



LAW SOCIETY
OF SOUTH AFRICA



Legal Support Staff ... Training in 2010



**No fee!
10 options!**

Supported by
SASSETA



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2010

*Lifelong learning
towards a just society*

Interested? Please complete the form below and return urgently

In 2010 L.E.A.D, the Law Society of South Africa's education division will offer training to increase staff's skills and productivity in the subjects listed below.

Preference will be given to staff who work in small to medium size firms who have no secretarial or financial qualification and who have less than 5 years' working experience in a law firm.

Brochures with application forms will be circulated during the course of 2010.

Venues

Pretoria, Cape Town, Johannesburg, East London, Bloemfontein and Durban.

Details

Surname:		Initials:					
Tel no: ()		Fax no: ()					
Cell no: ()		E-mail:					
Employed by firm (name):							
Number of partners:		Years experience (applicant):					
If interested, mark with an X & return form to fax. 0866824058 or e-mail. anthea@LSSALEAD.org.za		Cape Town	East London	Pretoria	Johannesburg	Bloemfontein	Durban
Estates (3 days)							
Conveyancing (3 days)							
Debt collection (3 days)							
MVA work (3 days)							
Litigation (3 days)							
Bookkeeping (5 days)							
Office administration & Client Care (3 days)							
Introduction to computers, Word & Excel (3 days)							
English business writing (3 days)							
Calculations (3 days)							