

# FINISHING SCHOOL FOR LAW STUDENTS

## COURSE PLAN

1 Month. 45 Hours

### **AN INTRODUCTION ABOUT THE COURSE**

### **MODULES**

#### **Improving communication skill Public speaking and Non Verbal Communication.**

- Self Introduction and group discussion to assess each student individually and his social placing

*Time: – 20 + 10 + 20 + 10 = 60 minutes (Performance -20 Mins, Evaluation- 10 mins)*

- Basic training in public speaking and communication skills.

*Time:- Orientation – 60 mins + 60 + 60= 3 hours*

- ✓ Voice modulation skills and importance of clarity.

*Time:- Speaking- 90 minutes + Evaluation – 10 mins*

- Debate sessions- Have short but productive debating sessions to instill confidence to speak in front of a gathering
- Intensive training on maintaining positive body language.

*Time:- Orientation- 30 minutes +Practice Sessions- 90 mins*

- Practice sessions in courts- Testing the skills to improve the speaking nuances before the courtroom.

*Time:- 30 + 90 minutes*

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- ✓ Practical mock presentation so that the student get a near to court experience in court room speaking.

Time:- 60 + 60 minutes

***Time- 15 Hours***

## **BEING SELF SUFFICIENT IN KEY AREAS OF LEGAL PRACTICE**

### **Alternative Dispute Resolution Training**

- Introduction to Alternative Dispute Resolution
- Sessions on Arbitration and Mediation
- Mock Mediation sessions

***Time: 5 hours***

### **Drafting; skill, content, craft, style and structure**

- Introduction as to the importance of good draft and effective court management
  - ✓ The various forms and drafts - a brief
  - ✓ What all are to be included and what can be excluded in different formats
- The basic aim of effective drafting
  - ✓ The importance of usage of language for an effective draft
  - ✓ The style and formats that are everlasting and globally accepted draft
- Tools of research
  - ✓ Analyze and understanding the cause list
  - ✓ The accepted styles and formats for legal writings like articles and journals
- How to create a data base for research in future
  - ✓ Merging of law into the electronic era

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- ✓ Perusal of legal software's and websites

### **Court Management and its importance in the present era**

- ✓ Understanding the court process better

**Time – 10 hours**

### **ETIQUETTES AND MANNERS**

- Introduction as to importance of good Etiquette
  - ✓ How to carry oneself with poise and dignity
  - ✓ Different Types of Etiquette
  - ✓ Etiquette in a social gathering
  - ✓ Court room Etiquette
  - ✓ Electronic Etiquette

Time- 5 hours

- Etiquettes in practice
  - ✓ The various important protocols and procedures
  - ✓ Practical explanation of the Etiquettes with visual-aid
  - ✓ More practice sessions to perfect the Etiquette.

Time- 5 hours

**Time – 10 hours**

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### **CAREER PLANNING**

- Motivational Class- How to motivate oneself
- How to face interview confidently
  - ✓ Mock Interviews-

Time-  $15 \times 5 = 75$  minutes + 75 (5 mins each) for evaluation- 3 hours

- Effective Time Management

Time- 60 minutes

- Value orientation

Time- 60 minutes

- Counseling Class – To identify ones Strength and Weakness

Time- 60 minutes

- How to inculcate leadership quality
- Self Analysis and Goal setting.
- Bio Data Preparation

✓ Orientation and practice

✓ Preparation and evaluation

Time- 60 minutes

**Time -9 hours**

The course would include session with experts from law and other industry providing the most modern perspective of each of the modules on every weekend.