

Advanced Legal Secretary Diploma

Essential training for anyone seeking
a career as a Legal Secretary

PITMAN
TRAINING



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Leading Legal Secretaries command good salaries in dynamic and interesting careers. Set yourself up for success by choosing the Advanced Legal Secretary Diploma.

The Advanced Legal Secretary Diploma takes the breadth of learning to another level by including all seven Irish Law Legal modules as core study subjects. We believe that many legal practices are seeking more flexibility from their support staff. This diploma means you are exceptionally well placed to be considered for positions that demand a flexible approach.

There is an extensive range of core subjects that include training in typing, Microsoft Word to expert level, Teams, and SharePoint. This is a challenging diploma that sets very high standards in the area of document layout, style, and presentation; therefore, you will need to demonstrate a high level of commitment and have a keen eye for detail.

There is no doubt that Legal Secretaries can earn good salaries and enjoy interesting careers. Choosing the right course from among the many Legal Secretary courses available is a key decision, which is where the highly respected Pitman Training name comes to your aid.

Aims and Objectives

At the end of this extensive Legal Secretary programme, you will have a thorough understanding of the different legal specialisations. This diploma is suitable whether you're newly experienced or have been in post for some time and need to update your skills. By completing this diploma, you will be prepared to take on a role as a highly effective and efficient Legal Secretary.

Pre-Requisites

There are no pre-requisites for this diploma.

Career Path

With this diploma, you'll have the confidence to pursue an array of rewarding positions as you'll have knowledge across all the key legal specialisms.



CPD Points 225

(Awarded CPD points upon successful completion)

Core Courses

Legal Secretary - An Introduction to Law in Ireland

This course will help you gain valuable insight and practical experience of the role and responsibilities of a Legal Secretary. You'll look at the legal office, including practitioners and support staff. You'll go on to examine civil and criminal law, the court system, and how legislation happens.

Legal Secretary - Wills and Probate Law in Ireland

This course focusses on the legal specialism of Wills and Probate. We'll cover topics such as the procedures for will-making, codicils, power of attorney and deed of revocation, obtaining grant of probate, and documentation regarding the distribution of an estate.

Legal Secretary - Conveyancing Law in Ireland

This course will help you gain valuable, practical knowledge of the specialist field of Conveyancing Law, which encompasses the administrative and legal work relating to the transfer of property ownership.

Legal Secretary - Criminal Law in Ireland

This course focusses on criminal law and covers topics such as the working and structure of a criminal law department, statements of the accused, preparing documentation for criminal proceedings, and more.

Legal Secretary - Company Law in Ireland

This course will help you gain valuable knowledge of the specialist field of Irish company law to be able to confidently work as a Legal Secretary within a legal firm.

Legal Secretary - Family Law in Ireland

Learn about the role and tasks involved in working as a Legal Secretary in the family law department of a legal firm. We'll cover an introduction to family law and basic divorce procedures.

Legal Secretary - Civil Litigation in Ireland

This course is broken down into four engaging lessons and is suitable for beginners. We'll cover an initial introduction to civil litigation and move on to more detailed aspects of the specialism.

Word

The aim of the course is for you to learn the core features and functions of the Microsoft Word application, so you will be effective in creating, formatting, and editing documents.

Or Word Expert

This course is for those who are proficient with the basic and intermediate concepts and features of Word and wish to increase their productivity and enhance their documents using Word's advanced features.

Excel

In this Microsoft Excel course, you'll learn how to format your spreadsheets to best display your data, handle simple and complex formulas, insert charts and functions, and more.

Or Excel Expert

You'll learn advanced-level features of Microsoft Excel, such as macros, PivotTables, PivotCharts, and data analysis tools to help you make data-driven decisions.

Typaz

Learn to touch-type at speeds of up to 40+ words per minute, even if you have little to no prior experience. You'll receive guidance on ergonomics, technique, and accuracy.

Teams

You will learn how to use the core features of Microsoft Teams to set up and start meetings, send messages, collaborate on documents, and more.

SharePoint

In this course, you will learn how to use the core features of Microsoft SharePoint to store, organise, share, and access information from any device.

ELECTIVE COURSES *(choose five)*

- **Audio Transcription**
- **Effective Business Communication**
- **Google Docs**
- **Health and Safety Essentials**
- **HR Essentials in Ireland**
- **Introduction to Irish Business Structure and Law**
- **OneDrive**
- **Outlook**
- **PowerPoint**
- **Speedwriting**
- **Successful Meetings and Minutes**
- **VA Essentials**
- **Zoom**

Alternative subjects may be chosen if more suitable to your existing skills and career goals.



Guideline Learning Time

225 hours flexi study or 9 weeks full-time

(Full-time based on approx. 20-30 hours a week)

Transforming Careers, Changing Lives.

Pitman Training diplomas are widely recognised by employers and a signal to recruiters that you have been trained to the highest level.

With your Pitman Training diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- **Flexible training you can fit around work and family commitments**
- **Support whenever you need it from our friendly Learning Coaches**
- **The widely respected Pitman Training name on your CV**
- **The skills in demand by employers**
- **Confidence that you're one step closer to your dream job, promotion or new career**

PITMAN
TRAINING

Building careers
for over 180 years

