



International Training
Center Paris

TRAINING SCHEDULE



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LEGAL ADMINISTRATIVE ASSISTANT TRAINING

Overview:

The Legal Administrative Assistant training program is designed to provide individuals with the skills and knowledge necessary to support lawyers and legal professionals in a law firm or legal department. The program will cover a range of topics, including legal terminology, document preparation, client communication, and legal research.

Objectives:

- Understand the basics of legal terminology and concepts
- Develop skills in drafting legal documents and preparing legal briefs
- Improve client communication skills and develop a professional demeanor
- Acquire knowledge and understanding of legal research methods and resources
- Enhance organizational skills and time management abilities

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world legal scenarios. By the end of the training program, participants will have the skills and knowledge necessary to provide effective support to lawyers and legal professionals in a law firm or legal department.

Targeted Groups:

- Legal administrative assistants
- Paralegals
- Legal secretaries
- Office managers in legal firms
- Law firm administrators

Planning:

Day 1: Introduction to the Legal Environment

- Understanding the legal system and its terminology
- The role of legal administrative assistants in the legal process
- Legal ethics and confidentiality in the workplace

Day 2: Document Preparation

- Drafting legal documents, including pleadings, motions, and subpoenas
- Reviewing and editing legal documents
- Preparing legal briefs and summaries

Day 3: Client Communication

- Communicating professionally with clients and other stakeholders
- Handling difficult conversations and managing conflict
- Telephone and email etiquette

Day 4: Legal Research

- Understanding legal research methods and resources
- Conducting effective legal research using online and offline sources
- Organizing and presenting research findings

Day 5: Organizational Skills and Time Management

- Time management techniques and strategies for the legal administrative assistant
- Organizing and managing files and documents
- Multi-tasking and prioritizing in a legal setting