clients and their problems are all discussed in detail. As the conference is an opportunity to gather information and communicate advice, the key skills of questioning, listening and advising are given special attention. The authors give special attention to both professional conduct problems and relationships with the variety of clients that the civil or criminal practitioner can expect to meet. This Manual is designed to be used time and time again. Each chapter is laid out clearly to aid swift reference together with flexible how-to-do-it guides and summaries. Although it has been designed for use on the Bar Vocational Course and for the early years of practice at the Bar of England and Wales, lawyers or other professionals who advise clients in the justice system will find it an invaluable aid.

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