

# Legal Secretarial Diploma

Get specialist skills in high demand

## Specialist skills to get a job as a trusted Legal Secretary

Whether you're a newly-experienced secretary or you've been in the role for a while, becoming a Legal Secretary is within your reach. Our Legal Secretarial Diploma is designed to give you the specialist knowledge and understanding that is required to work within the legal profession or the legal department of a large firm. With your diploma you'll be able to confidently display your sector specific skills, with a broad understanding of various aspects of the law, including terminology, the court system and legal personnel.

### A trusted level of expertise that will help get you the job

The Legal Secretarial Diploma offers you the best of both worlds. Not only will you get the highest level of secretarial skills required to work in any business, you'll also get the specialist expertise required to work within a legal environment. You'll understand the language of the law, have excellent IT skills and be a great communicator. What's more, to enable you to select an area of specialism within the law, you can add an elective subject in Wills and Probate, Family Law, Conveyancing, Criminal Law, Civil Litigation and Company Law.

Once you become a Legal Secretary, you could progress to the position of senior PA in a larger firm. And, with further training, you could go on to become a legal executive, paralegal or licensed conveyancer.

### What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman

Training name as a sign that you have been trained to the very highest level. So with your Legal Secretarial Diploma, you'll have world-class skills to get a job as a highly valued, well paid secretary in the legal profession.



"The Legal Secretarial Diploma provided by Pitman Training gives an excellent grounding for any aspiring secretary looking to enter the legal profession."

**N Beck, CEO,  
Alexander Samuel LLP Solicitors**



Get the Pitman Advantage™

## Core Courses

### Legal Secretary – An Introduction

Gain an introduction to the work, responsibilities, practice and structure of a legal office including rules and guidelines, terminology, legal personnel, court system and documentation covering different legal specialisms.

### Legal Secretarial Modules

Two of your choice. Discuss the options (see Elective Courses) available with your course advisor.

#### Core 1

##### Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. Comprising 10 lessons, you'll also receive guidance on ergonomics, technique and accuracy.

##### and Typaz Speed

If you want to build speed and accuracy then consider our Typaz Speed touch-typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

##### or Keyboard Speed Development

Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available, taking you up to a speed of 70 wpm.

#### or Core 2

##### Typaz Professional

For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

### Effective Business Communication

Learn how to communicate effectively in business by letter, email, telephone and presentation. This will cover correct use of grammar, punctuation, principles of letter writing and CV writing.

### or Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

### Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

### Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

### Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.

### or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

### Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

### Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

### Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

### Successful Meetings and Minutes

Gain the skills to ensure every meeting you attend is productive. Build your understanding on logistics, preparation, note-taking, agenda planning and how to clarify actions.

## Other courses you may be interested in

If you would like to work in the area of medicine, please talk to your Pitman Training Course Advisor about our Medical Secretary Diploma. Or for more general courses, you can choose from our Secretarial and PA Diplomas.

## Elective Courses\*\* (choose two)

### Legal Secretarial

- Conveyancing
- Wills & Probate
- Criminal Law
- Company Law
- Family Law
- Civil Litigation

### Go - Make A Difference

### Health and Safety Essentials

### Microsoft Access

### Go - Get that Job!

### Word Expert

## Modules available for Scottish Law

## Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Legal Secretarial Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career

The CPD Standards Office

CPD PROVIDER: 21121  
2014 - 2016

[www.cpdstandards.com](http://www.cpdstandards.com)



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



## Guideline Learning Time

200 hours flexi study or 7 weeks full-time

(Full-time is based on approx 20-30 hours a week)

\*Depending on skill level it may be possible to study the Expert course as an alternative core course. \*\*Alternative choices are available. Please talk with your Course Advisor.

Seminars are subject to availability at your local Pitman Training Centre.