

# Legal Ethics and Responsibilities for Paralegals

**The role of a Paralegal is one which requires specific legal knowledge and understanding to carry out the tasks required. With this role comes a level of responsibility and trust that is of paramount importance.**

This course will help you learn the responsibilities in relation to client care for a Paralegal. You'll learn the methods of appropriate professional conduct, client communications and how to conduct a client interview.

As with all our training the course is flexible to help maximise your learning experience. You choose where and when you want to study; it all runs at your own pace.

Once you've completed the course you'll receive a Pitman Training certificate and from there, if required, you can go on and arrange to take the relevant NALP (National Association of Licensed Paralegals) examination to obtain a Level 3 Qualification in Paralegal Practice.

For more details about this, or any of our Paralegal Training courses, get in touch with one of our Course Advisors today.

## Designed for

If you're looking to start a career as a Paralegal or Legal Assistant, our range of Paralegal training courses will help put you in the perfect position to gain the necessary skills.

This course has no pre-requisites required before starting the course and it is suitable for beginners to the Paralegal role.

## Objectives

This course is for anyone starting out in their Paralegal career who wants to learn the Legal Ethics and Responsibilities associated with the role of a Paralegal or Legal Assistant.

At the end of the course, you'll be in a great position to go on and obtain a Level 3 Certificate or Award in Paralegal Practice from NALP (The National Association of Licensed Paralegals) if desired.

## Course Content

There are four sections within this course:

**Section 1:** The Responsibilities Paralegals have to Clients

**Section 2:** Conducting a Client Interview

**Section 3:** Client Communications

**Section 4:** The Professional & Ethical Partnership with Third Parties

## Benefits

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- The opportunity to gain the widely recognised Pitman Training Certificate

*Please note that membership and exam fees will need to be paid for separately.*

## Course duration:

**68 hours**



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts