

Working in the Legal Environment



This course is for those who wish to consider a career as a Legal Secretary and learn about the working procedures in a legal environment, in preparation for taking the CILEx/City & Guilds Level 2 Award in Working in the Legal Environment

AIMS AND OBJECTIVES

To enable the learner to develop the knowledge and skills to understand and operate in different organisational structures and be aware of how relevant legislation, regulations and procedures apply to the legal and business environments.

The learner will also develop an understanding of working relationships, effective communication skills and internal and external customer service.

COURSE CONTENT

Introduction - introduces the fictitious case study including an organisation chart, departments and the work of a legal secretary.

Module One - The main administrative services within a legal office, the areas of law, how the different departments work together, confidentiality within a legal office, contract of employment.

Module Two - Different organisational structures, using organisation charts, producing a simple organisation chart, different methods of trading.

Module Three - The judicial system in the UK, main postholders, barristers, solicitors and chartered legal executives.

Module Four - Health and safety at work; risks and hazards in the office and how they can be avoided, the role of a first-aider, the main laws concerning health and safety, completing accident report form.

Module Five - Organising resources and managing time effectively, prioritising tasks and meeting deadlines, working in a team, managing appointments and diaries, taking notes.

Module Six - Functions and features of telephone systems, managing telephone calls, taking messages, sending and receiving fax messages.

Module Seven - Different types of letter, researching a report, using emails, proofreading documents, digital audio dictation.

Module Eight - Filing, classifications and the equipment required, opening a new file, managing and maintaining filing systems, storing documents electronically, Data Protection Act.

Module Nine - Effective communication in the office, creating a positive image, client care.

Module Ten - Dealing with the post, using Royal Mail and DX, photocopying, other tasks undertaken by Reprographics.

Reference - includes information on terminology, abbreviations and more.

BENEFITS

- Develop an awareness of the work of a legal secretary in a legal office in different legal departments
- 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 as well as the CILEx/City & Guilds Level 2 Award in Working in the Legal Environment

PRE-REQUISITES

Microsoft Word, Legal Text Processing.

CAREER PATH

This course will enable you to work within the Civil Litigation department in a Law firm. From here you can opt for further Paralegal training in a different legal specialism to vary your experience and expand your CV to enable you to work across departments.

COURSE DURATION: AROUND 20 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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