



## LEGAL SECRETARY COURSE

### DESCRIPTION

Our Legal Secretarial Course provides a quality course tailor designed to assist those who are aiming at entry into the legal secretarial job market. Souters has provided legal training continuously since 1988. We have been actively working in conjunction with a major City firm to redesign legal secretarial training to the modern legal industry context. This product is delivered by a live tutor, who is a qualified lawyer with hands on practical experience.

#### *Legal Secretary Course-SOUTERS*

*"Really enjoyed this course and will recommend. A very good practical course for anyone already working in the legal sector or for experienced office staff looking to join. Good balance of practical sessions and theory. I found the classroom sessions most useful.....Aili was great, always accessible....."*

*"Since doing the course, I have had a very varied and interesting career in law which has included being a Float Secretary, a legal PA and also undertaking Paralegal duties. I am now at a very high profile US law firm and I know for a fact that having the course on my CV is what initially got me into my first legal role. So thank you very much Souters!" - Claire, took Legal Secretary Course and went on to have successful career in US and UK.*

### OBJECTIVE

To provide the knowledge and practical skills for complete job readiness as a Legal Secretary. To provide a good basic understanding of the fundamental legal system and the role of a Legal Secretary within the modern commercial environment.

### COURSE CONTENT

#### Legal Theory

- Introduction to Law session
- The Legal Industry explained: Magic Circle and City; High Street; In house
- The Law Office: Partners; Fee Earners; Paralegals; Legal Secretaries
- Legal Skills - Practical Sessions Departmental Functions and Procedures: Criminal Litigation; Civil Litigation; Commercial Law; Corporate Law; Family Law & Wills
- The Legal Skills Practical Sessions will include the following within each of the above five legal areas: Legal Document Production; Document presentation and engrossment; Proof Reading; Forms processing and completion; Time recording & Invoicing; Audio Typing Training; Touch Typing Training; Tests and appraisals.

The CPD Standards Office

CPD PROVIDER: 21228  
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**CALL US TODAY!**  
**020 7248 8987**

## TESTIMONIALS

Tania - a former student who was placed on one of our Work Experience Programme that we run with a major City Law Firm.

*'I would like to share some great news with you and to say a huge thank you for putting me forward to FFW (a City Law Firm). I have had the most amazing time doing my work experience, everyone on the team has been very helpful and friendly and Caroline was the best mentor I could ever ask for. Also Beverly has coached me every step of the way and has been incredibly supportive. I am happy to say that I have now been offered a full-time position within their IP Protection department. So even though it has been intense few months for me having to juggle internship and another job, it has paid off tremendously. Once again a big thank you to everyone at Souters and best wishes for Christmas and the New Year to come. With kindest regards Tania'*

## DATES AND DURATION

Full time one-week intense course (11:00-16:00) all week, can be completed by assisted remote learning with an in house tutor over one month.

## ADDITIONAL

This can be undertaken as a single unit, or supplemented with the Secretary PA Diploma Programme if you lack formal secretarial skills. Please contact us for advice on this.

## COURSE REQUIREMENTS

Good general level of education with good written and spoken English. Established skills in Microsoft Word are ideal (but can be taken as a supplement if needed). Quality general secretarial background or Secretary/PA training is needed before starting this course.

## BENEFITS

Live Tutor who is a qualified Legal Professional.

Designed by Legal Professionals who have worked in conjunction with large London law firms to make the training course truly focused.

Well established training college (1988) with recognised course certification and diploma.

## WHO IS THIS FOR

Law firms who need to fast track the training of secretaries and do not have internal resources.

Individuals with secretarial skills looking for a shorter course to enable early entry into the legal profession in a support position.

## OUTCOME

Legal Secretary CPD Certification

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# SOUTERS®

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