

Paralegal position: upgrade your skills



Date: 2021-10-06

***Maison du Savoir 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 the training, participants will have enhanced job and communication skills specific to their profession, while having been introduced to some of the subtleties of the Luxembourg legal framework.

Agenda and Learning Objectives

Introductory Module – 30/09/2021

- Identify the specificities of the Luxembourg legal centre (its history, the factors of its emergence, the impact on the law)
- Understand the different institutions and sources of Luxembourg law
- Understand the Luxembourg judicial organisation

Corporate Law Module – 05/10/2021 (a.m)

- Identify the different forms of legal companies in Luxembourg
- Explain the different stages a company goes through in Luxembourg
- Identify the role of corporate decision-making bodies

Contract Law Module – 06/10/2021 (a.m.)

- Analyse the contract's life cycle
- Identify different contract types and their specificities

- Identify key element on which negotiation is based

Administrative Work Module – 08/10/2021 de 9h00 à 12h30 + 15/10/2021 de 9h00 à 12h30 en format digital

- Manage the study agenda efficiently
- Write simple acts: convocations, agendas, minutes, deliberations of general meetings
- Develop editorial reflexes
- Prepare files and ensure their follow-up (follow-up of deadlines and reminders, filing)
- Manage correspondence with the parties
- Adapt the firm's practices to the General Data Protection Regulation

Communication Module – tbc

- Optimize communication: verbal and non-verbal communication, active listening, reformulation, questioning techniques
- Apply suitable legal language
- Develop assertiveness

Speakers

Thierry HOSCHEIT, First Vice-President @ District Court Luxembourg

Director of studies of the complementary courses in Luxembourg law @ CCDL (Cours Complémentaires en Droit Luxembourgeois)

Lydia HAMOUDI, Lawyer – Associate @ Novia

Co-founder of Novia Avocats

Teaches restructuring law @ University of Paris I Panthéon-Sorbonne

Isabelle CORBISIER, Full Professor in Civil Law

European and Comparative Commercial Law @ University of Luxembourg

Peggy GOOSSENS, Avocat à la Cour & Partner @ Pierre Thielen Avocats

Founder of “Pierre Thielen Avocats SARL”

Head of the litigation department

Responsible for law cases related to civil and commercial contracts as well as contractual and non-contractual liabilities

STARTING DATE- 30 September 2021

DURATION - 4 days

LOCATION - Maison du Savoir

2, avenue de l'Université

L-4365 Esch-sur-Alzette

LANGUAGE- Anglais

Price (excluding VAT) 1450.00 €

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