Advanced Legal Secretary and Paralegal Administration Training Course



28 Dec 2026 - 01 Jan 2027

Geneva

5900 € (Per Person)

Ref: #LEG4005_181830

Course Introduction / Overview:

The legal landscape is evolving rapidly, demanding more from its support professionals than ever before. This course is meticulously designed to transform participants from traditional administrative staff into indispensable legal team members. It moves beyond basic secretarial duties to build a comprehensive skill set that encompasses paralegal responsibilities and advanced office administration. As detailed by legal administration expert Mary A. DeVries in her seminal work, "Legal Secretary's Complete Handbook," the modern legal professional must be a master of procedure, technology, and ethics. This program, offered by BIG BEN Training Center, bridges the gap between theory and practice, providing a deep dive into legal terminology, document management, litigation support, and the nuances of various legal specializations. Participants will gain the confidence and competence to manage complex caseloads, interact professionally with clients and court personnel, and leverage technology to enhance law office productivity, ensuring they become a true asset to any legal practice.

Target Audience / This training course is suitable for:

- Legal Secretaries seeking to advance their skills.
- Administrative Assistants working in legal environments.
- Junior Paralegals and Legal Assistants.
- Office Managers in law firms or corporate legal departments.
- Individuals aspiring to a career in legal support and administration.
- Executive Assistants supporting senior partners or legal counsel.
- Recent graduates from legal studies or administrative programs.

Target Sectors and Industries:

- Private Practice Law Firms of all sizes.
- Corporate In-House Legal Departments.
- Governmental agencies and public sector legal offices.
- Judicial systems and court administration.
- Non-Profit Organizations and Legal Aid Societies.
- Real Estate and Title Insurance Companies.
- Intellectual Property and Patent Firms.
- Financial Institutions and Insurance Companies.

Target Organizations Departments:

- Legal Department.
- Litigation Support.
- Administration and Office Management.
- Corporate Governance and Compliance.
- Intellectual Property Management.
- Real Estate and Contracts Administration.
- Human Resources.
- Executive Support.

Course Offerings:

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

- Master essential legal terminology and concepts across various practice areas.
- Draft, format, and proofread a wide range of legal documents and correspondence with precision.
- Understand the civil litigation process from initial filing through to trial preparation.
- Implement effective case management, docketing, and calendaring techniques.
- Maintain the highest standards of professional ethics, confidentiality, and client care.
- Utilize modern legal software for document management, billing, and e-discovery.
- Conduct basic legal research and accurately cite legal authorities.
- Manage law office administrative functions, including client intake and file management.

Course Methodology:

The training methodology for this course is designed to be immersive, practical, and highly interactive, ensuring that participants can immediately apply their learning in a real-world legal setting. BIG BEN Training Center believes in learning by doing. Therefore, the program heavily emphasizes hands-on exercises, including drafting legal documents, managing mock case files, and using legal software simulators. Theoretical concepts are introduced through engaging presentations and then immediately reinforced through practical application. The course incorporates detailed case studies drawn from actual legal scenarios, prompting participants to analyze complex situations and develop effective solutions. Collaborative group discussions and role-playing sessions will be used to enhance communication and problem-solving skills, particularly in the context of client interaction and teamwork. Our expert instructors provide continuous, constructive feedback throughout the course, fostering a supportive learning environment where participants can build confidence and master the critical skills needed to excel in a demanding legal support role.

Course Agenda (Course Units):

Unit One: Foundations of the Legal Environment and Professional Ethics

- The structure of the modern law office and key support roles.
- Understanding the court system and legal jurisdictions.
- Mastering fundamental legal terminology.
- The principles of legal ethics, confidentiality, and attorney-client privilege.
- Professional conduct and communication in a legal setting.
- Introduction to legal research methods and resources.
- Time management and organizational strategies for legal professionals.

Unit Two: Mastering Legal Documentation and Correspondence

- Drafting and formatting standard legal pleadings and motions.
- Techniques for effective proofreading and editing of legal documents.
- Proper citation formats and referencing legal authorities.
- Managing professional correspondence with clients, courts, and opposing counsel.
- Introduction to legal transcription and best practices.
- Utilizing document management systems for version control and organization.
- Working with templates and document automation tools.

Unit Three: The Litigation Process and Case Management

- Overview of the civil litigation lifecycle from client intake to resolution.
- Procedures for filing documents with courts, including e-filing.
- The discovery process, including interrogatories, depositions, and requests for production.
- Fundamentals of e-discovery and managing electronic data.
- Assisting in trial preparation, including exhibit management and witness coordination.
- Effective calendaring, docketing, and deadline tracking.
- Creating and maintaining comprehensive case files and trial notebooks.

Unit Four: Introduction to Specialized Legal Practice Areas

- Corporate Law support, including entity formation and meeting minutes.
- Real Estate Law procedures, from contracts to closing documents.
- Family Law support, including petitions, financial affidavits, and discovery.
- Intellectual Property administration for trademarks and patents.
- Fundamentals of Criminal Law procedure and documentation.
- Wills, Trusts, and Estate administration support.
- Understanding the unique administrative needs of different legal fields.

Unit Five: Advanced Administrative Skills and Legal Technology

- Introduction to legal timekeeping and billing software.
- Advanced skills in Microsoft Office Suite for legal applications.
- Client relationship management and professional intake procedures.
- Managing law office finances and client trust accounts.
- Leveraging technology for enhanced productivity and collaboration.
- Strategies for career development and continuous learning in the legal field.
- Final project, a comprehensive case file management simulation.

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:

As technology and AI continue to evolve, how might the role of a legal administrative professional transform from a support function to a strategic partnership within a legal team?

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

This course distinguishes itself by offering an integrated curriculum that holistically combines the essential duties of a legal secretary, the analytical tasks of a paralegal, and the organizational skills of an administrative professional. Unlike programs that focus on a single role, this training provides a 360-degree view of legal support operations, preparing participants for multifaceted positions with greater responsibility and career mobility. Its core strength lies in a deep emphasis on practical application, moving beyond theoretical knowledge to hands-on simulations of real-world legal tasks, from e-filing documents to managing a complex litigation calendar. Furthermore, the inclusion of modules on various specialized practice areas, such as corporate, real estate, and intellectual property law, provides a breadth of knowledge rarely found in foundational courses. This equips graduates with the versatility to adapt to different legal environments and contribute meaningfully from day one, making them not just proficient assistants but proactive and indispensable members of any legal team.