



# Our Training Courses Delivered in your Office

Legal & Management Training  
- tailored to suit your needs

## In association with the University of Strathclyde

- All areas of legal practice covered
- Bespoke training courses
- Innovative management solutions
- CPD compliant
- Paralegal Qualifications for support staff
- Cost effective group training
- Delivered in your office at times to suit you
- Unique access to expert tutors
- Half and full day seminars
- Certificated courses

## Delivering tailored training solutions at your premises

### Topics presented in our Public courses delivered directly to you

Course content from our current range of public courses and conferences can be modified, expanded and tailored to your specific requirements. This represents a cost effective option for group training. CPD hours apply.

With over 40 conferences and 400 seminar courses held annually, there is an extensive range to choose from. Costs can be significantly reduced where there are a number of employees with similar training requirements. Fees are inclusive of lecturing and administration costs, and full course notes are also supplied.

### Bespoke training

Whether you require an overview of a subject, or tutoring on a particular topic, CLT can arrange and provide tailored and cost effective training direct to you in your office. We can deliver training on all **legal and management subjects**, and customise to suit your individual business requirements.

We are able to bring the most highly regarded legal and academic experts to your place of business. With no time out of the office required, entire teams or departments can be trained together. CPD compliant.

### Paralegal qualifications for support staff

Paralegal training provides an excellent opportunity for your support staff to obtain a recognised academic qualification from the University of Strathclyde. A vital route to develop their skills and ultimately gain the necessary experience to add further support to your existing fee earners and their workloads. Specialist Paralegal Qualifications are available in 11 different areas of Scots law.

In addition, 9 further paralegal courses in English law are available to be delivered In-house in association with the University of the West of England.



[www.clt-scotland.co.uk](http://www.clt-scotland.co.uk)

*"In-house training has the advantage of being offered in a more relaxed environment (the trainer comes to you) where there is a greater opportunity to discuss real issues in-depth. The increased interaction benefits both the tutor and the audience."*

**David Gourlay, Partner,  
McClure Naismith**

*"Easy to arrange, tailored to suit our needs, course content and speaker excellent, enjoyed by all staff."*

**Caroline Galloway,  
Consumer Rights  
Officer, Trading  
Standards, North  
Ayrshire Council**



University of  
**Strathclyde**  
Glasgow



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# In-House Training Enquiry Form

*"It was beneficial as there was less disruption to the day to day running of the organisation. Designed to meet the specific needs of staff from all corporate functions within the organisation...all participants found the courses really useful and enjoyable."*

**Liv Cockburn, Head of Training, Victim Support Scotland**

*"SLC will certainly be running In-house training courses through CLT Scotland in the future. Having the opportunity to speak to a tutor each week face-to-face was extremely beneficial in building everyone's confidence. It was also a great team-building event."*

**Stephen Rice, Assistant Manager, Student Loans Company**

*"In-house training benefits organisations because the tutor is able to establish a closer relationship with the students which allows the tutor to tailor the training to the specific needs of the organisation in question."*

**Stephen Cowan, Managing Partner, Yuill & Kyle Solicitors**

Title:	First Name:	
Surname:		
Name of organisation:		
Address:		
Post Code:	DX No:	Phone Number:
Fax:	Email:	

**Please let us know what information you require:**

Please provide an overview of the course topic you are interested in receiving training on:


Who is this course aimed at?

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What is their level of expertise?

--

Number of delegates attending?

--

Preferred date to receive training?

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CLT is committed to the provision of the highest quality training and has attained the ISO 9001:2000 standard. Working in association with the University of Strathclyde we are uniquely positioned to provide a wide range of experts, from academic staff to professionals, from both private practice and commerce and industry

**For more information on training delivered in your office, please visit our website [www.clt-scotland.co.uk](http://www.clt-scotland.co.uk) and click on the heading 'In-house Training' for full details.**

**Contact Us:**

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