

## LEGAL SECRETARY COURSE

### OBJECTIVE AND OVERVIEW

To provide essential skills and legal understanding for intending legal secretaries, as well as those whom wish to enhance and to build upon existing knowledge.

### BENEFITS

- Tutor-led classroom based training;
- Provides essential skills and legal knowledge for a specialized job role, together with quality background training in legal industry structure;
- Enhances existing skills and knowledge within specific areas of law; &
- By undertaking two additional legal modules, students are entitled to upgrade this course to a Diploma.

### CONTENT

- Introduction to Law
- The Legal Industry explained:
  - Magic Circle and City
  - High Street
  - In house
- The Law Office
  - Partners
  - Employment and Health and Safety
  - Fee Earners
  - Paralegals
  - Legal secretaries
- Departmental functions:
  - Criminal Litigation
  - Civil and Commercial Litigation
  - Corporate and Commercial Law (COCO)
  - Family
  - Wills & Probate
  - Intellectual Property

## Legal Secretary Course cont'd

- Conveyancing/Property
- Explanation of office procedures; speciality software and databases. Time recording. Invoicing
- Proofreading
- Use of audio and application in the office. Digital audio systems.
- Forms processing and completion-Practical session.\*
- Document presentation and engrossment-Practical session.\*
- Practice audio typing session\*.
- Generic skills assessment (for students who have not done our standard Secretarial courses)
  - MS Office Skills
  - Typing
  - Audio
- Practical application test and appraisal.

### FORMAT AND OUTCOME

The entire course is structured to reflect the real life day-to-day role of a legal secretary, thus providing the students with a stimulating course of study.

After the final lesson, students are given three weeks flexi-time learning.

The purpose of this is to enable the students to utilize the knowledge and skills which they have gained and to consolidate it further.

Furthermore, the course includes a variety of assessments including competence accreditation in related IT training packages such as Microsoft Word, Excel, PowerPoint etc., typing and audio skills. In short it confirms what an employer needs to know at core in relation to a student's skills so that their CV will be prioritised in any job assessment environment.

A Certificate is issued on successful completion

## Legal Secretary Course cont'd

### DATES AND DURATION

Course schedules and start dates are published online at [www.souterstraining.com](http://www.souterstraining.com).

This Course is available on a full-time or part-time basis and can either be undertaken on its own or can be combined with other courses i.e. MS Office; touch-typing; audio-typing etc.

Where additional MS Office or typing training elements are bolted onto the course, it may be started early to accelerate the students learning progress; just ask about this or call in.

The course is structured to provide students with a stimulating and effective mode of study under the guidance of a qualified tutor.

Where students are unable to attend classroom based tuition, the course and any additional training can be carried out at home or online.

### WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

Our unique Legal Secretary Course is designed for people with existing Secretarial and/or PA skills or who have already completed the relevant Souters Secretarial training, such as the:

- Souters Beginner Course
- Souters Secretary/PA Course

Students are required to have sound knowledge of MS Office Word, together with some typing and audio skills prior to the start of the course. However, these can be trained elsewhere in our curriculum if needed.

The course is ideal for people looking for a first job as a legal secretary or those whom wish to strengthen existing knowledge and skills. It is also good for school leavers and foreign workers looking to train for a first office job in the UK.

For course cost please see booking page for this course at [www.souterstraining.com](http://www.souterstraining.com)