



Social Media for Support Staff

Course Overview

Digital development is in full swing, we now live in a world where instead of looking through the Yellow Pages book, you can Google search the nearest place to order a sandwich. With that in mind, is a social media account important for your firm's brand? Well, consider the economic times we live in; to remain static and not grow a firm is almost the same as closing it. And if your firm doesn't have any sort of digital footprint, then your competitors who do will be growing their client base. So why wouldn't you want to reach a larger audience, just by simply raising your brand awareness online? This course will outline why social media is vital for small businesses to survive and thrive.

Course Tutor



Ameca Jones

Ameca Jones is qualified in Social Media Training and has completed a Level 3 Social Media apprenticeship qualification in 2024. She is currently completing a Digital Marketing Level 4 course. She has over 10 years' worth of experience dealing with multiple social media platforms and manages CPM21's social media accounts.



12th June 2025



Via Zoom



14:00-15:30



£75 per person + VAT

What will the course cover?

- Advantages of your firm having a social media presence
- Appropriate content
- Analytics of your social media platforms
- Introduction to different social media platforms, such as LinkedIn, Facebook, Instagram, and Twitter.
- The Law Society's view on social media
- Social Media Policy for your firm

Who should attend?

- Marketing Managers
- Director / Partner who is responsible for business plan/business development
- Any members of a firm looking authorized to engage in social media on behalf of the firm

Contact Us



01443 742895



office@cpm21.co.uk

Course Booking Form

Social Media for Support Staff Training

12th June 2025



Information

Please Reserve the below person/persons on the course:

Full Name(s): _____

Business Name: _____

Address _____ Postcode _____

Contact Name: _____

Contact Email: _____

Contact Telephone: _____

Any Special Requirements: _____

Course Cost: £75 Per Person Plus VAT

Payment should be made via Stripe. Simply visit our Course Schedule page and select Buy Now:

<http://cpm21.co.uk/Current-Training-and-Support-Courses-from-CPM21>

CPD Course Booking Terms & Conditions

1. Course fees must be paid on or before the date of the course. If you fail to attend after booking the course then you remain liable for the fee subject to clause 7 below.
2. Confirmation of booking and details of venue will be sent by e-mail only to the e-mail address provided.
3. A receipted VAT invoice will normally be issued to the delegate/organisation within 14 days of the conclusion of the course.
4. Course documentation will be distributed at the event.
5. Prices may be subject to change and may vary depending on locations of the course (to allow for varying venue costs etc.)
6. We are SRA approved external CPD course provider and provide CPD hours for those subject to that scheme. It is a condition of the allocation of hours that you attend for the duration of the course and personally complete and sign the CPD register to confirm that you have done so. The relevant CPD reference will be provided by the tutor on the day and will be shown on the CPD register. You should make a note of this and the hours awarded for your own CPD records.
7. We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
8. You may cancel/postpone your attendance up to 14 days before the event, provided you e-mail such confirmations to **office@cpm21.co.uk** We cannot accept telephone, letter or faxed cancellations.
9. You may send a substitute delegate without notifying us in advance but the change must be made clear on the signed CPD register.
10. Data Protection - we may periodically contact you with updates. Information and details of courses and services. If you do not wish to receive such updates or information then please e-mail **office@cpm21.co.uk**

Please see our Privacy Policy on our website.

11. The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situations or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.