



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Legal Communication Skills For Paralegals And Lawyers Training

Law, Military Science and Security / Justice in Society

Unit Standard 116108 · NQF Level 6 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips paralegals and lawyers with the advanced communication skills essential for effective legal practice. Participants will learn to draft clear legal documents, conduct persuasive oral arguments, and manage client interactions professionally, ensuring compliance with South African legal standards.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116108
Accreditation	SAQA Accredited · NQF Level 6 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of legal writing to draft clear, concise, and accurate legal documents.
- Analyze complex legal information and communicate it effectively to diverse audiences.
- Evaluate the appropriateness of communication strategies in different legal settings.
- Design persuasive arguments and present them orally in court or during negotiations.
- Implement active listening and questioning techniques to improve client interviews.
- Demonstrate professional etiquette and ethical communication in all legal interactions.

WHO SHOULD ATTEND

- This course is designed for paralegals, candidate attorneys, and practicing lawyers seeking to enhance their communication proficiency within the legal context.
- It is also suitable for legal secretaries and court officials who require strong written and verbal communication skills.

COURSE OUTLINE

Day 1: Foundations of Legal Communication

- Overview of legal communication: importance and contexts.
- Verbal vs. written communication in law.
- Active listening, paraphrasing, and summarising.
- Questioning techniques for interviews and consultations.
- Barriers to communication: jargon, culture, and emotions.
- Ethical considerations in legal communication.
- Introduction to client-centred communication.
- Practical exercise: Simulated client interview.

Day 2: Written Communication and Document Drafting

- Principles of plain legal language.
- Structuring legal letters, emails, and memoranda.
- Drafting affidavits and statements.
- Effective legal correspondence: tone and clarity.
- Reviewing and editing: grammar, punctuation, and style.
- Using templates and precedents responsibly.
- Practical exercise: Draft a letter of demand and a memorandum.
- Peer review and feedback session.

Day 3: Advanced Communication and Practical Integration

- Negotiation techniques: principled negotiation and BATNA.
- Courtroom communication: oral submissions and witness handling.
- Managing difficult clients and emotionally charged situations.
- Cross-cultural communication in the legal profession.
- Integrating technology: email etiquette and virtual meetings.
- Role-play: mock negotiation and client consultation.
- Self-assessment and action plan for ongoing development.
- Course wrap-up and Q&A.

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 **6 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 19,700.00	R 19,700.00
1	In-House	R 25,600.00	R 25,600.00
1	On-Campus (Pretoria)	R 29,500.00	R 29,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa

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 116108) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za