



Workshop on Effective Legal Office Administration

May 29 – 31, 2024, 1st Run: Lagos & Port Harcourt

November 25 – 29, 2024, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 U\$D for foreign
Participants**

Program overview:

This program is designed to enable participants acquire the relevant administrative and technological skills needed to meet the demands of the current and emerging legal office environment. Through practical, hands-on training participants will acquire knowledge of legal office procedures, preparing legal documents, contracts, litigation, criminal law, business and family law, corporate, real estate and estate law. In addition, this training will enhance efficiency of paralegal staff, legal secretaries with a promise to successful career.

The course will be delivered using an interactive approach with exercises, case studies with questions and answers to maximize participants' skills acquisition.

For whom:

This course is designed for those working in litigation law administration office, Office Managers, Senior Administrator, Paralegals and Law Clerks. Those working in Private Legal Practitioners offices (particularly those in commercial law, civil and criminal law practice), Lawyers in Banks, Insurance Companies, Mortgage Institutions, Regulatory Agencies, Company Secretaries, Legal Advisers, Administrative Officers in Government Ministries and Parastatals, Administrative Officers in Private Organizations and Companies will also benefit from this program.

Learning objectives:

At the end of the program, participants will be able to;

- acquire relevant administrative skills to manage a modern legal office;
- prepare accurate court documents;
- compose legal transcripts;
- know and explain the legal terminology;
- carry out routine legal correspondence.
- have a better understanding of family and business law; and
- acquire technological skills needed in managing a modern legal office management.

Course Outline:

Day 1: The Modern Law Office

- **Managing a modern law office.**
 - Managing meetings/ Conferences
 - Managing Office Correspondence
 - Report writing, o Minutes writing, o Memos, o Technical report
- Clients Care and Service;
- Managing Your Boss

Day 2: Billing

- Preparing Legal Documents
- Litigation

Day 3: Contracts

- Torts
- Criminal Law and Procedure

Day 4: Family Law

- Business Law
- Criminal Law

Day 5: Real Estate

- Estate Planning and Guardianship
- Bankruptcy
- Program review

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N250, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,
& 234-9112830607**

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.