



Short Law Courses for **SUPPORT STAFF**

CONFIDENCE | EFFICIENCY | PRODUCTIVITY

Our Courses

- Advanced Conveyancing
- Basic Conveyancing
- Civil Litigation – High Court
- Civil Litigation – Magistrate’s Court
- Debt Collection
- Deceased Estates
- English Writing Skills
- Legal Bookkeeping
- Legal Costs
- Office Administration and Client Care
- The Legal Secretary

Course Queries

Merlin September

E: merlin@LSSALEAD.org.za | T: 012 441 4652

Legal Education and Development

T: +27 (0)12 441 4600 (switchboard)

Web: www.LSSALEAD.org.za

Address: PO Box 27167 Sunnyside 0132 | Docex 227 Pretoria

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 practices 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 eleven topics for staff to help boost their skills and productivity and also help mitigate the risk of negligence for the law practice.

Short Law Courses

Our courses provide staff with a thorough understanding of the law practice 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.

Why train your staff?

Duties nowadays are more complex

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

Legal practitioners' liability

Legal practitioners are vicariously liable for the wrongdoings and mistakes of their support staff. In order to mitigate this risk of negligence, legal practitioners should among other things ensure that their employees are properly trained and supervised. In addition, law practices 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."

Legal Support Staff

Secretaries; personal assistants; receptionists; administrators; debt collecting staff; bookkeepers; candidate legal practitioners/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 5 and 6 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 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: Law Society of South Africa

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 - 2019

Course name	Summary	Duration	Dates	Region	Outcomes
Advanced Conveyancing	Gain a high-level understanding of conveyancing work to increase the efficiency of a conveyancing practice	3 days	24 - 26 October	Pretoria	Click
Basic Conveyancing	Gain basic knowledge of how conveyancing works and the challenges experienced in practice	2 days	27 & 28 September	Pretoria	Click
Civil Litigation in the Magistrate's Court	Revise the basic rules relating to civil litigation in the Magistrate's Courts and to put these into practice	2 days	30 & 31 August	Pretoria	Click
Civil Litigation in the High Court	Gain basic skills to draft legal documents and pleadings when required in terms of the Rules	1 day	11 October	Pretoria	Click
Debt Collection	Gain the skills and confidence to complete debt collection documents independently	2 days	22 & 23 August	Pretoria	Click
Deceased Estates	Gain the practical ability to understand and administer a deceased estate effectively	3 days	27 - 29 November	Pretoria	Click
English Writing Skills	Gain the confidence to prepare professional and precise business correspondence in English	3 days	TBA	Pretoria	Click
Legal Bookkeeping	Gain an overall insight and understanding into the legal bookkeeping systems	3 days	TBA	Pretoria	Click
Legal Costs	Gain the necessary skills in drawing and opposing bills of costs & ethical background. Provide a better understanding between civil litigious and non-litigious matters consequences thereof	1 day	6 November	Midrand	Click
Office Administration and Client Care	Gain the necessary skills to be an effective office administrator in a law practice	2 days	TBA	Pretoria	Click
The Legal Secretary	Gain the broad knowledge and general business skills to be a Legal Secretary	3 days	20 - 22 November	Pretoria	Click

Course fees 2019

Course name	Fees for Law Firm Staff (15% VAT Inclusive)	Fees for Other Organisations (15% VAT Inclusive)
Advanced Conveyancing	R3 520	R4 700
Basic Conveyancing	R3 020	R4 100
Civil Litigation in the Magistrate's Court	R3 020	R4 100
Civil Litigation in the High Court	R1 510	R2 550
Debt Collection	R3 020	R4 100
Deceased Estates	R3 520	R4 700
Legal Bookkeeping	R3 520	R4 700
English Writing Skills	R3 520	R4 700
Legal Costs	R1 755	R2 270
Office Administration and Client Care	R3 020	R4 100
The Legal Secretary	R3 520	R4 700

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

REGISTRATION FORM

Legal Support Staff Training 2019



Complete the form and e-mail it together with the following documents to annelie@LSSALEAD.org.za

- Copy of the participant's identity document/passport
- Proof of payment: All fees must be paid into the designated Law Society of South Africa (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 | **Bank: First National Bank (FNB)** | **Branch: 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 or (012) 441 4652 or (012) 441 4600.

A. City and course details (Please refer to page 3 of 4 of the brochure for clarity on dates and regions)											
Pretoria				Midrand							
Course name:						Course date:					
B. Applicant's details											
Surname:						Full names:					
Preferred name:										Title:	
ID number:											
Race (for reporting purposes only):				African		Asian		Coloured		White	
Postal address:										Code:	
Employer:						Occupation:					
Qualifications:						Tel (w): ()					
E-mail:						Cell:					
Special dietary requirements (if any):						If disabled, nature of disability:					
Where did you hear about the course?											
	Email		SMS		Word of Mouth		Employer		Website		Online social media
	Other	If other, please specify:									
C. Employer details (NB: Complete this section only 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?			Yes		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					

REGISTRATION FORM: LEGAL SUPPORT STAFF COURSES 2019 (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.

Terms and Conditions

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 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 practice will still be held liable for the full course fee.
4. You may transfer once at no additional cost to another training program with the proviso that it is not in the 7 (seven) day period as stipulated above.
5. Learners who do not cancel and fail to attend the training will be held responsible for the full course amount.
6. 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) | **Branch:** 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 and conditions relating to Legal Support Staff Training as described in the website, brochure and registration form.

Applicant's Signature

Date

Registration queries: Annelie Dagnin | E: annelie@LSSALEAD.org.za | T: 012 441 4669/00

Course queries: Merlin September | E: merlin@LSSALEAD.org.za | T: 012 441 4652/00