



# Admin & Corporate Training 2013



## WELCOME AND INTRODUCTION TO LEGAL EDUCATION AND DEVELOPMENT (L.E.A.D)

LEAD, a division of the Law Society of South Africa (LSSA), understands the needs of a modern-day law practice. A variety of methods to access high-quality learning activities are offered to attorneys, candidate attorneys and support staff. These include courses and seminars which are conducted at training centres, online or via distance learning.

ACT, a department of LEAD, offers legal training to administrative personnel as well as corporate clients, who have no or little experience of the law.

*Well-trained staff is the foundation of every successful practice*



### PURPOSE OF THE TRAINING COURSES

The main aim of these courses is to give office staff a thorough understanding of the law firm environment, procedures and systems. It will enable them to fulfil their duties with more confidence, greater efficiency and with enhanced productivity.

### OUR COURSES

LEAD prides itself in training individuals with no formal training in the law on topics which are relevant to the legal profession. Our presenters are well respected professional people who have extensive expertise and practical experience.

**LEAD** strives to ensure that all its courses are affordable and value for money.

2013  
Lifelong learning towards  
a just society

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OUR COURSES	# DAYS	FEES (VAT incl)	
		Staff from attorneys' firms	Other
1. The Legal Secretary <b>NEW</b>	3 Days	R 1895	R 2085
2. Debt Collection	2 Days	R 1390	R 1550
3. Meetings & Minutes for Legal Practice <b>NEW</b>	1.5 Days	R 1160	R 1300
4. Civil Litigation in the Magistrate's Court	2 Days	R 1390	R 1550
5. Civil Litigation in the High Court	1 Day	R 780	R 930
6. Basic Conveyancing	2 Days	R 1665	R 1850
7. Advanced Conveyancing	3 Days	R 1895	R 2085
8. Intro to Labour Law <b>NEW</b>	3 Days	R 1895	R 1895

### WHO SHOULD ATTEND?

- Secretaries
- Receptionists
- Administrators
- Debt collecting staff
- Bookkeepers
- Messengers
- Candidate attorneys and paralegals
- Individuals who want to pursue a career in the legal profession.

### TRAINING MATERIAL

The training manual will be provided on the first day of the training.

### CERTIFICATION

A certificate will be awarded for each course attended. Please note that a certificate will be awarded only if a participant has satisfactorily complied with the attendance and performance requirements.

### WHY ATTEND?

LEAD has trained thousands of legal support staff and other individuals. Participants left the training feeling empowered, motivated and with a better understanding of the law

These newly acquired skills were reflected in the feedback from some of the participating law firms:

- *"She is now finishing tasks given within the limited time and she is able to do more work."*
- *"Work is done with greater efficiency and less corrective actions needed afterwards."*
- *"His general outlook towards his work has improved as well as his professional image."*
- *"This training is imperative to enhance understanding"*
- *"All law firms should encourage their staff to attend these courses"*
- *"The courses gave us a better understanding on how things work in a law firm"*
- *"These courses were eye openers"*
- *"The courses are a great asset to our firm"*

This is what the participants said:

- *"I have extended my knowledge and understanding"*
- *"It was a fun and wonderful learning experience"*
- *"Again I leave better than when entering"*
- *"This training is imperative to enhance the understanding of our legal system"*
- *"The course gives us a better understanding on how things work in a law firm"*