MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Rule of Law, Democracy and Rights

Paralegal Practice

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2784	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the Paralegal Practice course, designed to provide comprehensive training for individuals aspiring to pursue a career as a paralegal or legal assistant. This course offers a thorough understanding of the legal system, legal principles, and procedural aspects essential for effective paralegal practice. Participants will learn practical skills in legal research, drafting legal documents, case management, and client communication, preparing them for a successful career in the legal field.

Course Outcomes

Upon completion of the course, participants will:

1. **Understand the Legal System and Procedures:**
   - Gain a comprehensive understanding of the legal system, court structure, and legal procedures.
   - Learn the role of paralegals in assisting attorneys with legal research, case preparation, and litigation support.
2. **Develop Legal Research and Writing Skills:**
   - Learn effective legal research methods using online databases, statutes, and case law.
   - Develop skills in drafting legal documents, including pleadings, motions, contracts, and briefs.
3.

Master Case Management and Organization:

- Learn how to effectively manage and organize legal documents, case files, and client records.
- Develop strategies for maintaining confidentiality and adhering to ethical standards in case management.

4. **Assist in Document Preparation and Review:**
   - Learn the process of document preparation, including drafting, editing, and proofreading legal documents.
   - Develop skills in document review and analysis, identifying relevant information and discrepancies.
5. **Conduct Legal Interviews and Client Communication:**
   - Gain techniques for conducting legal interviews with clients, witnesses, and experts.
   - Develop effective communication skills for interacting with clients, attorneys, and court personnel.
6. **Support Attorneys in Trial Preparation:**
   - Learn how to assist attorneys in trial preparation, including preparing trial exhibits, witness lists, and trial binders.
   - Develop skills in organizing trial materials and assisting with courtroom procedures.

Course Outline / Curriculum

Module 1: Introduction to Paralegal Practice

- Role and responsibilities of paralegals in the legal profession
- Ethical considerations and professional standards for paralegal practice

Module 2: Legal Research and Writing

- Methods of legal research using online databases and resources
- Drafting legal documents: pleadings, motions, contracts, and briefs

Module 3: Case Management and Organization

- Organizing legal documents, case files, and client records
- Maintaining confidentiality and ethical standards in case management

Module 4: Document Preparation and Review

- Drafting, editing, and proofreading legal documents
- Document review and analysis: identifying relevant information and discrepancies

Module 5: Legal Interviews and Client Communication

- Techniques for conducting legal interviews with clients and witnesses
- Effective communication skills for client interaction and case management

Module 6: Trial Preparation and Courtroom Procedures

- Assisting attorneys in trial preparation: trial exhibits, witness lists, and trial binders
- Courtroom procedures and etiquette for paralegals

Module 7: Legal Ethics and Professional Responsibility

- Ethical considerations and professional standards in paralegal practice
- Confidentiality, conflict of interest, and client representation

Module 8: Specialty Areas in Paralegal Practice

- Overview of specialty areas: family law, real estate, corporate law, etc.
- Skills and competencies required for specialized paralegal practice

Module 9: Technology and Legal Practice - Utilizing technology tools and software for legal research and document management - Ethical considerations in using technology in paralegal practice

Module 10: Career Development and Professional Growth - Career opportunities and pathways for paralegals - Continuing education and professional development in the legal field

This Paralegal Practice course is suitable for individuals aspiring to pursue a career as a paralegal or legal assistant, as well as those seeking to enhance their skills and knowledge in the legal profession. Through a combination of theoretical learning, practical exercises, case studies, and interactive discussions, participants will gain the practical skills and legal expertise needed to excel in a paralegal role and contribute effectively to legal teams and law firms

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training NGO Capacity Building Corporate Workshops Online Learning Face-to-Face Training Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Paralegal Practice
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____