



NOVA SCOTIA BARRISTERS' SOCIETY

CPD PLAN TEMPLATE 2

Step 1 – Consider your current and likely future role(s). Do not only consider what you do (e.g., corporate finance, litigation, criminal defence) but all of your roles, for example: training; office management; human resources.

Step 2 – Consider the sorts of CPD activity that may assist your professional development. One way to do this is to consider the following questions.

POTENTIAL DEVELOPMENT AREAS
Have there been, or are there likely to be, updates in the area(s) of law in which you practice?
Do you wish to expand your practice to new areas of law?
Do you attend any meetings/conferences on an annual basis to keep you up to date in a particular area of the law? (e.g., Real Estate Conference, NSBS Annual Meeting, LIANS RPM Conference)
Do you need an update on any of the following: financial and business management; budget control; computer/IT skills; interview techniques; personnel management; training skills; setting priorities; time management?
Are there any legal skills that you need to hone? (e.g., writing and drafting, negotiation, interviewing, presentation skills, communication skills, etc.)
Do you need an update on client care skills? (e.g., how to deal with and avoid complaints)
Given your role, do you require any ethical updates such as: professional ethics and standards; practice management; anti-money laundering training; or a regulatory update?
Do you need a risk management update? (e.g., fraud prevention and detection; information security; risk registers, etc).
Do you need to improve your commercial awareness (e.g., business development and marketing)
Do you have any other development needs?

Step 3 – Consider your preferred learning style (e.g., in-person course, webinar, conference, online learning, etc.) or the learning style you feel is most appropriate for your development needs.

Step 4 – Identify CPD courses – over the course of the year – that assist these needs



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Knowledge, skill, attitude or value to be developed	Priority	Preferred development method	Detail and justification of this activity
Specific update on law, legal knowledge or legal procedure	Low	Course	An area of the business that my firm is looking to grow is from ADR. I have already undertaken a mediation qualification but want to keep up to date on current issues and learn more about collaborative law.
Ethics, attitudes and values	High	Course	I have recently become Money Laundering Reporting Officer at the firm. I would like to undertake AML training to ensure that I am up to date on these matters.
Commercial awareness (including business development and marketing)	Medium	Course	The firm wishes to create new business and all fee-earners are to increase the fees that we bring in each year. A course on business development and cross-selling would be useful.
Specific update on law, legal knowledge or legal procedure	Medium	Lecturing or tutoring at an academic institution	Since qualifying, I have tutored on the Diploma in Professional Legal Practice on family law matters. I will need to spend some preparation time ensuring that my tutorials (and handouts) are up to date.
Specific update on law, legal knowledge or legal procedure	Medium	Private study	I find the <i>Family Law Journal</i> extremely useful for keeping abreast of issues in my area of law. I will read this each quarter.