



Short Law Courses for **SUPPORT STAFF**

CONFIDENCE | EFFICIENCY | PRODUCTIVITY

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
- Legal Costs

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 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.

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 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

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	2 nd Semester 2018 (dates TBC)	Pretoria	Click
Basic Conveyancing	Gain basic knowledge of how conveyancing works and the challenges experienced in practice.	2 days	4 & 5 May 2018	Pretoria	Click
			13 & 14 September 2018	Cape Town	
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	13 & 14 April 2018	Pretoria	Click
			11 & 12 October 2018	Cape Town	
Civil Litigation in the High Court	Gain basic skills to draft legal documents and pleadings when required in terms of the Rules	1 day	25 May 2018	Pretoria	Click
			1 November 2018	Cape Town	
Debt Collection	Gain the skills and confidence to complete debt collection documents independently	2 days	19 & 20 April 2018	Pretoria	Click
Deceased Estates	Gain the practical ability to understand and administer a deceased estate effectively	3 days	11 to 13 July 2018	Pretoria	Click
			19 to 21 June 2018	Cape Town	
English Writing Skills	Gain the confidence to prepare professional and precise business correspondence in English	3 days	20 to 22 June 2018	Pretoria	Click
Legal Bookkeeping	Gain an overall insight and understanding into the legal bookkeeping systems	3 days	14 to 16 March 2018	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	27 June 2018	Pretoria	Click
Legal Office Management	Allows students to develop the skills required to enter the arena of the Practice Manager	4 days (only on Saturdays)	26 May, 2, 9, 30 June 2018	Pretoria	Click
The Legal Secretary	Gain the broad knowledge and general business skills to be a Legal Secretary	3 days	25 to 27 July 2018	Pretoria	Click
			13 to 15 November 2018	Cape Town	

Course fees

Course name	Fees for Law Firm Staff (15% VAT Inclusive)	Fees for Other Organisations (15% VAT Inclusive)
Advanced Conveyancing	TBC	TBC
Basic Conveyancing	R2 820	R3 820
Civil Litigation in the Magistrate's Court	R2 820	R3 820
Civil Litigation in the High Court	R1 407	R2 370
Debt Collection	R2 820	R3 820
Deceased Estates	R3 290	R4 320
English Writing Skills	R3 290	R4 320
Legal Bookkeeping	R3 290	R4 320
Legal Costs	R1 580	R2 120
Legal Office Management	R4 040	R5 580
The Legal Secretary	R3 290	R4 320

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.

REGISTRATION FORM

Legal Support Staff Training 2018



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 4000.

A. City and course details (Please refer to page 3 of 4 of the brochure for clarity on dates and regions)

<input type="checkbox"/>	Pretoria	<input type="checkbox"/>	Cape Town	Course name:	Course date:
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B. Applicant's details

Surname:				Full names:														
Preferred name:											Title:							
ID number:																		
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"/>	Website	<input type="checkbox"/>	Online social media							
<input type="checkbox"/>	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?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If "yes", please enter employer's VAT number:											

<p>1. I, _____ (name of the employer's authorised account signatory) hereby declare the above information to be correct.</p> <p>2. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned applicant.</p>												NB: Company Stamp					
<p>_____ Employer Signature</p> <p>_____ Date</p>																	

REGISTRATION FORM: LEGAL SUPPORT STAFF COURSES 2018 (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 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) | **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