



## Our Courses

- ✓ *The Legal Secretary*
- ✓ *Legal Office Management*
- ✓ *Deceased Estates*
- ✓ *Legal Bookkeeping*
- ✓ *Basic Conveyancing*
- ✓ *Advanced Conveyancing*
- ✓ *Civil Litigation – High Court*
- ✓ *Civil Litigation - Magistrate's Court*
- ✓ *Debt Collection*
- ✓ *English Writing Skills*

# Short Law Courses for Support Staff | Pretoria

CONFIDENCE | EFFICIENCY | PRODUCTIVITY

## Why choose LEAD to train your staff

With over 30 years of training attorneys, LEAD understands the needs of a **modern-day** law practice and recognises the **critical supporting role** that staff play in a thriving practice.

For firms to succeed and grow, their staff must be trained in up-to-date professional knowledge and skills. In today's changing times, LEAD has identified **top ten topics** for staff to help boost their skills and productivity and also help mitigate the risk of negligence for the law firm.

## Short Law Courses

Our courses provide staff with a thorough understanding of the law firm environment, procedures and systems. They are enjoyable, comprehensive and popular. Our philosophy is that staff should not only understand how to perform work but also the reason why they have to do certain tasks and the law behind it.

### Course Queries

Merlin September - [merlin@LSSALEAD.org.za](mailto:merlin@LSSALEAD.org.za)

Tel: 012 441 4652

Legal Education and Development

Tel: +27 (0)12 441 4600 (switchboard) | Web: [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)

Address: PO Box 27167 Sunnyside 0132 | Docex 227 Pretoria

## Why train your staff?

### ✓ Duties nowadays are more complex

Over the past 10-15 years, support staff (non-legal personnel) duties in law firms/departments have expanded and become much more complex. This is especially true since the increased use of software applications in law firms. As a result, modern legal support staff now needs more in-depth training.

### ✓ Attorney's liability

Attorneys are vicariously liable for the wrongdoings and mistakes of their support staff. In order to mitigate this risk of negligence, attorneys should among other things ensure that their employees are properly trained and supervised. In addition, law firms that help to develop the full potential of their support staff optimise their overall performance.

## Training material

The **material has** been designed and written by legal professionals and provide staff with valuable legal knowledge. We provide a manual on the first day of training.

## Who should attend?

This training is aimed at individuals who want to improve their skills in the course topics.

### What our participants said

- ✓ *"Excellent platform to gain valuable knowledge and practically apply the knowledge of the working field."*
- ✓ *"I learned more here than what I've learnt in LLB Civil Litigation."*
- ✓ *"The lecturer was excellent; I understood things that I previously struggled with."*
- ✓ *"This is the best course that I have ever attended. It was informative and easy going – EXCELLENT."*
- ✓ *"These courses motivate me and made me think of ways to improve my work."*
- ✓ *"This course bridges the gap by providing legal knowledge to support staff."*

## Law Firm Staff

Secretaries; Personal Assistants; Receptionists; Administrators; Debt collecting staff; Bookkeepers; Candidate attorneys/paralegals; and people considering work in the profession

## Other Organisations

Government departments; Banks; Realtors; Parastatals; Engineering firms; Insurance firms; Law clinics; Collection services; Financial advisers

## How to register

Applicants must please familiarise themselves with the **course outcomes** (see page 3) before registering for a specific course. Thereafter, please complete the attached form on page 4 and 5 in full, using clear block letters.

E-mail the form together with a copy of the participant's **ID/passport** and **proof of payment** to [annelie@LSSALEAD.org.za](mailto:annelie@LSSALEAD.org.za) or fax 086 215 6764.

*If payment is not received within 7 days of sending the registration form, the registration will unfortunately be discarded.*

## Certification

LSSA LEAD awards a certificate for each course attended provided the participant has satisfactorily complied with the attendance and performance requirements and there are no fees outstanding.

## Registration closing date

One week prior to commencement of the selected course. Confirmation of attendance will be on a first-come, first-served basis.

## Our Bank details

Account Holder	<b>Law Society of South Africa</b>
Bank	First National Bank
Branch	Pretoria
Account Number	6200 964 1079
Branch Code	251445
Reference	LSST/surname & Initials

## More about our courses and course outcomes

Course name	Outcomes
<b>The Legal Secretary</b>   <i>Gain the broad knowledge and general business skills to be a Legal Secretary</i>	<a href="#"><u>Click</u></a>
<b>Basic Conveyancing</b>   <i>Gain basic knowledge of how conveyancing works and the challenges experienced in practice.</i>	<a href="#"><u>Click</u></a>
<b>Advanced Conveyancing</b>   <i>Gain a high-level understanding of conveyancing work to increase the efficiency of a conveyancing practice</i>	<a href="#"><u>Click</u></a>
<b>Civil Litigation in the High Court</b>   <i>Gain basic skills to draft legal documents and pleadings when required in terms of the Rules</i>	<a href="#"><u>Click</u></a>
<b>Civil Litigation in the Magistrate's Court</b>   <i>Revise the basic rules relating to civil litigation in the Magistrate's Courts and to put these into practice</i>	<a href="#"><u>Click</u></a>
<b>Deceased Estates</b>   <i>Gain the practical ability to understand and administer a deceased estate effectively</i>	<a href="#"><u>Click</u></a>
<b>Debt Collection</b>   <i>Gain the skills and confidence to complete debt collection documents independently</i>	<a href="#"><u>Click</u></a>
<b>English Writing Skills</b>   <i>Gain the confidence to prepare professional and precise business correspondence in English</i>	<a href="#"><u>Click</u></a>
<b>Legal Bookkeeping</b>   <i>Gain an overall insight and understanding into the legal bookkeeping systems</i>	<a href="#"><u>Click</u></a>
<b>Legal Office Management</b>   <i>Allows students to develop the skills required to enter the arena of the Practice Manager</i>	<a href="#"><u>Click</u></a>

High-quality, compassionate service is about **people**, not law firms. Innovative legal support staff with the right knowledge and skills are the foundation of a law firm's long-term success.

## Courses dates and fees for 2017 | Pretoria

Course	Dates 2017	Course duration	Fees: Law firm staff (VAT Inc)	Fees: other (VAT Inc)
Civil Litigation in the High Court	05 May	1 days	R 1280	R 2145
Legal Bookkeeping	18 – 20 May	3 days	R 3000	R 3925
English Writing Skills	23 – 25 May	3 days	R 3000	R 3925
Legal Office Management	02, 09, 23 & 30 June	4 days	R 3670	R 5075
Legal Secretary	06 – 08 June	3 days	R 3000	R 3925
Deceased Estates	05 – 07 July	3 days	R 3000	R 3925
Advanced Conveyancing	3 – 5 August	3 days	R 3000	R 3925

## Courses dates and fees for 2017 | Cape Town

Course	Dates 2017	Course duration	Fees: Law firm staff (VAT Inc)	Fees: other (VAT Inc)
Debt Collection	20 & 21 Jul	2 days	R 2565	R 3475
Deceased Estates	16 – 18 August	3 days	R 3000	R 3925
Basic Conveyancing	19 & 20 October	2 days	R 2565	R 3475
Legal Secretary	15 – 17 November	3 days	R 3000	R 3925

# REGISTRATION FORM

## Legal Support Staff Training 2017



**Complete the form and e-mail it together with the following documents to [annelie@LSSALEAD.org.za](mailto:annelie@LSSALEAD.org.za).**

- Copy of the participant's identity document/passport
- Proof of payment - *All fees must be paid into the designated LSSA bank account. The LSSA will not accept liability if fees are paid into any other bank account. The LSSA banking details are as follows:*  
*Name of account: **Law Society of South Africa**; First National Bank (FNB); Pretoria branch code: 251445;*  
*Account number: **62009641079**.*

If you do not receive confirmation of registration from LEAD within five working days, please immediately follow-up with **Merlin September** on [merlin@LSSALEAD.org.za](mailto:merlin@LSSALEAD.org.za) or (012) 441 4652 or (012) 441 4670.

A. City and course details			
<input type="checkbox"/> PTA <input type="checkbox"/> CPT   Course name:		Course date:	
B. Applicant's details			
Surname:		Full names:	
Preferred name:		ID number:	Title:
Race (for reporting purposes only): <input type="checkbox"/> African <input type="checkbox"/> Asian <input type="checkbox"/> Coloured <input type="checkbox"/> White			
Postal address:			Code
Employer:		Occupation:	
Qualifications:		Tel (w): (   )	
E-mail	Cell:		Fax no:
Special dietary requirements (if any):		If disabled, nature of disability:	
Where did you hear about the course? <input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Employer <input type="checkbox"/> Newspaper <input type="checkbox"/> Other			
If other, please specify:			
C. Employer details (NB: Complete this section <u>only</u> if the Applicant is being sponsored by his/her Employer)			
Firm/company name:			
Contact person:		Contact person's e-mail:	
Tel: (   )		Contact person's job title:	
Postal/docex address:			Code
Do you need an invoice? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "yes", please enter employer's VAT number:			
1. I, _____ (name of the employer's authorised account signatory) hereby declare the above information to be correct. 2. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned applicant.			NB Company Stamp
_____ Employer Signature		_____ Date	
<b>Registration queries:</b> Annelie Dagnin   <a href="mailto:annelie@LSSALEAD.org.za">annelie@LSSALEAD.org.za</a>   Tel 012 441 4669/00 <b>Course queries:</b> Merlin September   <a href="mailto:merlin@LSSALEAD.org.za">merlin@LSSALEAD.org.za</a>   Tel: 012 441 4652/00			

## REGISTRATION FORM: LEGAL SUPPORT STAFF COURSES 2017 (Continued)

Name of Applicant \_\_\_\_\_

### D. Payment Method

Payment by Electronic Funds Transfer (EFT):  by Employer |  by Applicant Amount: R \_\_\_\_\_

Account Holder: **Law Society of South Africa** | Bank: **First National Bank (FNB)** | Branch: **Pretoria**

Branch Code: **251445** | Account Number: **62009641079** | Account Ref: **(LSST; surname and initials)**

If payment is not received by LEAD within 7 days of sending this form, the registration will unfortunately be discarded.

### Cancellation

1. An applicant/employer who wishes to cancel must do so at least 7 (seven) working days prior to commencement of the selected course.
2. Cancellations must be done in writing and e-mailed to [annelie@LSSALEAD.org.za](mailto:annelie@LSSALEAD.org.za) or faxed to 086 215 6764.
3. Confirmation of the cancellation will be confirmed via e-mail. Should a learner/employer not receive a cancellation confirmation from LEAD, it means that the cancellation request was not received and that he/she/the firm will still be held liable for the full course fee.
4. Learners who do not cancel and fail to attend the training will be held responsible for the full course amount.
5. LSSA/LEAD shall have the right in its sole discretion to postpone or cancel tuition in any programme initially advertised and offered on the basis of insufficient demand. Should this be the case, registered learners will be given reasonable notice of the cancellation and all fees paid by the learner will be refunded.

### General declaration

1. I agree that having registered for the \_\_\_\_\_ course, I am liable for the full course fee.
2. I understand that all fees must be paid to the designated LSSA bank account only. The LSSA will not accept liability if fees are paid into any other bank account.

Name of account: **Law Society of South Africa**; Bank: **First National Bank (FNB)**, Pretoria  
Branch code: **251445**; Account number: **62009641079**.

3. I am familiar with the outcomes of the course specified above, and fully comprehend the specifics as explained in this document.
4. I acknowledge that payment needs to be made before attendance of the course.
5. I accept that a certificate will be issued only if I comply with the attendance and payment requirements.
6. I acknowledge that I have read and understood the above, and hereby, sign as proof.

I hereby agree to abide by all the terms conditions relating to Legal Support Staff Training as described in the website, brochure and registration form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Legal Education and Development | LEADers in training of legal support staff**