



# PARALEGAL CERTIFICATION COURSE 2005

Wednesday, 21 September 2005, 2.00 to 6.00pm

Wednesday, 28 September 2005, 2.00 to 6.00pm

Wednesday, 19 October 2005, 9.00am to 1.00pm

Wednesday, 19 October 2005, 2.00 to 6.00pm



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Update!

## Course Objectives

No law practice 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.

The 2005 Course comprises the following four ½ day Modules conducted using an interactive workshop-style using a combination of lectureries, case studies, exercises and concluding with a simple written test.

Participants who attend each Module in full and pass the written test 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 (19 October 2005) - Overview of the Civil Litigation System

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 2 (21 September 2005) - Basic Principles in Wills & Probate

This Module will enable participants to contextualize and apply the key statutory provisions and case law governing inheritance and intestacy of non-Muslim estates. It will cover:

- Rationale for making wills
- Formal requirements, drafting and execution of wills under Singapore law
- Inheritance of property in cases of intestacy
- Application for maintenance out of estates
- Jurisdiction of courts in estate matters

### Module 3 (28 September 2005) - Basic Principles of Drafting Minutes & Resolutions

This Module will equip participants with a basic understanding of:

- corporate secretarial functions in relation to drafting minutes and resolutions;
- legal principles relating to minutes and resolutions; &
- 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>Identify the documents to be prepared for convening a members' and a directors' meeting.</li> <li>Distinguish between the matters deliberated by the Board of Directors and the members.</li> <li>Draft the documents required for convening a members' and a directors' meeting.</li> <li>Draft the resolutions and minutes of a meeting.</li> </ol>

## Module 4 (19 October 2005)

### - Effective Written & Oral Legal Communication Skills

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.

### Who Must Attend

- Paralegals & legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, will-writing companies and 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.**

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>Define communication in the legal context.</li> <li>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>Identify the different purposes and readers of various legal texts.</li> <li>Sectionalise various legal texts into their different parts/components for more effective reading</li> <li>Differentiate between skimming and scanning as essential reading tools.</li> <li>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>Identify the different purposes and readers for writing various legal texts by paralegals.</li> <li>Use the various stages of the writing process (pre-writing, during writing and post-writing) to ensure good writing.</li> </ol>

## About the Teaching Faculty

### Rudhran Rudy Gunaratnam (Modules 1 & 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. In this capacity, he has been a practitioner of adult education and has received high approval ratings from different cohorts of adults he has taught in law and procedure.

### Ms Lim Ting Yin (Module 3)

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.

### Ms Lim Poh Bee (Module 4)

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 then University of Singapore and also holds an RSA Certificate TESL and Diploma in Applied Linguistics. Besides her experience as legal counsel to Jurong Town Corporation and Singapore Airlines, she has extensive teaching experience first in Taipei, Taiwan then in Singapore. She has been teaching at Temasek Polytechnic since 1991. Her areas of special interest are Language and Communication for Legal Purposes.

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**Venue:**  
**The Law Society of Singapore**  
**Conference Room**  
 39 South Bridge Road Singapore 058673  
 (Registrations will begin at 1.30pm)

## REGISTRATION FORM

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

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

No. of Years Working in the Legal Industry: \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_

(Law Society Associate Members & Non Law Society Members)

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

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

**Mode of payment:**

**GIRO** ☐

**Cheque** ☐

**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.

Employees of Singapore Law Practices		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)
Module 1: Overview of the Civil Litigation System (\$126.00)	Module 1: Overview of the Civil Litigation System (\$113.40 each @10% discount)	Module 1: Overview of the Civil Litigation System (\$157.50)	Module 1: Overview of the Civil Litigation System (\$141.75 each @10% discount)
Module 2: Basic Principles in Wills & Probate (\$126.00)	Module 2: Basic Principles in Wills & Probate (\$113.40 each @10% discount)	Module 2: Basic Principles in Wills & Probate (\$157.50)	Module 2: Basic Principles in Wills & Probate (\$141.75 each @10% discount)
Module 3: Basic Principles of Drafting Minutes & Resolutions (\$126.00)	Module 3: Basic Principles of Drafting Minutes & Resolutions (\$113.40 each @10% discount)	Module 3: Basic Principles of Drafting Minutes & Resolutions (\$157.50)	Module 3: Basic Principles of Drafting Minutes & Resolutions (\$141.75 each @10% discount)
Module 4: Effective Written & Oral Legal Communication Skills (\$126.00)	Module 4: Effective Written & Oral Legal Communication Skills (\$113.40 each @10% discount)	Module 4: Effective Written & Oral Legal Communication Skills (\$157.50)	Module 4: Effective Written & Oral Legal Communication Skills (\$141.75 each @10% discount)
All 4 Modules (\$453.60 @ 10% discount)	All 4 Modules (\$408.24 each @ 10% discount)	All 4 Modules (\$567.00 @10% discount)	All 4 Modules (\$510.30 each @10% discount)

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, **Friday, 7 October 2005**:

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, 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 made later than 24 hours before course commencement. 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.