

# PARALEGAL CERTIFICATION COURSE 2007 (3<sup>RD</sup> RUN!)

Thursday, 1 March 2007 2.00 to 6.00pm

Thursday, 8 March 2007 2.00 to 6.00pm

Thursday, 22 March 2007 2.00 to 6.00pm

Thursday, 29 March 2007 2.00 to 6.00pm

Thursday, 5 April 2007 2.00 to 6.00pm (Module 3 RERUN)

## Who Must Attend

- Paralegals & legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial & support services providers who wish to gain greater understanding of the Singapore legal system, & processes relevant to their work.

**No minimum entry requirement.**

## Course Objectives

No law practice or legal department can operate effectively without paralegals and legal support staff. In recognition of their important support role, the Law Society of Singapore and Temasek Polytechnic have developed an annual Course dealing with various aspects of Procedural & Substantive Law, Legal Communication Skills and Practice Management specifically designed for these stakeholders. Each aspect of this Course, from its content to structure to duration, has been crafted based on the valuable feedback we have received from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the unsurpassed quality and relevance of this Course.

After successful runs in 2005 and 2006, we are pleased to present five ½-day Modules on:

1. Basic Principles of Drafting (Minutes & Resolutions)
2. Brief Overview of the Civil Litigation Process
3. Effective Oral & Written Communication
4. Basic Concepts in the Law of Real Property
5. Basic Overview of the Singapore Legal System

Each Module is conducted using a combination of lecturettes, case studies, exercises and concluding with a simple written test.

Participants who attend each Module in full and pass the written test at the end of each Module will be awarded a joint **"Certificate of Completion"** for the Module by the Law Society of Singapore and Temasek Polytechnic.

## Programme Outline

1.30 – 2.00 p.m.:	Registration & Refreshments
2.00 – 3.30 p.m.:	Workshop Part 1
3.30 – 3.45 p.m.:	Tea Break
3.45 – 5.15 p.m.:	Workshop Part 2
5.15 – 5.30 p.m.:	Q&A
5.30 – 6.00 p.m.:	Written Test

## Module Outline

### Module 1 (1 March 2007) – Basic Principles of Drafting Minutes & Resolutions

This Module will equip participants with a basic understanding of:

- a. corporate secretarial functions in relation to drafting minutes and resolutions;
- b. legal principles relating to minutes and resolutions; &
- c. skills required in drafting minutes and resolutions

Skill/Topic	Specific Learning Outcomes
Prepare the documents required for members' and directors meetings	<ol style="list-style-type: none"> <li>a. Identify the documents to be prepared for convening a members' and a directors' meeting.</li> <li>b. Distinguish between the matters deliberated by the Board of Directors and the members.</li> <li>c. Draft the documents required for convening a members' and a directors' meeting.</li> <li>d. Draft the resolutions and minutes of a meeting.</li> </ol>

### Module 2 (8 March 2007) – Brief Overview of the Civil Litigation Process

This Module aims to enable participants to chart and rationalize the key stages of the civil litigation process for writ actions. It will cover the sequence of stages from commencement of action, exchange of pleadings, common interlocutory stages / applications such as default and summary judgment, pre-trial preparations, the trial process, judgment and enforcement / execution proceedings.

### Module 3 (RERUN) (5 April 2007) – Effective Oral & Written Communication (35 places only!)

This Module aims to provide participants with an overview of what communication in the legal context is and the factors that hamper effective communication in the legal context. It will also introduce participants to the skills necessary for reading in the legal context, and oral presentation skills.

Skill/Topic	Specific Learning Outcomes
1. Understanding basic principles of oral and written communication in the legal context	<ol style="list-style-type: none"> <li>a. Define communication in the legal context.</li> <li>b. Identify factors that impede effective oral and written communication in the legal context.</li> </ol>

2. Introduction to skills for effective reading of various legal texts (including case reports) for general and specific information	<ol style="list-style-type: none"> <li>a. Identify the different purposes and readers of various legal texts.</li> <li>b. Sectionalise various legal texts into their different parts/components for more effective reading</li> <li>c. Differentiate between skimming and scanning as essential reading tools.</li> <li>d. Read a legal text for its gist.</li> </ol>
3. Introduction to skills for writing of various legal texts (including legal letters)	<ol style="list-style-type: none"> <li>a. Identify the different purposes and readers for writing various legal texts by paralegals.</li> <li>b. Use the various stages of the writing process (pre-writing, during writing and post-writing) to ensure good writing.</li> </ol>

### Module 4 (22 March 2007) – Basic Concepts in the Law of Real Property

This Module introduces the basic concepts relating to the law of real property in Singapore. It aims to provide participants with a basic understanding of the theory and law behind conveyancing practice. Topics include ownership of land, registration system, law in relation to mortgages, landlords and tenants and strata titles.

### Module 5 (29 March 2007) – Basic Overview of the Singapore Legal System

This subject will introduce participants to the system and structure under which the laws of Singapore operate. It will provide participants with basic information of the structure and function of the judicial, legislative and executive arms of the Singapore government.

The topics that will be covered are:

1. Introduction to the Law and Legal System of Singapore.
2. Legal history of Singapore.
3. Sources and basic concepts of Law.
4. Basic structure of courts in Singapore.
5. Parliament and the making of Law.

## About the Teaching Faculty

### Ms Lim Ting Yin (Module 1)

Ms Lim lectures in the Temasek Business School, Temasek Polytechnic. She teaches on the Diploma for Law and Management. She obtained her LLB (Hons) from the National University of Singapore and was an advocate & solicitor at Colin Ng & Partners and in-house counsel at HDB, Flextech Holdings Ltd and Temasek Holdings (Pte) Ltd before joining Temasek Polytechnic in 2000. She specialised in corporate finance, banking and regional work, corporate secretarial work, general corporate agreements, joint ventures and cross-border investments. She has tutored law in the Nanyang Technological University and the National University of Singapore and is also an external examiner for the Singapore Association of the Institute of Chartered Secretaries.

### Mr Rudhran Rudy Gunaratnam (Module 2)

Mr Gunaratnam is Barrister-at-Law (Middle Temple) and was called to the Bar in Singapore in 1992. From 1992 to 2004, Mr Gunaratnam was active in litigation work in the Singapore courts in both civil and criminal matters. He was a legal associate and then partner with M/s Tan Rajah & Cheah and also spent 7 years practicing as a sole proprietor. In civil matters, he has handled the range of interlocutory applications, trials and appeals, and has undertaken work in property transactions and estate planning. Since January 2005 Mr Gunaratnam has been a lecturer with Temasek Polytechnic's Business School, under the Continuing Education & Training Division training adult learners. He now also teaches full-time students.

### Mrs Srila Kurup (Modules 3 and 5)

Mrs Kurup joined Temasek Polytechnic's law team in 1991 and has been the Course Manager of the Diploma in Law & Management for the past 5 years. She obtained her LLB(Hons) from NUS in 1985 and her LLM (NUS) in 1990. She also holds the CELTA qualification from the University of Cambridge for the teaching of English Language to adults. Mrs Kurup was in private practice immediately after being admitted to the Bar, mainly in civil litigation. She then joined an MNC as its Legal Officer, managing its international IP portfolio before moving to Temasek Polytechnic. She continues to be a volunteer mediator with the Family Court since her first foray 10 years ago. Her areas of interest are in IP, mediation and matrimonial matters.

### Ms Cynthia Lim (Module 4)

Ms Lim is an advocate and solicitor of the Supreme Court of Singapore. She obtained her LLB(Hons) from the National University of Singapore and a Master of Education from the University of Melbourne. Before joining the law division of Temasek Business School, Temasek Polytechnic in 1997, she was a conveyancing partner at M/s Yeo-Leong & Peh and an Assistant Manager of Singapore Press Holdings Ltd. Besides lecturing law, Ms Lim is also involved in professional development work with the Learning Academy in Temasek Polytechnic.

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- No minimum entry requirement.**

**Venue:**  
**FTSE Room**  
**Capital Tower, Level 9**  
**168 Robinson Road Singapore 068912**

(Registrations will begin at 1.30pm)

## REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Name and Address of Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Position in Law Firm/Law Corporation/Organisation: \_\_\_\_\_

NRIC/Passport No: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

**Mode of payment:**

**GIRO DDA** ☐

**Cheque** ☐

**Credit Card** ☐

(Only for law practices with GIRO accounts with the Law Society)

**ALEXIS Member** ☐

**Employee of Singapore Law Practice** ☐

**Employee of Legal Department** ☐

**Other** ☐

*Please circle as appropriate.*

*All prices are inclusive of materials, refreshments, test fee & 5% GST.*

Modules	Employees of Singapore Law Practice or ALEXIS Members		Others	
	Normal Rates	Group Discounts (3 or more registrants from the same organisation)	Normal Rates	Group Discounts (3 or more registrants from the same organisation)
<b>Module 1 (1 March 2007): Basic Principles of Drafting Minutes &amp; Resolutions</b>	\$136.50	\$122.85 each @10% discount	\$168.00	\$151.20 each @10% discount
<b>Module 2 (8 March 2007): Overview of the Civil Litigation System</b>	\$136.50	\$122.85 each @10% discount	\$168.00	\$151.20 each @10% discount
<b>Module 3 (RERUN) (5 April 2007): Effective Oral &amp; Written Communication <i>35 places only!</i></b>	\$136.50	\$122.85 each @10% discount	\$168.00	\$151.20 each @10% discount
<b>Module 4 (22 March 2007): Basic Concepts in the Law of Real Property</b>	\$136.50	\$122.85 each @10% discount	\$168.00	\$151.20 each @10% discount
<b>Module 5 (29 March 2007): Basic Overview of the Singapore Legal System</b>	\$136.50	\$122.85 each @10% discount	\$168.00	\$151.20 each @10% discount
<b>All 5 Modules</b>	\$614.25 each @ 10% discount	\$552.83 each @ 10% discount	\$756.00 @ 10% discount	\$680.40 each @ 10% discount

**Credit card: Mastercard/Visa No. \_\_\_\_\_ Card Expiry Date: \_\_\_\_\_ (MM/YY)**

**Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_**

*Kindly note that an administration charge of 3% is applicable for payments made via credit card.*

**Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, Thursday, 22 February 2007:**

The Training & CPD Department  
The Law Society of Singapore  
39 South Bridge Road (S) 058673

For further enquiries, please contact  
The Training & CPD Department at  
Tel: (65) 6557 2747 Fax: (65) 6557 2751  
E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

## REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed (e.g. member for member, non-member for non-member), subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.