

Essential Paralegal Skills - Training Schedule

Essential subjects to cover:

1. Program Introduction and "What is a Paralegal?"
2. Introduction to "Law"
3. National citizenship laws (Constitution; Citizenship Acts; Temporary provisions, etc)
4. International Law - Basic Human Rights/Anti-Discrimination
5. International Law - Nationality and Citizenship (1954 Convention Relating to the Status of Stateless Persons; 1961 Convention on the Reduction of Statelessness; Prato Conclusions)
6. Administrative Procedures: Applications for passports, public service exams, and trade licenses (steps of the process, how to fill out forms, etc.)
7. Skills Workshop: Client Interaction
8. Skills Workshop: Negotiation and Advocacy Strategies
9. Paralegal Role and Responsibilities (program-specific)
10. Record Keeping/Documentation and Case Tracking
11. Working with lawyers and other civil society organizations

Resources for each subject can be found on Namati's Tools database and Toolkit on Developing a Paralegal Program: www.namati.org/network/tools

Essential Paralegal Skills - Training Schedule

Essential Paralegal Skills 3-Day Training Schedule

Day/Time	Subject/Item	Facilitator
Day 1		
9:00-11:00	Introduction: experiences from the field (5 difficult mediation cases identified)	
11:00 – 1:00	Rules and principles of mediation	
1:00 -2:00	Lunch	
2:00 – 3:00	Mediation agreements/law of contract	
3:00- 5:00	Mediation exercises	
Day 2		
9:00 - 9:30	Recap of day one	
9:30 – 10:30	Case management review	
10:30- 12:30	Case management practicals- IPs and CLPs	
12:30-1:00	Mobile clinics	
1:00 – 2:00	Lunch	
2:00 – 3:00	Case management (ledger)	
3:00 -5:00	Practicals	
Day 3		
9:00 – 9:30	Recap of day two	
9:30 – 10:30	Navigating Authorities	
10:30 – 11:30	Advocacy	
11:30-1:00	Communication skills	
1:00 -2:00	Lunch	
2:00 – 4:00	Communication skills practicals	
4:00 – 5:00	Admin Issues/closing	