

Legal Secretary Diploma

Duration: 20 Days

Language: en

Course Code: MG1-127

Objective

The aim of this diploma is to equip you with the essential skills required to work as a Legal Secretary or Legal Administrator, with a particular focus on International Law. During this course, you will:

1. Gain a thorough understanding of the legal profession, including foundational knowledge of legal terminology, procedures, and systems.
2. Become familiar with the main areas of legal practice and the structure of the legal system.
3. Develop practical legal administration skills, such as producing and managing legal

documents, completing complex legal forms, and performing accurate legal research.
4. Enhance organisational, communication, and client care skills tailored to legal office environments.
5. Master the use of advanced technology, including IT, AI, and cybersecurity tools, to work efficiently in modern legal offices.
6. Learn to use essential platforms like Microsoft Office, Google Workspace, and team collaboration tools.
7. Build key competencies such as time management, teamwork, and assertiveness to excel in legal administrative roles.
8. Prepare for the unique challenges of working in international law and adapting to remote or hybrid work environments.

Audience

This program is designed for:

- Individuals aiming to start a career as Legal Secretaries or Legal Administrators in law firms, corporate legal departments, or government organizations.
- Administrative professionals who wish to transition into the legal field or gain specialized knowledge in legal procedures.
- Law students and recent graduates seeking practical administrative skills to enhance their employability.
- Professionals working in international or cross-border legal environments needing insights into international law practices and cultural differences.
- Professionals from other industries looking to shift into legal administration.
- Those interested in adapting to modern legal workplaces, including remote or hybrid setups, by mastering IT, AI, and collaboration tools.

Training Methodology

The Legal Secretary Diploma utilizes a blended learning approach to ensure participants develop essential skills, apply their knowledge practically, and retain what they learn effectively. The program combines various methodologies to cater to diverse learning needs. Instructor-led training, conducted either in classrooms or virtually, delivers theoretical knowledge while encouraging interactive discussions. Real-world examples and case studies are integrated to

provide context and deepen understanding.
Practical workshops and hands-on exercises form a significant part of the training, offering learners opportunities to practice legal document preparation, transcription, and IT tool usage. Mock exercises simulate tasks like court attendance protocols, billing, and client communication. The course also emphasizes AI and technology integration, with sessions on using AI tools for legal research, document automation, and time management. Live demonstrations of legal IT platforms, cybersecurity measures, and virtual collaboration tools further enhance technological proficiency.
Case studies and simulations help learners understand real-world scenarios in areas like civil litigation, contract law, and corporate law. Simulated legal office environments allow participants to practice multitasking, time management, and client care. Self-paced learning materials, including e-learning modules, recorded lectures, and reading resources, provide flexibility, while quizzes and assessments reinforce understanding.
Role-playing exercises are included to develop communication, assertiveness, and client care skills, while group projects foster teamwork and collaborative problem-solving. Regular assessments, such as quizzes, assignments, and practical evaluations, track progress and are complemented by constructive feedback from instructors to support continuous improvement. The capstone project challenges learners to apply their knowledge and skills by completing a comprehensive legal secretary task, such as preparing legal documents for a mock case.

Summary

The Legal Secretary Diploma is a comprehensive program designed to equip learners with the essential skills and knowledge required to excel as a Legal Secretary or Legal Administrator. With a strong focus on both foundational and advanced aspects of legal administration, this diploma emphasizes practical skills, professional development, and a clear understanding of the legal environment.
Learners will gain expertise in legal procedures, document production, and the use of modern technological tools, while also exploring key areas of law such as civil litigation, corporate law, and contract law. By the end of the course, participants will be well-prepared to support legal professionals in a variety of settings, including international law practices, and adapt to the evolving demands of the legal industry.

Course Content & Outline

Section 1: General Legal Procedures (40 hours)

- Overview of roles in the legal profession.
- Managing correspondence, post, and legal documentation.
- Recording information: memos, attendance notes, and case management.
- File handling: opening, filing, and maintaining reminder systems.
- Billing and client payment processes.
- Conducting legal research and court attendance protocols.
- Handling conflicts of interest and maintaining confidentiality.
- Understanding regulation, the legal environment, and solicitor offices.
- The role and responsibilities of a legal secretary.
- Legal Ethics and Professional Conduct.
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Section 2: Key Legal Secretary Skills (30 hours)

- Professional communication: telephone etiquette, email writing, and note-taking.
- Legal text processing and proofreading techniques.
- Time management, workload organization, and teamwork strategies.
- Client care and assertiveness in professional settings.
- Participating in and managing meetings (including minute-taking).
- Overview of administrative services within legal offices.
- Understanding organizational structures and judicial systems.
- Health and safety compliance in the workplace.
- Effective use of office equipment and digital filing systems.
- Legal audio processing and transcription skills.
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Section 3: The Legal System (20 hours)

- The nature, function, and classification of law.
- Historical development of legal systems across different countries.
- Present-day sources of law and their relevance.
- Court structures and the resolution of disputes outside of court.
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Section 4: Main Areas of Legal Practice (20 hours)

- The courts and dispute resolution processes.
- Sources of law and their application.
- Civil litigation procedures: statements, disclosure, trial preparation, and judgment enforcement.
- Contract law fundamentals: validity, terms, and breach of contract.

- Corporate and commercial law essentials.
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Section 5: Legal Secretary IT and AI Skills (60 hours)

- Mastering personal computer essentials and cloud environments (OneDrive, Google Drive).
- Proficiency in MS Word, Excel, PowerPoint, and Google Workspace tools.
- Effective use of email platforms (Outlook, Gmail) and team collaboration tools (MS Teams, Slack).
- Speedwriting and audio transcription for legal documentation.
- Virtual assistant (VA) essentials and remote working best practices.
- Navigating meeting platforms (Google Meet, Zoom).
- Cybersecurity awareness tailored for legal professionals.
- Overview of AI technologies that assist in legal work (e.g., ChatGPT, Grammarly, transcription software like Otter.ai, and legal research platforms like LexisNexis or Westlaw Edge).
- Automating repetitive tasks such as generating standard legal forms or templates, and using AI to draft, proofread, and format legal documents.
- Leveraging AI-powered tools to quickly find relevant case law, statutes, or precedents, and to analyse case data or legal trends.
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Section 6: International and Cross-Border Legal Practices (10 hours)

- Introduction to international law and treaties.
- Cross-border transactions and legal documentation.
- Working with international clients and understanding cultural differences.
- Overview of the roles of international courts and organizations (e.g., International Court of Justice, WTO).

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the

Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

AI, Data and Visualisation, Administration & Secretarial, Legislation and Juristic

Tags

Office Management, Law, Artificial Intelligence, time management, Legal Writing, Office Administration, Communications Skills, Legal Documentation, secretary, International Law, Legal Procedures, Legal Terminology, MS Excel, MS Word, Google Workspace

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