

COMMUNICATION SKILLS FOR LEGAL PROFESSIONALS

6, 13, 20 and 27 October 2017

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in collaboration with



Why

The course is designed to develop participants' language and communication skills in a legal context. The course focuses on active speaking, writing skills and communication strategies.

Differently from other courses, the focus is on achieving an effective legal communications style that is correct, clear, concise and concrete.

Who

The course is intended for a small group of lawyers from law firms or corporate sectors, PhD students or paralegals who have a good command of English as a working language (minimum English level required: B1/B2).

By whom

Teachers are
 - an English trainer with a consolidated experience in language teaching
 - an experienced lawyer who will offer an overview on real cases and language issues

What

Developing key performance strategies & tools

How can I work effectively in a second language, optimizing my skills and minimizing my weaknesses?

Legal presentations

What are my cultural values and how do they impact on my presentation style?

Presenting your case & handling objections effectively

What functional language do I need to bring people around to my way of thinking?

Effective communication skills for meetings and negotiations

How do I state and maintain my position, manage objections, remove barriers and overcome conflict and potential opposition in order to reach an agreement?

Making arrangements & building rapport

How can I create a collaborative environment conducive to agreement?

Achieving an effective written style

How can I achieve a style that is clear and concise and where my message is retained?

Legal writing standards and vocabulary

Do I have the necessary vocabulary to ensure every word of my legal opinion communicates precisely the advice I intend to convey?

Drafting legal documents, contracts, reports, memoranda, email

Do I have the techniques, language and skills to guarantee my work is valid, admissible and enforceable?

Applied listening tasks

Am I listening 'well'? Do I have the listening techniques and skills to guarantee I can work with what I think I have understood? How can I be sure I haven't misunderstood?

The training includes two workshops on mock cases presented and discussed by a English/American lawyer.

Where

The course will be held at the Campus Luigi Einaudi, Lungo Dora Siena 100, Torino

How

The course adopts an interactive methodology where participants are requested to actively take part in roleplay, simulation, draft reports and clauses, present opinions and advice, work in pairs/groups and analyze case studies.

How long

24 hours - over 4 days (6 hrs / day)

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