

**Writing attendance notes: PSC elective,
3-hour practical, interactive workshop
Two live online sessions (method on next page)**

All solicitors need to write clear, accurate attendance notes, but it takes time to acquire the necessary skills. This course introduces trainees to best practice from the start and gives them a good base for developing these skills quickly and confidently. And, where a firm agrees, we familiarise trainees with the firm's house style and other preferences by using its templates and showing example attendance notes.

Who should attend?

Trainees, preferably on induction

Paralegals and apprentices who write attendance notes

By completing a series of exercises, trainees will

- understand the purpose and importance of attendance notes
- learn and start adopting best-practice guidelines and tips for taking and writing attendance-notes
- practise writing attendance-notes, with trainer monitoring and feedback

Content

- The purpose and importance of attendance notes
- Different types of attendance-note, and differences depending on the practice area
- The importance of house style and supervisor preferences
- Tips on speedy note-taking when typing is not appropriate

Exercises throughout and some role-play, to elicit best-practice guidelines and to practise using them. Exercises include listening to a recording and amending a poorly written attendance note, writing an attendance note as an observer, and participating in note-taking as the caller.

Participants receive written guidelines.

Trainer: Stella Styllis, who practised as a solicitor for over twenty years. Since 2003, Stella has been delivering training in legal skills and language to lawyers from the UK and worldwide. She focuses mainly on contract drafting and legal writing.

Method for two sessions (durations agreed with each firm)

Zoom preferred but can use similar platforms.

Trainer monitoring and input throughout for maximum individual attention and benefit.

Small groups preferred. Contact us to discuss numbers.

Work in ones, twos and threes in breakout rooms. Screen-sharing and joint document annotating.

Homework: brief work between sessions