

# Graduate Diploma in Legal Services Management

Combining business skills and law in one program

## Program Structure

Delivered entirely online, this unique program will provide law students with the business skills they need to thrive in today's rapidly changing legal landscape. Currently awaiting final government approval, the Graduate Diploma in Legal Services Management is expected to be fully launched in the Winter of 2019. After completing four courses on topics ranging from financial literacy to project management, students will be awarded the Diploma.

Queen's Law upper year students are being granted a head start on completing the Diploma. Students may count two of the Graduate Diploma courses as elective credits in their JD program. Each course is the equivalent of 3 credits. Two courses will be offered in the 2018-2019 school year: LAW 849/LSM 810, Financial Literacy for Lawyers and LAW850/LSM 830, Shaping the Future of Legal Practice. These courses are being offered as LAW courses but once the program is approved, will be transferred to LSM course numbers. Students taking courses this school year will be able to apply the courses to the Graduate Diploma. By the end of 2019, three more LSM courses will be made available: LSM 820, Fundamentals of Legal Services Business; LSM 840, Working with Teams and Managing People and; LSM 850, Project Management for Lawyers. To complete the Diploma, students must take LSM 820 and either LSM 840 or 850 but none of these courses will be applied toward the JD degree.

## Enrolment, Costs & Credits

Only LAW 849/LSM 810 and LAW 850/LSM 830 can be counted toward the JD degree and are included in your JD registration and tuition. As noted, each course will count for 3 upper year elective credits. Other Diploma courses are available to JD students but will be outside the scope of the JD program at a cost of \$4000 per course. Students may choose to take both LSM 810 and 830 or may take only one. Taking both while in the JD program saves students the cost of paying for 3 rather than 2 courses after graduation, should a student choose to pursue the Diploma. You can also complete the Diploma while a student but you must pay for the two additional courses.

Students who earn credits with LAW 849/LSM 810 and LAW 850/LSM 830 cannot use those credits to switch to part-time status.

## Diploma Requirements

Students do not need to complete the Diploma during their JD studies. Students have 24 months after graduating from the JD program to enroll in the Diploma. Once enrolled in the Diploma, graduates must complete the course complement within 12 months. All courses enrolled in outside of the JD program will cost \$4000 per course.

## Course Descriptions

LAW 849/LSM 810 & LAW 850/LSM 830 will be available to JD students during all academic years. Dates noted below are for initial roll-out of the course. Availability of these courses will vary but all will be offered within a calendar year.

LAW 849/LSM 810: FINANCIAL LITERACY FOR LAWYERS\*# (AVAILABLE FALL 2018)

Students will acquire core concepts of financial literacy for interactions with business clients and practice management: basic financial accounting techniques, construction and understanding of financial statements, analysis tools, valuation of assets, tax implications of different legal services delivery mechanisms, and financial accounting and management issues.

LAW 850/LSM 830: SHAPING THE FUTURE OF LEGAL PRACTICE\* (AVAILABLE WINTER 2019)

Students will explore the economic, political, technological, and demographic forces that are disrupting the traditional modes of delivery of legal services, and the theory and practice of entrepreneurship and innovation in the context of a professional services firm.

LSM 820: FUNDAMENTALS OF LEGAL SERVICES BUSINESS # (AVAILABLE SUMMER 2019)

Students learn the basic core functions of the business of a legal practice: strategy, marketing, sales, operations, and business development. Actual cases give students an ideal mix of theory and application.

LSM 840: WORKING WITH TEAMS AND MANAGING PEOPLE (AVAILABLE FALL 2019)

Lawyers need to manage not only staff, but also other lawyers, professional advisors like accountants, and clients. In this course, students will learn to lead, engage, and manage employees and professional performance using case studies and simulations. They will explore best practices to manage change within an organization and respond to internal and external challenges.

LSM 850: PROJECT MANAGEMENT FOR LAWYERS (AVAILABLE WINTER 2020)

Project management drives reliable fee estimates, better management and improved profitability: a law firm's lifeline. Students will examine best practices used by firms around the world, focusing in on involving clients in legal project management systems while still meeting lawyers' professional obligations. The course will, for those who are interested, lead to Professional Management Institute (PMI) certification and qualification for the first level of the Project Management Professional (PMP) designation.

\* Courses approved as upper year elective JD credits.

# Required courses for completion of the Graduate Diploma in Legal Services Management.