



Preparing for Judicial Appointments

Bar Council endorsed training for Barristers

Get your written application right first time

*Achieve a comprehensive understanding
of the requirements for judicial appointment*

Make the best of your panel interview opportunity

Background

In association with JSB Training and Development, the Bar Council has introduced a short, two-part programme to help applicants for Judicial Appointment prepare themselves better for the application process. Senior practitioners, especially barristers, have often not had previous experience of career interviews and may not present themselves to best effect at this crucial stage of the appointment process.

The Lord Chancellor made it one of his priorities to modernise the judicial appointments process. He is committed to an open, effective and accessible system where everyone eligible and willing to be appointed, has a fair chance to secure appointment. Appointments are made on merit, irrespective of ethnic origin, gender, marital status, political affiliation, sexual orientation, religion or disability.

The judicial appointments system places great emphasis on open consultation, giving all eligible candidates an equal chance to demonstrate that they meet the criteria for appointment. The appointment interview offers the candidate the key opportunity to demonstrate his/her suitability for appointment. This training programme helps each participant to prepare for the appointment interview and will enhance his/her interview skills.

Note: JSB Training and Development is not connected with the Judicial Studies Board.

Objectives

The overriding objective of the programme is to increase each participant's knowledge and understanding of the judicial appointments process and to enhance each participant's applicant interviewing skills, so that s/he can present him/herself to best effect, thus maximising his/her opportunity of securing appointment.

The programme is in two parts on separate days, each lasting three hours, beginning early evening.

Specific objectives of each part of the programme are as follows.

Part 1

- Judicial appointments process overview
- What sifters and interviewers are looking for
- Completion of the self-assessment application form
- Demonstrating knowledge, skills and understanding to match selection criteria
- Judicial etiquette
- Issues relating to race, sex, disability, religion and culture
- Introduction to preparing for the interview

Maximum 16 participants per session

Part 2

- Practical guidance on preparation
- Quality of interview communication style
- Best practice – what it means for you
- Mitigating weakness, maximising strengths
- Handling interview questions
- Building confidence for appointment interviews

Includes mock panel interviews, individual feedback and guidance

Maximum 6 participants per session

Detailed programme: What the training covers*

Welcome and introductions.

Judicial appointments process overview.

The self-assessment application process.

Key principles for interviewees.

Researching the interview process and the interviewers.

Preparing the interview strategy.

Understanding the context of the interview, the panel's perspective and their priorities.

Conduct during the interview.

Clarity with regard to selection criteria, including

- legal knowledge and experience
- intellectual and analytical ability
- sound judgement
- decisiveness and authority
- communication skills
- integrity and fairness
- understanding of people and society
- sound temperament and maturity
- courtesy and humanity
- commitment to public service.

Demonstrating possession of knowledge, skills and understanding to match the selection criteria.

Listening, asking and answering skills.

Self-belief and clarity around the applicant's suitability for the position.

Self-presentation: key interview presentational skills.

Envisioning the interview: preparation, concentration, focus.

Identifying and dealing with potential applicant weaknesses.

Demonstrating an awareness and appreciation of judicial etiquette.

Awareness and understanding of issues pertaining to race, sex, disability, religion and culture.

Demonstrating an awareness of the judicial task and function. Thinking judicially.

Demonstrating personal qualities of

- open-mindedness
- ability to communicate and establish rapport
- questioning and listening skills
- team working
- impartiality and fairness
- clarity of thought
- politeness and patience.

Criteria used as a basis for personal feedback (Part 2 only)

Extent to which applicant listens and responds to questions.

Extent to which applicant demonstrates understanding of questions and answers different parts appropriately.

How the applicant sees questions as an opportunity to demonstrate knowledge and skill levels.

Ability to establish rapport with panel.

Ability to choose relevant examples and experience.

Quality of interview communication style.

Degree of preparation evident from interview.

***For those who are unable to attend the group programmes, one-to-one sessions are available. See page 4.**

One-to-one sessions

One-to-one sessions are also available to help members of the Bar, both with the self-assessment application process and with preparation for interview.

One-to-one sessions are primarily intended for those who have attended Part 1 but who cannot attend a Part 2 programme, or who would prefer to receive individual assistance. They may also suit those who require help at short notice.

For more information, please call JSB Training and Development on 020 8371 7030 (fax 020 8371 7053, email enquiries@jsbonline.com).

Training method

The training is instructive, interactive and entertaining. JSB's trainers impart information in a lively, interactive format, maximising opportunity for questions and discussion.

The programme and training method are highly practical and include

- pre-programme questionnaire completion by participants
- instructional tips and techniques
- do's and don'ts of appointment interviews
- discussion and feedback
- mock panel interview (Part 2 participants only).

Location and timing

The training programmes take place in Central London and, subject to demand, in Manchester, Birmingham and Bristol. Part 1 and Part 2 each last three hours.

For precise location, timings and availability on particular dates, please telephone JSB Training and Development on 020 8371 7030 (fax 020 8371 7053, email enquiries@jsbonline.com).

Preparation

We ask all participants to complete a short pre-training questionnaire to ascertain interview experience, any special interests or concerns and individual learning objectives.

Documentation

We provide short, simple documentation, mainly in checklist format for each participant on the programme.

Fees

The fee for attendance at each part is £235 excluding VAT. Participants may attend Parts 1 and 2, or Part 1 only. To confirm a place, please either complete, sign and return the attached booking form by fax 020 8371 7053 or book online at www.jsbonline.com/bookings.cfm. For further information or to make a provisional booking, please telephone JSB Training and Development on 020 8371 7030 or email enquiries@jsbonline.com

Trainers

Lysiane Bysh BA FCIPD CMC is a senior JSB management development consultant and trainer with particular expertise in interviewing, communication skills, assessment centre design and career development.

Jill Earnshaw BSc PGCE LLB MSc is a barrister, part-time Chairman of Employment Tribunals and a former member of the Employment Tribunal Chairmen training panel.

Diane Hodgson BA MSc is Head of the Management Development Group at JSB. A trainer for 17 years, she also provides one-to-one coaching for partners in professional firms and for senior executives.

Anne Kearns BA MS MSc has been working with individuals, organisations and groups since 1979. Her particular expertise is in the areas of interpersonal skills and managing 'difference'. She is about to complete her doctoral studies, which focus on ethical professional development.

Jo Oliver BA MCIPD is a senior consultant with JSB, and an expert in management and career development and executive coaching. Previously Head of Training and Development at Marks and Spencer, Jo was also Head of London Operations for Coutts Career Consultants.

Claire Sheldon BA Chartered MCIPD works at senior levels, coaching and training both interviewers and interviewees. An experienced JSB consultant, she has specialised in management development for over 20 years.

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Group session dates 2006

Part 2	25 Jan 2006	London
Part 1	8 Feb 2006	Leeds
Part 1	5 Apr 2006	London
Part 2	26 Apr 2006	London
Part 1	4 May 2006	Bristol
Part 1	12 Jul 2006	London
Part 1	13 Sep 2006	Leeds
Part 1	11 Oct 2006	London
Part 1	22 Nov 2006	Bristol

One-to-one sessions can be arranged at any time convenient to you and the trainer.

For details please call 020 8371 7030 or email enquiries@jsbonline.com



Reply Form Return to JSB, Dove House, Arcadia Avenue, London N3 2JU Fax 020 8371 7053

Name _____

Address _____

_____ Post code _____

Email address _____ Contact telephone number _____

Please call me about the programme on _____ (insert date)

I cannot attend any of the above programmes but would be interested in a programme during
_____ (insert month)

Please call me about one-to-one sessions