

Jointly organised by:



Paralegal Certification Course (7th Run)

Wednesday, 6 October 2010, 2.00pm-6.00pm
Monday, 11 October 2010, 2.00pm-6.00pm
Tuesday, 19 October 2010, 2.00pm-6.00pm
Tuesday, 26 October 2010, 2.00pm-6.00pm
Tuesday, 2 November 2010, 2.00pm-6.00pm

Law Society Conference Room & Temasek Polytechnic

ABOUT THIS WORKSHOP

No law practice or legal department can operate effectively without paralegals and legal support staff. In recognition of their important support role, the Law Society of Singapore and Temasek Polytechnic have developed a foundational certification course dealing with various aspects of Procedural and Substantive Law, Legal Communication Skills and Practice Management specifically designed for these stakeholders. Each aspect of this Course, from its content to structure to duration, has been crafted based on the valuable feedback we have received from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the unsurpassed quality and relevance of this Course.

Each Module is conducted using a combination of lectorettes, case studies, exercises and concluding with a simple written test.

Participants who attend each Module in full and pass the written test at the end of each Module will be awarded a joint **Certificate of Completion** for the Module by the Law Society of Singapore and Temasek Polytechnic.

WHO SHOULD ATTEND

- Paralegals and legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial and support services providers who wish to gain greater understanding of the Singapore legal system, and processes relevant to their work.

***No minimum entry requirement.**

PROGRAMME OUTLINE

1.30pm – 2.00pm	Registration and Refreshments
2.00pm – 3.30pm	Workshop Part 1
3.30pm – 3.45pm	Tea Break
3.45pm – 5.15pm	Workshop Part 2
5.15pm – 5.30pm	Question and Answer Session
5.30pm – 6.00pm	Written Test

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MODULES

Module 1 (6 October 2010) – Drafting Transactional Documents in Conveyancing Transactions

(Note: Limited to 20 places only, to be conducted at Temasek Polytechnic laboratory)

This module aims to give a hands-on introduction to drafting relevant documents in conveyancing transactions. The documents include:

- Caveats
- Instrument of Transfer
- Instrument of Mortgage
- Option to Purchase (examining key terms)

Module 2 (11 October 2010) – Effective Oral & Written Communication

(Note: Limited to 35 places, to be conducted at Law Society Conference Room)

This Module aims to provide participants with an overview of what communication in the legal context is and the factors that hamper effective communication in the legal context. It will also introduce participants to the skills necessary for reading in the legal context, and oral presentation skills.

Skill/ Topic	Specific Learning Outcomes
Understanding basic principles of oral and written communication in the legal context	<ul style="list-style-type: none">• Define communication in the legal context.• Identify factors that impede effective oral and written communication in the legal context.
Introduction to skills for effective reading of various legal texts (including case reports) for general and specific information	<ul style="list-style-type: none">• Identify the different purposes and readers of various legal texts.• Sectionalise various legal texts into their different parts/components for more effective reading• Differentiate between skimming and scanning as essential reading tools.• Read a legal text for its gist.
Introduction to skills for writing of various legal texts (including legal letters)	<ul style="list-style-type: none">• Identify the different purposes and readers for writing various legal texts by paralegals.• Use the various stages of the writing process (pre-writing, during writing and post-writing) to ensure good writing.

Module 3 (19 October 2010) – Basic Principles Of Drafting Pleadings In A Civil Action

(Note: Limited to 35 places, to be conducted at Law Society Conference Room)

This topic will enable participants to have an overall view of pleadings and their respective purposes in a civil claim commenced by way of a Writ of Summons. It will cover:

- The nature and purpose of pleadings
- Essentials of well drafted pleadings
- How to draft a Statement of Claim – cause of action, particulars, prayers
- How to draft a Defence – implications of specific traverses and non-traverses
- Function and purpose of Counterclaims
- Appropriate situations to file a Reply.

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Module 4 (26 October 2010) – Basic Principles of Drafting Minutes & Resolutions

(Note: Limited to 35 places, to be conducted at Law Society Conference Room)

This Module will equip participants with a basic understanding of:

- corporate secretarial functions in relation to drafting minutes and resolutions;
- legal principles relating to minutes and resolutions; &
- skills required in drafting minutes and resolutions

Skill/ Topic	Specific Learning Outcomes
Prepare the documents required for members' and directors meetings	<ul style="list-style-type: none"> • Identify the documents to be prepared for convening a members' and a directors' meeting. • Distinguish between the matters deliberated by the Board of Directors and the members. • Draft the documents required for convening a members' and a directors' meeting. • Draft the resolutions and minutes of a meeting.

Module 5 (2 November 2010) – Basic Legal Research for Law Office Staff

(Note: Limited to 20 places only, to be conducted at Temasek Polytechnic laboratory)

This module aims to:

- provide participants with an overview of what legal research entails
- introduce participants to the various electronic and non- electronic based research tools
- introduce participants to the process of systematic legal research

Skill/ Topic	Specific Learning Outcomes
Understanding basic legal research	<ul style="list-style-type: none"> • To understand what legal research entails • To differentiate primary and secondary sources of legal materials • To understand what 'blind research' entails • To identify effective search words and phrases
Introduction to electronic and non-electronic based research tools	<ul style="list-style-type: none"> • To use indexes, digests and other research tools to locate legislation and cases • To use LOWNET/LexisNexis to locate legislation and cases
Introduction to the process of systematic legal research	<ul style="list-style-type: none"> • To identify attitudes required for legal research • To identify preparations necessary before doing legal research • To assess the credibility of sources • To use case law in opinions and briefs

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PROFILE OF TRAINERS

Ms Josephine Cheong (Module 1) – Drafting Transactional Documents in Conveyancing Transactions

Josephine was an advocate and solicitor in private practice and a legal officer at Housing & Development Board for a couple of years. She then took the next few years to pursue her dream – bringing up her children. After doing her part for the nation, she subsequently returned to the workforce. She worked part-time at Jurong Town Corporation and in private practice before joining Temasek Polytechnic. Her area of interest is in conveyancing law and procedure.

Mr Benjamin Ang (Module 2 & 4) Effective Oral & Written Communication & Basic Principles of Drafting Minutes & Resolutions

Benjamin Ang started his career as a litigation lawyer, but after his MBA and Masters in Management Information Systems, he took on the roles of Director of Technology and later Executive Director of a large Singapore law firm. He then went on to become Administrative Director in a US law firm based in Singapore, before returning to legal practice as a corporate lawyer. Subsequently he became Director – Asia in an international legal technology consulting firm, and then General Manager / Legal Counsel in an international media and publishing company. Throughout this time, he has continued to publish articles and speak at regional conferences on law and technology.

Mr Andrew Chia (Module 3) – Basic Principles of Drafting Pleadings in Civil Action

Andrew Chia is a Senior Lecturer at Temasek Polytechnic and has spent 12 years practicing law before joining the Polytechnic. During his time in practice, Andrew handled a wide range of legal work with the primary focus on civil litigation. He graduated with an LL.B (Hons) from the University of Singapore in 1978 and subsequently obtained his MSc (Criminal Justice) from the University of Leicester in 2003. His area of interest includes litigation, arbitration and criminology.

Mr Moses J Danial (Module 5) – Basic Legal Research for Law Office Staff

Moses J Danial holds an LL.B(Hons) from the University of London and an LL.M from the National University of Singapore. Before joining Temasek Business School in 2009, he was at the Ministry of Manpower (Legal Services Department) as a Prosecutor. He teaches criminal procedure & evidence, criminal law, commercial law, contract law and law of tort, with a focus on adult learners.

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REGISTRATION FORM (Closing date for registration: 27 September 2010)

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Practice/Organisation: _____

Designation: _____ NRIC No.: _____

Email*(Compulsory): _____ Tel: _____ Fax: _____

Please tick whichever is applicable:

- Law Society Member
 Foreign Practitioner Member
 Non Practitioner Member
 Employee of Singapore Law Practice / Organisation
 Others, Please State: _____

Mode of payment:

- Cheque made payable to 'The Law Society of Singapore'
 GIRO DDA (Only Firms with GIRO accounts with the Law Society)
 Credit Card No. _____

Cardholder's Name: _____

Card Expiry Date: _____ MM/YY)

Signature: _____

An administration charge of 3% is applicable for payments made viacredit card.

Please circle where applicable	Fees (per participant) for Members of Law Society and Employees of		Others
	Small Singapore Law Practices	Other Singapore Law Practices	
Module 1 6 Oct 10	\$235.40	\$256.80	\$299.60
Module 2 11 Oct 10	\$171.20	\$203.30	\$241.60
Module 3 19 Oct 10	\$171.20	\$203.30	\$241.60
Module 4 26 Oct 10	\$171.20	\$203.30	\$241.60
Module 5 2 Nov 10	\$235.40	\$256.80	\$299.60
All 5 Modules	\$885.96 @10% discount	\$1011.15 @10% discount	\$1191.60 @10% discount

For enquiries, please contact the Continuing Professional Development Department.

Tel: (65) 6530 0230 / 0214 Fax: (65) 6536 3855
E-mail: cpd@lawsoc.org.sg Website: www.lawsociety.org.sg/cpd

39 South Bridge Road, Singapore 058673

REGISTRATION, REFUND & CANCELLATION POLICY

- The registration fee is due and payable upon registration and must be received prior to the event. Registration will only be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or event.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 2 working days before the course or event.
- The Law Society reserves the right to impose a cancellation fee in the event any registrant wishes to cancel his registration or withdraw from the course or event after the registration closing date.
- No refund of registration fees will be made for cancellation or withdrawal made less than 3 days before the date of the course or event. However, a confirmed registrant who has fully paid the course fees but who does not turn up for the course or event will be entitled upon reasonable request to collect a set of the materials provided.
- The Law Society reserves the right to amend, cancel and/or change the program, speaker, date or venue if warranted by circumstances beyond its control.
- Late payment interest at the rate of 1% per month will be charged on all overdue amounts.
- Any costs, fees or expenses (including legal costs) incurred by the Law Society as a result of a breach of the terms and conditions herein or arising out of the enforcement of any of the Law Society's rights hereunder shall be recoverable by the Law Society from the registrant on a full indemnity basis.
- No waiver by the Law Society of any breach of any of the terms and conditions herein shall be deemed to be a waiver of any other or of any subsequent breach. The failure of the Law Society or any delay on its part to enforce at any time any of the terms and conditions herein shall in no way be interpreted as a waiver of such provision.