

Legal Receptionist Diploma



Professionally trained legal receptionists are in high demand by employers. This diploma will help you gain the all-round skillset to enable you to confidently manage the front of house operation within any legal firm.



Not only is this training ideal for those new to the receptionist profession, it would also suit those who may already be working as a receptionist and would now like to specialise and become proficient working in a legal environment.

Diploma Outline

As a trained Legal Receptionist, you'll find the pace high and demanding in a top city centre law firm. In a smaller firm, you may find you are responsible for a wider variety of tasks and have a more involved approach to your clients.

No matter the type of legal firm you work in, as the front face of a business you'll need to have confidence in your abilities from the outset. This practical Legal Receptionist training will give you all the skills you need to develop that confidence.

With this diploma you'll gain and enhance practical administrative skills for working as a receptionist. Not only will you find out more about how a legal office operates, you'll also look at the fundamentals of working on reception, and also learn how to optimise the effect of your communication, both written and spoken.

There are six core courses within this diploma, all of which focus on helping you to master the core skills required to work as a successful Legal Receptionist. You'll then tailor your training to suit your requirements by choosing one additional subject of your choice.

Aims and Objectives

In this diploma you will acquire a sound knowledge base and become proficient in generic receptionist skills. You'll also have the opportunity to learn more about the specifics of the job in a legal environment, so specialising and refining these skills.

Pre-Requisites

There are no pre-requisites required.

Career Path

There are many options available should you wish to progress your career path further. With experience you could look to work in a top-tier, city law firm and command a higher salary. If you wanted to remain in the Legal industry you could look to train as a Legal Secretary or Administrator.



CPD Points 115

(Awarded CPD points upon successful completion).

Core Courses

Professional Receptionist Essentials

The Professional Receptionist Essentials course has been designed to give people the chance of becoming the best receptionist they can be. This course covers the relevant skills that potential receptionists will need, and provides students with scenarios that they may find themselves in. Unlike many receptionist courses, this course focuses on the job, the lifestyle and other aspects that students can expect by becoming a receptionist.

Or Professional Receptionist Seminar

This is a one-day seminar that takes an in-depth look at the vital role of the receptionist and the important contribution they make to the successful and effective running of any business. Speak to your nearest centre for details of the next seminar dates.

Working in the Legal Environment

This course has been put together in collaboration with CILEx with the aim of helping anyone looking to work in a Legal office, as a Legal Secretary or Paralegal for example, to prepare for the CILEx Level 2 Award in Working in the Legal Environment.

Or Legal Secretarial - Scots Law

This course will take around 25 hours to study and you'll learn the practices and procedures for various legal specialisms such as Conveyancing, Criminal Law and Family Law. Through a series of self-paced lessons you'll look at the different documentation and terminology used in each of the key legal areas.

Typaz

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

or 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.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.



Elective courses (choose one)

- Speedwriting
- Audio Transcription
- Excel
- Health & Safety Essentials

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations call now:

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Guideline Learning Time

115 hours flexi study or 5 weeks full-time
(Full-time based on approx 20-30 hours a week)