

Delivered live online



## The Essential Legal Assistant

Commencing Monday, 9 April 2018, 5.30pm – 7.30pm  
10 week course to complete 13 units

The essential legal assistant course is a must for legal assistants wanting to build meaningful skills and knowledge, necessary for working in a contemporary practice.

Develop a robust understanding of the legal profession through a range of seminars covering the different areas of law, legal terminology, key legal documents and forms. Develop professional skills in administration processes, written and oral communication, legal research and documentation, being an effective team player, as well as managing stakeholder and group dynamics.

With a wider range of legal topics as electives and legal professional skills, this flexible course is ideal for distance learning and essential for all legal assistants.

### BENEFITS FOR FIRMS

- Improve employee's work performance
- Standardise skills and knowledge across the profession
- Gain competitive edge

### BENEFITS FOR INDIVIDUALS

- Enhance knowledge and practical skills to directly improve work performance
- Build a professional network
- Improve career opportunities

# Programme: The Essential Legal Assistant

9 April 2018

## Welcome and course overview

**Carmen Maughan**, the Law Society of Western Australia

Meet fellow students and gain an understanding of course expectations including deadlines, compulsory requirements, the online learning portal, networking, course materials and the exam.

## Overview of the legal profession

Law Society's Young Lawyers Committee Representative

Introduction to the legal profession and overview of the legal system in Western Australia. Learn about legislation, court hierarchy, roles within the legal profession and regulatory bodies and listen to a firsthand experience, of a day in the life of a lawyer.

## eLearning seminars (compulsory)

Introduction to litigation and legal ethics

16 April 2018

## Communication skills

**Philippa Ravn**, Uneon

Learn about emotional intelligence as the ability to understand yourself, understand others and use this information to best communicate with others. Utilise a simple personality profile, the Working Styles Model, to identify where individuals sit in a four profile model and then how to best adapt your style to increase rapport in both professional and social communication. While you may communicate well in your day to day life, when conflicts arise we can sometimes react in unhelpful or damaging ways. Learn how each profile has a natural reaction to conflict and how understanding these profiles can turn these natural reactions into useful responses.

23 April 2018

## Risk management

**Vicki Coles**, Law Mutual (WA)

Learn about professional and commercial risks and how to deal with situations and where to turn if in doubt. Explore practical examples where you can contribute to reducing risk in legal practice by providing support to your legal team. Learn about Law Mutual (WA) and their role in the profession.

30 April 2018

## Time management

**Philippa Ravn**, Uneon

In a busy and demanding workplace, time management is an essential skill to keep organised and reduce stress. Learn how to create priorities by analysing time by its importance and urgency. Discuss action plans to overcome procrastination, overwhelming paperwork and emails, and managing interruptions as well as learn tips on effective email management. Look at how the brain focuses and concentrates using the circadian daily rhythm and learn to identify stress signs, by identifying cognitive, behavioural, physical, and emotional responses to stress and action plan to reduce stress at work.

7 May 2018

## eLearning electives

Complete online seminars in this self-guided learning week.

14 May 2018

## Legal writing and proofreading

**Jane Lynch**, Squire Patton Boggs (AU)

Become familiar with legal writing and drafting. The importance of using a Writing Style Guide will be examined and the role it plays in creating high quality documents with regards to spelling, grammar and punctuation. Learn about the importance of proof reading, attention to detail and be presented with practical examples of legal writing and style.

21 May 2018

## Accounting systems

**Kim Mead**, Practice Management Professionals

Learn accounting concepts and terminology involved for clients and matters including time recording, disbursements, trust and billing. Examine the role of the lawyer and the client, and associated accounting procedures through to billing. Examine the processes of different ledgers, trust accounts, the types of items that may be billed and identifying the essential information required when issuing bills to a client. Discuss the importance of communication with the client about issues relating to bills and how this impacts on debtors.

28 May 2018

## Legal Career Management

**Emma Elliott**, Business Manager, Steinepreis Paganin

Gain an overview of the changing legal environment and how it is impacting on the structures and operation of firms. Look at how this has impacted the role of the legal assistant and career management for legal assistants. Learn about strategies to assist in your career progression, including training and education, creating a professional online profile, how to write a targeted cover letter, a concise CV and to prepare for an interview.

4 June 2018

## Study Week

11 June 2018

## Exam



## Course Information

### eLearning legal electives

Tailor your course by choosing legal topics most relevant to your role. Whether in a large commercial firm, in-house, a small suburban practice or a government agency, you will find topics of relevance.

Please **choose six online electives** to complete throughout the duration of the course.

1. Introduction to litigation (compulsory)
2. Legal ethics (compulsory)
3. Introduction to commercial law
4. Introduction to criminal law
5. Introduction to employment and industrial relations law
6. Introduction to environmental law
7. Introduction to family law
8. Introduction to insolvency law
9. Introduction to intellectual property
10. Introduction to Native Title law
11. Introduction to oil and gas law
12. Introduction to personal injury law
13. Introduction to planning law
14. Introduction to real property law
15. Introduction to wills and deceased estates

Online seminars have been developed with the assistance of highly regarded practitioners, who have volunteered their time to write papers for the Law Society and form the basis for the online electives. We would like to thank the following firms for their contribution towards producing online content:

- Castledine Gregory Law & Mediation
- Clifford Chance
- K&L Gates
- Minter Ellison

### eLearning

- Paxman and Paxman Criminal Lawyers
- Squire Patton Boggs

### Course components and criteria

**Live online:** Fourteen hours of interactive live online seminars delivered as seven, two-hour sessions.

**eLearning legal electives:** Choose six elective seminars to complete online throughout the duration of the course. All electives must be completed in order to successfully complete the course.

**Professional online networking:** Each student will be required to create a LinkedIn profile and join the Legal Assistants 2018 LinkedIn group. Membership of the group is compulsory to successfully complete the course.

**Assessment:** Practical homework will need to be completed for each live online topic and there is a final written assessment at the end of the course. Assessments are designed to maximise research skills, improve writing skills and ultimate learning.

### Additional information

**Materials:** An electronic handbook is provided at the commencement of the course and contains general course information, pre-reading, seminar content and homework.

**Enrolment:** Payment must accompany the completed registration form.

**Course completion:** On successful completion of the course, students will receive a certificate and individual assessment results.

**Price: \$985**

# Quick and Easy Registration Form and Tax Invoice

ABN 414 345 165 49



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### HOW TO REGISTER

<b>ONLINE:</b>	lawsocietywa.asn.au	<b>MAIL:</b>	The Law Society of Western Australia PO Box Z5345, Perth WA 6831 (DX 173 PERTH)
<b>FAX:</b>	(08) 9324 8699	<b>ENQUIRIES:</b>	(08) 9324 8600
<b>EMAIL:</b>	cpd@lawsocietywa.asn.au		

### REGISTRATION DETAILS

#### PRIMARY REGISTRATION

Non-Member	Member	Member No:			
Title:	First Name:	Surname:			
Organisation:					
Postal Address:					
Suburb:	State:	Postcode:			
Phone:	Email:				
Time in legal industry:	Less than 1 Year	1 – 2 Years	2 – 3 Years	3 – 5 Years	5 – 10+ Years

### ADDITIONAL REGISTRATIONS FROM THE SAME ORGANISATION

#### REGISTRATION 2

Non-Member	Member	Member No:			
Title:	First Name:	Surname:			
Organisation:					
Postal Address:					
Suburb:	State:	Postcode:			
Phone:	Email:				
Time in legal industry:	Less than 1 Year	1 – 2 Years	2 – 3 Years	3 – 5 Years	5 – 10+ Years

### REGISTRATION OPTIONS AND FEES *(All prices are GST inclusive)*

<b>10 Week Course</b>
\$985

### PAYMENT DETAILS *(Please note – payment must be received prior to the event)*

Visa	Mastercard	AMEX	Cheque (Payable to 'The Law Society of Western Australia')
Card Number:	Expiry Date:		
Cardholder's Name:			
Cardholder's Signature:	Date:		

#### I have read and agree to the Terms and Conditions below:

Name:	Signature:	Date:
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