



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Effective Communication Skills For Legal Professionals Training

Law, Military Science and Security / Justice in Society

Unit Standard 116096 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips legal professionals with advanced communication techniques essential for effective client interaction, courtroom advocacy, and inter-office collaboration. Participants will master the art of clear, persuasive, and legally precise communication while navigating ethical considerations and diverse stakeholder dynamics.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116096
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply active listening and questioning techniques to accurately interpret client needs and legal instructions.
- Analyze complex legal information and synthesize it into clear, concise written correspondence and reports.
- Demonstrate persuasive oral communication skills in negotiations, mediations, and courtroom presentations.
- Evaluate the impact of non-verbal cues and cultural differences on legal communication effectiveness.
- Implement strategies to manage difficult conversations and resolve conflicts professionally within legal contexts.
- Design communication frameworks that ensure compliance with legal ethics and confidentiality requirements.

WHO SHOULD ATTEND

- This course is designed for practicing legal professionals including attorneys, advocates, paralegals, and legal advisors who seek to enhance their communication proficiency in both written and verbal contexts.

COURSE OUTLINE

Day 1: Foundations of Communication in Legal Contexts

- Overview of communication models and legal application
- Barriers to effective communication (cultural, linguistic, emotional)
- Principles of clarity, conciseness, and accuracy in legal communication
- Introduction to active listening techniques
- Ethical considerations in legal communication

Day 2: Verbal Communication and Interviewing Techniques

- Types of questions: open, closed, leading, and probing
- Structuring a client interview: opening, information gathering, closing
- Paraphrasing and summarising for clarity
- Handling emotional clients and conflict de-escalation
- Role-play exercises on client interviews

Day 3: Non-Verbal Communication and Courtroom Presence

- Elements of non-verbal communication: posture, gestures, facial expressions
- Tone, pitch, and pace of speech
- Reading non-verbal cues in clients and witnesses
- Developing confidence and authority in the courtroom
- Practical exercises in non-verbal communication

Day 4: Written Communication: Legal Drafting and Correspondence

- Principles of plain language in legal writing
- Structuring legal letters and emails
- Drafting clear and concise pleadings and affidavits
- Common errors in grammar, punctuation, and syntax
- Peer review and editing exercises

Day 5: Advocacy and Persuasive Communication

- Elements of persuasive argument: ethos, pathos, logos
- Structuring oral submissions: opening, body, closing
- Rhetorical techniques for legal advocates
- Cross-examination strategies and techniques
- Mock trial exercises

Day 6: Communication in Negotiation and Mediation

- Interest-based negotiation vs. positional bargaining
- Communication techniques for mediators: reframing, summarising
- Managing emotions and impasse in negotiations
- Drafting clear settlement terms
- Role-play negotiation scenarios

Day 7: Integration, Ethics, and Professional Practice

- Ethics in legal communication: confidentiality, honesty, respect
- Giving and receiving constructive feedback
- Developing a personal communication development plan
- Case studies integrating all skills

- Final assessment and feedback session

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116096) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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