

CPD Mandatory Categories / Core Competency Areas

Non-exhaustive table of topics by core areas

This table of topics is non-exhaustive and non-prescriptive and is provided for illustrative purposes only.

The teachings of core areas may be done pervasively, for example, ethics may be taught within a substantive law seminar.

While providers may indicate the core area to which their CPD activity belongs, it is up to the practitioner to identify which core area it applies to from their perspective. See in particular, rules 3.2 and 3.6 of the [Practice Guideline 4 - Continuing Professional Development Scheme](#).

Ethics (E)	Practice Management (PM)	Professional Skills (PS)	Substantive Law (SL)
<ul style="list-style-type: none"> Conflicts of interest How to identify an ethical issue Communicating directly with third parties Lawyer's duties to the court Ethics within a technical legal context Ethical duties in advocacy Duty of confidentiality 	<ul style="list-style-type: none"> Risk management File management Cost rules Business planning Financing a practice Effective use of technology Billing Trust account records - record keeping Staff management 	<ul style="list-style-type: none"> Communication and interpersonal skills Client interviewing - principles and techniques Plain English drafting Negotiation and mediation skills Career and personal development Advocacy Legal research Appearing before tribunals Plain English advice 	<ul style="list-style-type: none"> Topics must deal primarily with matters related to your practice of law Topics must extend your knowledge and skills in areas that are relevant to your practice needs or professional development