

## TIMETABLE

### Modules

Common law & Legal English	Eva Massa
Presentation skills	Colette Reid & Cathal Quinn
Interviewing skills	Eva Massa & David Soden
Negotiation skills	Martin Cooney
Legal drafting skills	Michelle McLoughlin

### Rooms

All sessions will be held in the Green Hall building (Blackhall Place)

Green Hall Lecture Theatre	GHLT
Michael O' Mahony room	MOM
Mock Court Room	MCR
James O' Sullivan Room	JOS
Loggia	Loggia

**Monday, 8 July 2024**

<b>Time</b>	<b>Subject</b>	<b>Room</b>
09:00-09.30	Arrival & Registration	Loggia
09.30-09.40	<b>Welcome and Introduction to the Course</b>	GHLT
09.40-10.00	<b>Icebreaker/team building exercise</b>	GHLT
10.00-10.40	<b>Civil Law v Common Law</b> Differences between both systems	GHLT
10.40-11.00	<i>Tea/coffee Break</i>	Loggia
11.00-12.00	<b>Practical review of Legal English terminology</b>	GHLT
12.00-13.00	<b>Professional Presentation Skills- Lecture</b>	GHLT
13.00-14.00	<i>Lunch</i>	
14.00-15.00	<b>Client Interviewing and Advising Skills - Lecture</b> General aspects, preparation tips, effective communication with clients, providing legal advice.	GHLT
15.00-16.00	<b>Group work.</b> Interactive exercise	MCR
16.00	<b>Conclusions</b>	MCR
16.15-17.15	<b>Welcome drinks reception at the Law Society</b>	

**Tuesday, 9 July 2024**

<b><i>Time</i></b>	<b><i>Subject</i></b>	<b><i>Room</i></b>
09.15-09.30	Arrival & Registration	Loggia
09.30-11.30	<b>Professional Presentation Skills Workshop 1</b> Oral Presentation Skills – the Essential Success Techniques	MOM
11.30-11.45	<i>Tea/coffee Break</i>	Loggia
11.45-12.45	<b>Masterclass by Mr Justice Michael Peart</b>	GHLT
12.45-14.00	<i>Lunch</i>	
14.00-16.00	<b>Client Interviewing &amp; Advising- Workshop 1</b> Simulation – practising general interviewing techniques	MOM
16.00	<b>Conclusions</b>	MOM
16.30	<b>Optional tour of the Four Courts</b>	

**Wednesday, 10 July 2024**

<b><i>Time</i></b>	<b><i>Subject</i></b>	<b><i>Room</i></b>
09.00-11.00	<b>Professional Presentation Skills- Workshop 2</b> Learning-by-doing	MOM
11.00-11.15	<i>Coffee/tea break</i>	Loggia
11.15-13.00	<b>Client Interviewing &amp; Advising- Workshop 2</b> Simulation. Dealing with diversity: taking into account cultural and personality differences	MOM
13.00-14.00	<i>Lunch</i>	Loggia
14.00-16.00	<b>Professional Presentation Skills Workshop 3</b> Recording of Individual Presentations/Debates  (15.00-16.00) Presentation skills review	GHLT  MCR
16.00	<b>Conclusions</b>	GHLT
Evening	Dinner & Irish dancing	

Thursday, 11 July 2024

<i>Time</i>	<i>Subject</i>	<i>Room</i>
09:15-09.30	Arrival & Registration	Loggia
09.30-10.45	<b>Negotiation skills- Lecture</b>	GHLT
10.45-11.00	<i>Tea/coffee Break</i>	Loggia
11.00-13.00	<b>Client Interviewing &amp; Advising- Workshop 3</b> Recorded simulations	MCR
13.00-14.00	<i>Lunch</i>	
14.00-16.00	<b>Negotiation skills - workshop 1</b> 15.00-16-00 – Presentation skills review	MOM MCR
16.00	<b>Conclusions</b>	MOM
16.00-17.00	<b>Optional Mystery Event</b>	

**Friday, 12 July 2024**

<b><i>Time</i></b>	<b><i>Subject</i></b>	<b><i>Room</i></b>
09:15-09.30	Arrival & Registration	Loggia
09.30-10.45	<b>Legal drafting - Workshop</b>	MOM
10.45-11.00	<i>Tea/coffee Break</i>	Loggia
11.00-13.00	<b>Negotiation skills - Workshop 2</b>	MOM
13.00-14.00	<b>Lunch and conferral ceremony</b>	MCR