

Legal English and Legal Skills

Date	15 July 2019 to 19 July 2019
Venue	Blackhall Place, Law Society of Ireland, Dublin
Fee	€995 (This fee includes all course materials, lunch and refreshments during course times. Social and cultural programme including a full day tour)
CPD Hours	25 CPD Hours
Event Code	19003

The course is open to all EU lawyers.

To maximise the learning experience for participants numbers on this skills based course are strictly limited so early booking is advisable.

Aim and Objectives

This annual 5-day summer course is a great opportunity to:

-) Improve your legal and English Skills
-) Network with legal professionals from other countries
-) Discover beautiful Ireland

The course is designed to provide participants with an understanding of the four key practical legal skills required by commercial practitioners. The course provides participants with an opportunity to develop their professional practical legal skills of negotiation, client interviewing and advising, commercial legal writing and drafting and oral professional presentation in the context of the English language and commercial law.

This course is highly practical and based on learning-by-doing. It includes interactive lectures, workshops, role-plays, performance recordings and one-to one feedback.

Topics and Issues to be covered

Introduction

-) Differences between the Civil and Common Law systems
-) Introduction to English legal terminology

Public speaking skills

The aim is to develop and improve the public speaking skills of each participant through small active workshops. This training will focus on:

-) Making the most of your own voice and speaking style.
-) Confident delivery and controlling nervousness.
-) Using one's voice to ensure clarity and to create interest.
-) Effective use of gesture.
-) The importance of one's posture and breath-control.
-) Structuring an informative and engaging presentation.

An experienced voice coach will assist participants to enhance their public speaking and presentation skills in English through highly interactive workshops and individual feedback. Sessions are tailored for all levels of experience and confidence.

Negotiation

An introduction to negotiation skills, designed to help participants understanding the different styles and steps of negotiation, as well as the importance of establishing a long- term relationship with the other party.

-) Key concepts.
-) Negotiation styles.
-) Critical Elements of Negotiation Success
-) Negotiation stages (preparation, opening, gathering information, bargaining, settlement)
-) The negotiation process in practice: roleplay and feedback.

Client Interviewing

An introduction to interviewing and advising clients, designed to make participants aware of the importance of listening to clients, communicating effectively with them the aim to provide valuable legal advice.

-) The purpose of an interview.
-) Establishing a relationship with the client - empathy.
-) Interview stages (preparation, introduction, gathering information, advising, conclusion).
-) The client interview in practice: roleplay and feedback.

Legal Writing and Drafting

An introduction to legal writing and drafting, the practical course aims to make participants aware of the importance of clear written communication.

-) The importance of clear communication
-) Writing in clear and concise English
-) Developing a reader focused style and structure
-) Avoiding common pitfalls
-) Editing your writing – tips and techniques

Legal Ethics/Deontology

-) A European Comparative. Irish, Italian and other EU bar perspectives
-) Followed by networking drinks reception with Irish and EU Lawyers

Social and Cultural Programme

This is a valuable opportunity to network and practice spoken English in a social setting

-) A full day tour to the country, historic and cultural sites of the east of Ireland. This includes an evening of traditional Irish music and entertainment in an Irish 'pub'.
-) A tour of the 'Four Courts' – the Supreme and High Court of Ireland.

Lecturers and Tutors

Our lecturers and tutors are distinguished legal experts and provide legal services and advice to all sectors of industry both nationally and internationally. Their significant experience will be shared through the interactive manner in which all lectures and workshops will be delivered.

Irish Institute of Training & Development – Multiple Award Winners Awarded for Excellence & Innovation in Training & Development

Legal English and Legal Skills

15 – 19 July, 2019 Dublin, Ireland

Booking Form 2019

Numbers are strictly limited to maximise the teaching and learning experience for our students. Early booking is advised.

The course takes place from 15 – 19 July 2019 Inclusive - €995 per participant
(Includes lunch and refreshments during course times)

Name	
Address - block capitals	
Contact telephone number and/or mobile number	
Email address	
VAT Number	

	Legal English and Legal Skills - (€995)
	Mid- week - Optional Tour of the Four Courts, Inns Quay, Dublin. Free admission, however, registration in advance is necessary as we are required to supply details to the Courts Services of Ireland.

If you have special dietary requirements, please specify below:
If you have any adapted arrangement requirements, please specify below:
Where did you hear about the programme eg Website, Email, Colleague etc

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METHODS OF PAYMENT

1. **By Electronic Funds Transfer - EFT**

Law Society of Ireland - Bank of Ireland Account – College Green, Dublin 2, Ireland

A/C number: 16304279 - **IBAN:** IE09 BOFI 90001716304279

Bank Identifier Code: BOFII E2D

Please complete the reference section by quoting **SLIG2019** for our records

I enclose a cheque in the sum of €_____ payable to **LAW SOCIETY**

PROFESSIONAL TRAINING

2. You are authorised to charge to my credit card €_____

Card No: Expiry Date: /

CVV2*: LASER MASTERCARD VISA

*(last 3 digits of security code on reverse of card) _____

Cardholder's Signature*: _____

Payment: Payment must accompany registration and be made by cheque, credit card or wire transfer. Please make sure all cheques are made payable to the **Law Society Professional Training ONLY**.

Cancellation: Cancellations must be received in writing (email accepted) TEN working days before the training event. Cancellations received after this will incur the full training event fee. In this instance a copy of the materials will be posted out following the training event.

Substitute Attendance: If you are unable to attend, a substitute from your firm may attend in your place. Please inform us of any changes in advance of the training event.

Acknowledgement of Registration: If you have not received acknowledgement of your training event registration one week after payment, please telephone the Law Society Professional Training team in Dublin on 00-353-1 881 5727 or by e-mail: Lspt@lawsociety.ie

CPD Hours: The number of CPD hours indicated in Law Society Professional Training brochures, are intended as a guide only. Actual attendance at CPD training events should only be claimed as part of your requirement.

Please return this booking form along with payment or wire transfer receipt to:

Law Society Professional Training, Law Society of Ireland, Blackhall Place, Dublin 7, Ireland.

Need assistance: P: 00-353-1-8815727, E: Lspt@lawsociety.ie; www.lawsociety.ie/LSPT