

## Booking Form

DUBLIN

Please photocopy if more than one booking form is required

Subject Code.....DUET 32

Applicants Name.....

Office Phone No ..... Home Number.....

Email .....

Employers Name.....

Position .....

Address.....

Signature.....

Please return completed Application Form and cheque for fee of €595.00 to:

**Legal Training Services**  
**First Floor, 41 Shanganagh Grove, Shankill, Co. Dublin**

Tel: (01) 2825959

E-Mail: [info@legaltrainingservices.ie](mailto:info@legaltrainingservices.ie) Web: [www.legaltrainingservices.ie](http://www.legaltrainingservices.ie)

€595.00 per person, which includes notes, documentation and refreshments.  
(places can *not* be reserved without payment of fee.)

**Cancellation:** *provided written notice is received at least 5 working days before the event, the fee will be refunded less a €60.00 administration charge.*  
**Transfer:** *in the event of a transfer to another date or event, an administration charge of €60.00 will apply.*  
**LTS:** *reserve the right to cancel or vary the dates of any Lecture in the event of insufficient numbers reserving places*  
**Notes:** *Will not be sold. Notes will only be given to those attending the relevant Courses, and will not be sent to any person not attending a Course.*



*Without the Eagle its not*

# LEGAL TRAINING SERVICES

**Practical Training for Legal Staff**

## DUBLIN

### Spring 2018

## *8 Week Evening Course*

**Commencing 17<sup>th</sup> April 2018**

**Course Venue: Spencer Hotel, IFSC, Dublin 2**

**THE LEADING IRISH OWNED LEGAL TRAINING PROVIDER**

**Legal Training Services established in 1995, bringing  
Continuing Professional Development Nationwide.**

- **Specialising in Evening Courses,**
- **One Day Seminars**
- **C. P. D. Seminars**
- **In House Training**

# DUBLIN

## 8 Week Evening Course

The Course is designed for staff in:

Legal Offices, Legal Departments, Government Departments, Lending Institutions, Secretarial Students, Credit Control Departments, Semi State Departments, Legal Secretaries, Holders of Diploma in Legal Studies, Office Staff

Total Cost of Course - €595.00 per person  
(places can not be reserved without payment of fee)

From 6 P. M. to 9 P. M. each Tuesday night for 8 weeks  
Course Fee includes extensive Notes and Examination.

*Upon examination, a Certificate will be presented to successful candidates*

### Subjects:

- *Litigation including PIAB (Two evenings)*
- *Conveyancing & Property Practice (Two evenings)*
- *Probate Practice (Two evenings)*
- *Debt Collection (Two evenings)*

Legal Training Services aim is to improve the ability of those employed in Legal Offices. To develop their potential and quality of work by providing knowledge of Practice and Procedure in the Legal Office environment.

Law courses teach what “Law” is, the theory behind the case and the application of our Laws. We teach the Practice, Procedure, the Process of Legal Forms, and the knowledge required to undertake daily duties in all areas to benefit the development and role of staff in Legal Offices.

Our objective is to show staff in Legal Offices at every level why they are doing what they are asked to do and the essential methodologies behind such tasks.

### Advantages of Course

#### To Improve

- Job Satisfaction
- Self Confidence
- Increase Efficiency
- Better Understanding of Office Tasks

#### Plus

- Course Contents relevant to Legal Practices
- Follows Defined Structures
- Emphasis on Law Practice not Law behind Practice
- Basis Knowledge not presumed
- Deals with Employer’s Training Requirements
- Tutors have extensive Practical Experience

#### Objectives

- Provide Practical Knowledge
- Understanding of Subjects
- Motivation to Learn More
- Awareness of Change