

# Developing Legal Advisory and Administrative Skills Course

Law and Contract Management  
Vienna (Austria)  
28 Jul - 01 Aug 2025

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## Developing Legal Advisory and Administrative Skills Course

**Ref:** 321727\_145104 **Date:** 28 Jul - 01 Aug 2025 **Location:** Vienna (Austria) **Fees:** 4400 Euro

### Course Description

This comprehensive 5-day course equips legal professionals with essential advisory and administrative skills needed to thrive in modern law practices. Participants will develop expertise in legal research, client communication, document preparation, and law office management. Through hands-on exercises and case studies, attendees will gain practical knowledge to enhance their effectiveness and advance their careers in the legal field.

### Learning Objectives

- Master legal research techniques and case analysis
- Develop strong client communication and advisory skills
- Learn best practices for legal document preparation and management
- Understand law office operations and administrative procedures
- Enhance time management and organizational skills
- Gain proficiency in legal technology and software applications

### Course Modules

#### Day 1: Foundations of Legal Advisory

- Introduction to legal research methodologies
- Case law analysis and interpretation
- Statutory and regulatory research techniques
- Legal writing fundamentals

#### Day 2: Client Communication and Counseling

- Effective client interviewing strategies
- Active listening and empathy in client interactions
- Explaining complex legal concepts to clients
- Managing client expectations and relationships

#### Day 3: Legal Document Preparation and Management

- Drafting various legal documents and correspondence
- Document review and proofreading techniques
- File organization and management systems
- Legal citation and referencing best practices

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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#### **Day 4: Law Office Administration**

- Law firm organizational structures and roles
- Time tracking and billing procedures
- Client intake and conflict checking processes
- Ethical considerations in law practice management

#### **Day 5: Legal Technology and Productivity**

- Overview of essential legal software applications
- Electronic filing and court management systems
- Data security and confidentiality in the digital age
- Time management and productivity tools for legal professionals

#### **Practical Wins for Participants**

- Improved ability to provide clear and actionable legal advice to clients
- Enhanced efficiency in legal research and document preparation
- Stronger client relationships through effective communication skills
- Increased productivity and organization in daily law office operations

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[www.blackbird-training.com](http://www.blackbird-training.com)



[training@blackbird-training.com](mailto:training@blackbird-training.com)



+44 7480 775526 / +44 7401 177335