

Paralegal position: upgrade your skills



Date: 2019-10-11

***"2 avenue de l'Université"
L- 4365 Esch-sur-Alzette
Luxembourg***

Reinvent yourself and your profession!

Paralegals experience a huge evolution in their work and therefore need to reinvent themselves by re-discovering fundamental skills with a contemporary perspective and/or by acquiring specific legal skills proper to their daily challenges

At the end of this training, you will have enhanced job and communication skills that are specific to your profession. You will also have been introduced to some subtleties regarding the Luxembourgish legal framework.

The training will help you to:

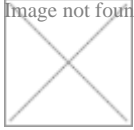
- Become familiar with the financial sector of Luxembourg
- Understand the role of Luxembourg's institutions and sources of law
- Identify key principles of law professions
- Distinguish existing company status in Luxembourg
- Grasp the life cycle of a company
- Comprehend the role, companies' decision-making bodies have
- Optimize administrative work (managing the office's agenda, drawing up simple deeds, preparing files...)
- Take GDPR into consideration in your daily routine
- Apply legal language
- Upgrade your communication skills

Agenda

This training follows a modular system with some modules' topics being mandatory such as:

- Introduction to the Luxembourgish Legal Framework

Image not found or type unknown



11.10.2019

- Administrative Work 14.10.2019
- Corporate Law 16.10.2019 ? am
- Contract Law 16.10.2019 ? pm
- Communication 17.10.2019

Optionally you can also take part in the following modules:

- Contract Law 18.10.2019
- Tax Law 21.10.2019
- Banking Law 22.10. – 23.10.2019
- Investment Funds 24.10. – 25.10.2019

The trainings are being held by different experts, among others:

Isabelle CORBISIER – Associate professor in European and Comparative Commercial Law @Uni.lu

Elise POILLOT – Full Professor of Civil Law, Head of the Research Unit in Law @Uni.lu

Target audience: Administrative staff who works in a law firm or a company's legal department; any other person being interested in these fields (e.g. HR; accountant...)

Duration: 28 hours mandatory + optionally up to 42 hours

Price:

The mandatory modules amount to 1500 €

A one-day optional class amounts to 600 €

The 2-day sessions amount to 1000 €

[Register](#)