Practical Legal Training for Legal Department Staff Training Course



09 - 13 Nov 2026

Cape town

4600 € (Per Person)

Ref: #LAW5142_262367

Course Introduction / Overview:

A high-performing legal department relies on the skills of every team member. This specialized training course, from BIG BEN Training Center, is designed for paralegals, legal assistants, and support staff who are essential to the day-to-day operations of a legal office. We will explore key topics such as legal document drafting, case management, and legal research from a practical, hands-on perspective. Drawing on the work of legal professionals like Deborah E. Bouchoux, a leading paralegal author, and influential books such as "Paralegal Today: The Legal Team at Work," this program goes beyond theory to provide the practical skills needed for success. Participants will learn how to manage legal documents, conduct effective legal research, and support litigation efforts. The curriculum is designed to help you streamline workflows, organize case files, and handle legal correspondence with confidence. Our goal is to equip you with the knowledge and practical skills needed to support a legal team and become a more valuable asset to your organization. This is a crucial course for any legal professional who wants to enhance their operational skills.

Target Audience / This training course is suitable for:

- Legal assistants and secretaries.
- Paralegals and legal support staff.
- Compliance and contract administrators.
- Legal operations specialists.
- Junior legal professionals.
- Administrative staff in law firms.
- Anyone working in a corporate or government legal department.

Target Sectors and Industries:

- Legal and professional services.
- Corporate legal departments.
- Government and public administration.
- Financial services.
- Healthcare and insurance.
- Real estate and construction.
- Consulting and advisory firms.
- Government agencies and equivalents.

Target Organizations Departments:

- Legal departments and law firms.
- Corporate affairs.
- Compliance and risk management.
- Contracts and procurement.
- Records management.
- Administrative and executive offices.
- Human resources.
- Legal training and development.

Course Offerings:

By the end of this course, the participants will have able to:

- Master legal document drafting and formatting.
- Manage a litigation case file effectively.
- Conduct legal research using digital databases.
- Understand and apply key legal terminology.
- Handle legal correspondence and communication.
- Support attorneys in litigation and transactional work.
- Ensure confidentiality and data security.
- Organize and maintain legal records.
- Streamline office workflows and processes.

Course Methodology:

This training course is highly interactive and practical, with a focus on real-world legal department tasks. Our methodology is centered on hands-on learning through detailed case studies that are based on real-world legal scenarios. Participants will get the chance to work through scenarios, like organizing a discovery file or drafting a legal memo. We also use interactive group discussions and workshops to explore complex topics, like legal ethics and client confidentiality. The curriculum is designed with practical exercises that help you apply legal concepts to your own work. For example, a session might involve a role-playing exercise where you handle a client inquiry. This hands-on approach, combined with expert-led presentations and continuous feedback, ensures a dynamic learning environment where participants can deepen their understanding and develop practical legal skills. Our program is designed to be a highly effective and memorable experience, giving you the tools to succeed in your professional journey.

Course Agenda (Course Units):

Unit One: Foundations of Legal Office Practice

- Legal terminology and legal systems.
- Legal ethics and professional responsibility.
- Confidentiality and client relationships.
- Legal document management and filing systems.
- Office organization and time management.

Unit Two: Legal Research and Writing

- Introduction to legal research methods.
- Using legal databases.
- Citing legal sources correctly.
- Drafting legal correspondence and memos.
- Proofreading and editing legal documents.

Unit Three: Litigation and Case Management

- The litigation process overview.
- Managing case files and documents.
- E-discovery and digital evidence.
- Drafting litigation documents.
- Court filings and procedures.

Unit Four: Corporate and Transactional Law Support

- Understanding corporate legal structures.
- Drafting and managing contracts.
- Due diligence support.
- Intellectual property basics.
- Managing business records.

Unit Five: Modern Trends and Professional Development

- The role of technology in a legal office.
- Cybersecurity and data protection.
- Communication skills for legal professionals.
- The future of the legal support role.
- Career development for legal staff.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Given the increasing use of technology in legal practice, how can legal support staff ensure the integrity and security of client data while also making their workflows more efficient?

What unique qualities does this course offer compared to other courses?

This training course is unique because it is specifically tailored to the practical needs of legal department staff. While other legal courses are very theoretical, our program gives you a hands-on, practical training that is directly relevant to your daily tasks. We focus on the skills you actually need, from managing case files to drafting legal correspondence, so you can become a more valuable asset to your team. The curriculum is not just about legal concepts it is about the legal operations that make a legal department run smoothly. We use a series of hands-on exercises and real-world case studies that allow you to practice your skills and get immediate feedback. This is a crucial program for anyone who wants to sharpen their skills and become a more effective legal professional.