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## The Cambridge Legal Programme

# Preparing lawyers for global legal practice

Churchill College, University of Cambridge, 15-28 August 2010

Gaining the essential English language skills and legal knowledge for your practice as an international lawyer – a unique 2 week programme

With English as the global business language, the challenge for non-native speaking lawyers is that they are increasingly required to maintain their high professional standards whilst dealing in a second language. As a non-native speaker, the ability to use the English language effectively is a factor that allows a lawyer to stand out from their peers, to attract international clients and craft the best legal solutions for them.

### The Cambridge Legal Programme provides participants with the following benefits:

- ✓ Opportunities to think, analyse and practise legal issues / techniques in English and familiarise themselves with best practices.
- ✓ The ability to learn the essential English company law terminology in order to negotiate, draft and understand international agreements.
- ✓ Exposure to real business transaction case studies that require argument, analysis and negotiation in English.
- ✓ A knowledge and understanding of the key aspects of Anglo-American legal concepts and implications for business enterprise.
- ✓ An ability to develop client relations in English and attract new international work opportunities.



For further information contact: [carlota.sanchez@iberianlegalgroup.com](mailto:carlota.sanchez@iberianlegalgroup.com)



Preparation courses for



UNIVERSITY of CAMBRIDGE  
ESOL Examinations

Provided by

**IBERIAN** LAWYER

# The key steps to

## Programme Objectives

The Cambridge Legal Programme has been designed to enhance the English language skills of non-native lawyers who want to work for international businesses, and provide them with the skills and knowledge to work on legal matters in English as efficiently as possible.

**This unique Legal English programme will focus on the following four elements:**

- Gaining the level of English required by international business
- Drafting documentation, negotiating agreements and communicating better in English
- Understanding international business documentation and transactions
- Knowing Anglo-American legal concepts

Our experienced faculty – from the United Kingdom – have designed course materials specifically relevant to working with international law and for international clients. The course will also prepare students for the University of Cambridge ESOL ILEC Examination, the most widely recognised English language qualification for lawyers.

## Programme leaders

**The Cambridge Programme is being delivered by the following team in co-operation with special guest speakers from London law firms:**



### Brendan McCool

Brendan was admitted as a Solicitor of the Supreme Court of England and Wales in 1990 after studying Law at Manchester University. Between 1990 and 2002 he worked as a solicitor, becoming a partner, in two of the UK's largest litigation firms, Thompsons and Russell Jones & Walker, specialising in personal injury work. Since 2003, he has specialised in delivering high quality legal English programmes to some of Europe's largest law firms, companies and universities.



### Chris Scoble

A graduate of Cambridge University, Chris has more than 25 years' experience in senior executive positions, including with Barclays Bank in Madrid and Milan. Based in London, he led European Marketing and Communications at US law firms Dewey & LeBouef and Orrick and is now a consultant for law firms worldwide, advising on marketing and communications strategy. Chris specialises in providing lawyers with the communication skills required to work effectively in English, including presentation and client care skills.



### Moray McLaren

Moray has degrees from the University of Wales, London School of Economics and an MBA in Law Firm Management. He is a former Head of Business Development at the International Bar Association and Head of International Marketing for a major City law firm. He is an Associate Professor at IE Business School where he teaches negotiation skills and is the co-course Director of the Law Management Programme. Moray's work primarily involves the design and delivery of management training programmes for law firms.

## Methodology

The programme is highly interactive and based on real-life scenarios. Participants will participate in the following learning exercises:

- Case studies
- Practical skills exercises including:
  - interviewing and advising clients
  - drafting documentation including correspondence and contracts
  - negotiating agreements in a cross-cultural environment
  - making presentations to win new clients

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## Anglo-American

## Course Modules

The programme has four foundation modules.

### 1. Common Law principles and practice

- Understanding the principles, concepts and vocabulary of the English legal system
- Knowing the legal approach of Common Law and use of case law
- Appreciating the different approaches and terminology of Common Law and Civil Law systems
- Understanding commercial contractual relations in Common Law

### 2. Corporate law concepts and vocabulary

- Knowing corporate law vocabulary and terminology
- Outlining the procedures and documentation of the main business transactions
- Appreciating the standard issues and terms of business contracts
- Drafting better contractual clauses

# international practice

Early Bird  
Reserve your place  
before 7th May for a  
special discount

making presentations

drafting and negotiating agreements

key contractual law concepts

business documentation

can law concepts

### 3. Presentation, negotiating and communication skills

- Working with presentations and emphasising key information
- Communication and listening techniques to enable confident and clear speeches and presentations
- Client interview techniques and managing expectations
- Techniques for attracting new clients, winning new as well as ongoing work

### 4. Specialised practice areas

Participants will learn and practice the concepts and terminology in English law regarding:

- Banking and finance
- Employment and labour law
- Litigation and dispute resolution
- Tax and Real estate
- Insolvency and Bankruptcy





## Entrance Requirements

This programme is for practising lawyers who already have an high level of English and who wish to improve their proficiency to equip themselves to work with, and for, international clients. Written applications will be followed by a telephone interview in order to understand the specific learning needs of each candidate as well as their suitability for the programme. Those participants who are selected, will be asked to submit a short learning objectives survey in advance of the programme.

## Fees

The participation costs are:

- **Registration fee** payable at the time of application of **450€**
- The **course fee** including teaching and all materials for the full two week programme (more details below)
- **Meals and private ensuite accommodation** at Churchill College Cambridge of **860€**.

There is an **Early Bird discount** if registration fee is made prior to **Friday 7th May 2010**.

## Accommodation and Facilities

The course will be held at Churchill College Cambridge. Participating students will have their own private room at Churchill College and be provided with full board – breakfast, lunch and a buffet dinner each night.

## Certification

A Certificate of Attendance will be given to those who attend a sufficient number of lectures. Where requested by a sponsoring organisation, tutors can provide feedback on participants' learning with their express consent. At the conclusion of the course, students will be advised as to their preparedness to sit the subsequent ILEC examination on 18th September 2010.

## Evening Activities

If there is demand we will arrange for special night-time catch-up study sessions. Attendance at these sessions will be entirely optional. There will also be a number of social events recommended for the duration of the course such as concerts and night-time excursions.

## London Legal Tour

There will be an optional tour for participants wishing to visit London law firms and the highlights of legal London.

## Dates

Monday 16th August to Friday 27th August.



## Registration Form

Places are strictly limited.

**Reserve before 7th May to receive an Early Bird Discount. Please enquire about group discounts.**

Please complete the below form and send to: **Carlota Sánchez**

**E** carlota.sanchez@iberianlegalgroup.com **T** +34 91 563 36 91 **F** +34 91 563 37 02

Mark with an "X" the applicable boxes:

Registration Fee

450€

VAT not included

In-House Lawyer (course + accommodation)

Early Bird 2,125€

Full Price 2,650€

Lawyers in Law Firms (course + accommodation)

Early Bird 2,650€

Full Price 2,975€

Name \_\_\_\_\_

Company \_\_\_\_\_

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Credit Card number (Visa/Mastercard only):

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Date \_\_\_\_\_

Tel \_\_\_\_\_

Signature \_\_\_\_\_

**Conditions of registration - Registration fee** must be paid by credit card. Full payment must be received before 7th May in order to benefit from the Early Bird Discount. Payment of Registration Fee only will acquire a temporary reservation on the course for 21 days. **Course fee** payment can be made by either card of bank transfer (Banco Santander IBAN ES94 0049 2313 65 201 424 3737). If the Course Fee is not received within this 21 day period, the Registration Fee is forfeited and the reservation lost.

**Cancellations** - Once the Registration Fee and Course Fee have been received, a place in the course is reserved. Any cancellation more than six weeks prior to the course will have a penalty of 100% of the Registration Fee and 50% of the Course Fee. Any cancellation less than six weeks prior to the course will have a penalty of 100% of the Registration Fee and 100% of the Course Fee. The substitution of a student can be made up to seven days prior to the course without any additional cost. **All cancellations should be received in writing on confirmation of receipt.** Iberian Legal Group SL (ILG) reserves the right to change the content, programme dates, teaching faculty and/or location in event of force majeure. In the event that the course is cancelled, ILG will reimburse all monies received (Registration Fee and Course Fee) without accepting any other responsibility.

**Data protection** - In accordance with LOPD we inform all applicants that their contact details will be included in the database of ILG in order to invoice applicants' participation in the course, as well as from time to time to inform such applicants of other services offered by ILG or any other of ILG's collaborators. You may exercise your right to access, modify, cancel or object to such inclusion, in writing to Iberian Lawyer, C/Lagasca 138, 28006, Madrid.