

## **Example content for training in legal English and related skills for German employment lawyers**

**Training is highly tailored to meet both the individual's and the firm's needs and goals. Our trainer Alan Simmons can work with German texts and is familiar with German employment law. But of course, all training is in English.**

If the firm agrees, we use its documentation for discussion (*eg* agreements) and follow house style to the extent possible. We also work on the individual's real-work writing, and use real-work scenarios for skills training. We keep everything confidential, but documents must be redacted and anonymised.

### **Legal terminology can cover any of the following and other non-listed topics**

It is all tailored to German law but we compare this with English law and with EU directives, regulations and judgments. We also use ECJ judgments as appropriate.

- Basics: contracts for services Vs employment contracts
- Employment contracts, terms and legal requirements on terms, including holiday entitlement (Bundesurlaubsgesetz)
- Fixed-term contracts and part-time employees (Gesetz über Teilzeitarbeit und befristete Arbeitsverträge)
- The works council and its role and powers, including co-determination rights (Betriebsverfassungsgesetz)
- Collective agreements (Tarifvertragsgesetz)
- Dismissal (Kündigungsschutzgesetz)
- Discrimination on grounds of gender, ethnicity, age, disability (Allgemeines Gleichbehandlungsgesetz)
- Pensions and compensation funds; insurance
- Business and share sales, employment aspects including due diligence and transfer of rights in business sale cases (Section 613a BGB)
- Any other relevant directives and company policies
- Intellectual property issues: employee inventions (Gesetz über Arbeitnehmererfindungen)
- Employment courts procedure
- Interface between Human Rights Law and Employment Law

*See next page for skills and grammar*

**Skills cover the following and include relevant terminology**

***Speaking***

- discussing and comparing legal concepts (laws of England, EU and Germany) to practise using terminology in context
- summarising texts in English, including some originally in German
- advising (role-play), including on settlement agreements
- presenting (full or mini-presentations)
- telephoning (role-play)
- meetings (role-play)
- negotiations (role-play)

***Writing and drafting, all adopting a clear language approach***

- letters and email, including confirming advice
- memos and reports
- agreements (including employment and settlement)

***Listening***

- recordings/videos, and through discussion

***Reading***

- articles, extracts from legal texts and legislation, judgments

**Grammar varies**

We cover grammar both remedially and in dedicated sessions, in a business and legal context. The extent depends on the individual's level.