

# ADVANCE YOUR CAREER

Pan-European Academy to support life-long learning  
for In-House and Corporate Counsel.



## YOUR ADVANTAGES

- ✓ Excel in Your Legal Skills
- ✓ State-of-the-art Courses
- ✓ Highly Experienced Trainers
- ✓ Virtual Class Room Setting
- ✓ ECLA Legal Education Certification
- ✓ No additional costs for travel, etc.

## EXAMPLE COURSES

- Legal Writing
  - Drafting of International Contracts
  - Cross Cultural Negotiations
  - Accounting and Financial Statement Analysis for Lawyers
  - Engaging your Internal Client
  - Legal English for Litigation
- And many more...

# LEGAL ENGLISH FOR NEGOTIATION

## COURSE DETAILS

### COURSE OBJECTIVES

Do you need to negotiate in English? Want to improve your capacity to negotiate in English? This training focuses on the practice of legal English in negotiating. You will develop the techniques and confidence in English. You will acquire the vocabulary, idioms and grammatical structures needed to negotiate efficiently and successfully.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in the world of continuing education.

### PROGRAM CONTENT

- Vocabulary and expressions for negotiation.
- Understand and use negotiation Idioms.
- Negotiation techniques: "Win-Win".
- Define objectives, ask questions and rephrase, paraphrase, speak persuasively, object, respond to objections, interrupt.
- Make an offer, correctly use conditional tenses.
- Express agreement or disagreement.
- Ensure interlocutor's understanding: confirm agreement, avoid misunderstandings.
- Practice: Role-playing, practicing specific negotiation techniques.
- How to break the deadlock.
- Close the negotiation.

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 995,00

#### REGULAR FEE

€ 1.295,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator

+32 2 808 54 56, [teresa.kunz@ecla.eu](mailto:teresa.kunz@ecla.eu)



# DRAFTING INTERNATIONAL CONTRACTS

## COURSE DETAILS

### COURSE OBJECTIVES

This course provides the necessary vocabulary and drafting techniques to understand and improve your contracts in English. It will enable you to improve in style, syntax, and correct vocabulary. We emphasize practical skills: you will learn the necessary techniques to draft clear, efficient contracts and avoid common pitfalls.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in the world of continuing education.

### PROGRAM CONTENT

- Understand the Anglo-Saxon terminology of contracts: express and implied terms, warranties and guarantees, damages and liquidated damages.
- Acquire knowledge on the main structure and clauses of international contracts.

- Use the correct verbs to create clear legal rights and obligations.
- Recognize drafting ambiguities to effectively re-draft poorly written clauses.
- Practice drafting contractual clauses in a clear and efficient manner.
- Draft effective standard clauses that can be used across the organization to manage exposure to legal risk.
- Understand the principles of using plain English within your contract to reduce uncertainty.
- Focus on agreement structure, linguistic clarity and accuracy to draft with confidence.
- Discover how to avoid over-complex sentences and structures to limit the risk of dispute.
- Liability risk protection including indemnities, exclusion and limitation of liability clauses.
- Remedial clauses and damages.
- Force majeure.
- Termination.
- Boilerplate clauses.

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 1.095,00

#### REGULAR FEE

€ 1.495,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator

+32 2 808 54 56, [teresa.kunz@ecla.eu](mailto:teresa.kunz@ecla.eu)



# LEGAL ENGLISH FOR MEETINGS

## COURSE DETAILS

### COURSE OBJECTIVES

You will be trained in terms of vocabulary and key skills in face-to-face meetings or videoconferencing. This program will give you the tools to start and end a meeting, move on to the next agenda item, intervene, present your ideas, ask questions and obtain clarifications.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

6 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer or ESL consultant.

### PROGRAM CONTENT

- Open a meeting
- List expectations
- Ask questions
- Clarify and deal with interruptions
- Ask for and give opinions
- Agree or disagree
- Correctly quote phone numbers, dates, and currencies
- Close a meeting
- Summarize the results of the meeting
- Prepare and send minutes to others
- Use correct phrasal verbs
- Videoconferencing etiquette

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

### ECLA MEMBER

€ 595,00

### REGULAR FEE

€ 795,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator

+32 2 808 54 56, [teresa.kunz@ecla.eu](mailto:teresa.kunz@ecla.eu)



# INTERNATIONAL LEGAL ENGLISH

## COURSE DETAILS

A program designed by Cambridge University Press.

### COURSE OBJECTIVES

This introductory course will develop your English language skills in a legal context.

Read: Legal texts including articles, legislation and legal correspondence.

Write: Letters, emails and brief memoranda to be more clear and precise.

Listen: Listen to English speaking legal presentations.

Speak: Discussions, presentations, interviews and role-plays.

### PREREQUISITE

- Intermediate level in English.
- Purchase of the book "International Legal English" by Cambridge University Press.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

30 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

### PROGRAM CONTENT

Following the International Legal English textbook (Cambridge University Press). Topics covered during the program include:

- International commercial law
- Company law
- Contract law
- Sales of Goods law
- Intellectual Property law
- Competition law
- Employment and labor law
- Debtor/Creditor law
- Real Property law
- Secured Transactions
- Negotiable Instruments

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training..

### ECLA MEMBER

€ 1.895,00

### REGULAR FEE

€ 2.495,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator

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## LEGAL WRITING

### COURSE DETAILS

#### COURSE OBJECTIVES

Write legal texts, notes, e-mails, memoranda, reports and other correspondence more precisely. This course will improve the style, syntax, vocabulary and use of standard legal phrases. The emphasis is on "Plain English", clear and lucid English. Express yourself with confidence!

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

12 hours

#### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer. The consultants are qualified professionals with experience in continuing education.

#### PROGRAM CONTENT

- Write in the "Plain English" style
- Avoid legalese, obsolete and technical vocabulary
- Identify and correct common style errors (repetition, convoluted sentences, etc.)
- Use of Idiomatic expressions
- Review and revise legal texts
- Avoid direct translations
- Use correct grammar
- Drafting exercises

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 995,00

#### REGULAR FEE

€ 1.295,00

### CONTACT DETAILS

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## CROSS CULTURAL NEGOTIATION

### COURSE DETAILS

Building off Hofstede's Model, this course will build on frameworks and concepts encountered in the multicultural business environment and explore how they play out in a negotiation situation. To do so, we must first develop our knowledge and understanding of the nature and dynamics of negotiation itself. The course will involve a balanced approach, with some theory, practical negotiation exercises and case studies.

#### COURSE OBJECTIVES

- Be familiar with concepts used in the study of international business negotiations;
- Understand how different variables & contexts can influence business decisions and negotiations;
- Develop an understanding of theoretical perspectives concerning the nature of effective international negotiation.

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

15 hours

#### YOUR CONSULTANT - TRAINER

Dr. Michael Rodriquez has over 10 years teaching undergrad and MBA students. In 2018, he won the Best Teaching Innovation award for Cross Cultural Role Play Simulation. He has a PhD from Stevens Institute of Technology.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### PROGRAM CONTENT

- Introduction: What Is Negotiation?
- Cultural Differences, Importance of Preparing for International Negotiations.
- Don't Bargain Over Positions
- Separate People from Problems
- Focus on Interest Not Positions
- Invent Option For Mutual Gains
- Insist on Using Objective Criteria
- The Global Negotiator/Review of Culture/ Cross Cultural Discussion
- The CAGE Distance Framework
- The ADDING Value Scorecard
- Strategies for Global Value Creation
- Adaptation – Adjusting to Differences
- Aggregation – Overcoming Differences
- The Global Negotiator/Cultural Barriers
- Aggressive Negotiators/Gender, Race and Ethnicity

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### ECLA MEMBER

€ 1.295,00

#### REGULAR FEE

€ 1.695,00

### CONTACT DETAILS

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# LEGAL ENGLISH FOR LITIGATION

## COURSE DETAILS

### COURSE OBJECTIVES

Participants will demonstrate the ability to identify, analyze and critique issues in the litigation context. Participants will apply the skills of problem solving, collaboration, counseling and persuasion. This course will also provide an in-depth understanding of litigation terminology.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in education.

### PROGRAM CONTENT

- Develop a theory of the case/defense based on the facts & evidence
- Define the claim/defense: identify key legal issues
- Develop key arguments for your client
- Cite relevant jurisprudence or evidence to support arguments
- Ask relevant questions to opposing counsel/witnesses in a discovery/trial
- Negotiation: explore possibility of settlement
- Persuasion: convince a court of your client's case
- Understand the court's decision and reasoning
- Explain the case to colleagues

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

## COURSE FEES

### FEE

Invoiced and payable upon registration.

### ECLA MEMBER

€ 1.195,00

### REGULAR FEE

€ 1.595,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator

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## ENGAGING YOUR INTERNAL CLIENT

### COURSE DETAILS

#### COURSE OBJECTIVES

This class introduces company lawyers to the concept of internal client engagement. The course highlights preparation, understanding client needs, and developing presentations that recognize each professional's individual strengths. Client Engagement skills and concepts are developed through the use of case studies and role-plays within the legal context.

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

15 hours

#### YOUR CONSULTANT - TRAINER

Dr. Michael Rodriguez has over 10 years teaching undergrad and MBA students. In 2018, he won the Best Teaching Innovation award for Cross Cultural Role Play Simulation. He has a PhD from Stevens Institute of Technology and was an Associate Professor at SKEMA- Raleigh, NC. He currently lectures at Campbell University MBA and NC State University. Drawing

on his significant sales experience, he will use techniques to overcome the challenges of company lawyers to provide innovative and creative legal solutions.

#### PROGRAM CONTENT

- Meeting and identifying needs of the client.
- Review three levels of questions: Exploratory, Probing and Digging Deeper.
- Discuss why we stop at just "Probing" Stage.
- Provide a deeper dive into the process of objection handling and facilitate exercises on handling objections.
- Discuss how to "connect" unique solution to client needs through a tailored message and creating a sense of urgency.
- The importance of storytelling.

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 1.295,00

#### REGULAR FEE

€ 1.695,00

### CONTACT DETAILS

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## ADVANCED FLUENCY REFRESHER

### COURSE DETAILS

#### COURSE OBJECTIVES

Move from an intermediate to an advanced level in verbal communication.

#### COURSE OBJECTIVES

If your spoken English isn't so bad, but still isn't good enough, we can help you. You will gain the confidence to speak English „on the spot“. This course will give you an edge every time the need to speak English arises, no matter what the situation.

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

6 hours

#### YOUR CONSULTANT - TRAINER

Native English-speaking consultants are qualified in English as a Second Language training.

#### PEDAGOGICAL MEANS AND METHODS

6 group sessions of 1 hour 30 minutes each.

#### PROGRAM CONTENT

This course will include practice with language for interaction, including impromptu speaking and presentations. We will also use role-play scenarios to practice small talk techniques and networking. Apply expert advice by practicing with hands-on exercises.

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 695,00

#### REGULAR FEE

€ 895,00

### CONTACT DETAILS

Teresa Kunz, academic coordinator  
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# ACCOUNTING AND FINANCIAL STATEMENTS ANALYSIS FOR LAWYERS PART 1: A PRIMER FOR IN-HOUSE COUNSEL

## COURSE DETAILS

### COURSE OBJECTIVES

This course will focus on understanding the basic financial statements and related terminology. The relationships between the financial statements will be discussed and an understanding of basic financial statement presentation and analysis will be reviewed. The class will focus on how these statements impact and report the operational aspects of the organization, and how the reporting requirements of various governmental entities impact their content and organization.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

6 hours

### YOUR CONSULTANT - TRAINER

Dr. Scott Cohen is a Certified Public Accountant (CPA) licensed in North Carolina and Colorado. He is also a Certified Fraud Examiner (CFE) and Chartered Global Management Accountant (CGMA). He is an American CPA with over 30 years' experience in

accounting, finance and as an entrepreneur. He has successfully created and operated a variety of business. Dr. Cohen is currently a tenure track Assistant Professor of Accounting at Frostburg State University (a member of the University of Maryland System) where he teaches a variety of accounting courses. In addition, Dr. Cohen is an adjunct Assistant Professor of Accounting and Finance at North Carolina State University where he primarily teaches finance and accounting in their MBA program.

### PROGRAM CONTENT

- Regulation and governing entities
- Identification and terminology
- Financial statement fundamentals
- Relationships between the financial statements
- The link to finance and markets
- Basics of financial statement analysis

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 795,00

#### REGULAR FEE

€ 995,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator  
+32 2 808 54 56, [teresa.kunz@ecla.eu](mailto:teresa.kunz@ecla.eu)



## ACCOUNTING AND FINANCIAL STATEMENTS ANALYSIS FOR LAWYERS PART 2: AN EXTENSION

### COURSE DETAILS

#### COURSE OBJECTIVES

An extension of Part 1, part two will continue and extend the participants' ability to read and understand financial statements from publicly traded companies. A discussion of the related notes to these statements and a comparison between financial reporting in the United States Generally Accepted Accounting Principles (US GAAP) and International Financial Reporting Standards (IFRS, used in most other countries) will be examined.

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

6 hours

#### YOUR CONSULTANT - TRAINER

Dr. Scott Cohen is a Certified Public Accountant (CPA) licensed in North Carolina and Colorado. He is also a Certified Fraud Examiner (CFE) and Chartered Global Management Accountant (CGMA). He is an American CPA with over 30 years' experience in

accounting, finance and as an entrepreneur. He has successfully created and operated a variety of business. Dr. Cohen is currently a tenure track Assistant Professor of Accounting at Frostburg State University (a member of the University of Maryland System) where he teaches a variety of accounting courses. In addition, Dr. Cohen is an adjunct Assistant Professor of Accounting and Finance at North Carolina State University where he primarily teaches finance and accounting in their MBA program.

#### PROGRAM CONTENT

- Public reporting requirements
- Management's discussion and analysis
- US GAAP for publicly traded companies
- Understanding the IFRS difference
- Identifying accounting issues and one-time charge offs
- Using cash flow to value the organization

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 795,00

#### REGULAR FEE

€ 995,00

### CONTACT DETAILS

Teresa Kunz, academic coordinator

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# LINKEDIN FOR LAWYERS

## COURSE DETAILS

### COURSE OBJECTIVES

This course provides the training to enhance, refine and optimize your profile on LinkedIn. Group sessions will cover general training on LinkedIn and specifically writing the BIO (i.e. story or your professional narrative) for the ABOUT section. Addressed will be how to write storied content and narratives around your key attributes, skills, qualifications and accomplishments. Following the group sessions are 1:1 coaching sessions that dive deeper to address the participants individual profile in terms of writing, structuring, editing and proofing the ABOUT section. As a resource and guide, all participants will receive the book "Storytelling About Your Brand Online and Offline. Authored by Consultant Bernadette Martin, this eBook is replete with tips, tools and examples.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

6 hours total to include 4 hours of group sessions PLUS 2 Hours of 1:1 individual coaching scheduled at each participant's convenience (must be completed within 2 months of the start of the course).

### YOUR CONSULTANT - TRAINER

Native English-speaking consultant Bernadette Martin has vast experience in continuing education. She is the founder of Visibility

Branding and is a Personal Brand Strategist, LinkedIn Expert, Storyteller and Author of "Storytelling About Your Brand Online and Offline". She holds an MBA from Thunderbird School of Global Management.

### PROGRAM CONTENT AND LEARNING OBJECTIVES

To develop a general understanding of the appropriate and effective use of LinkedIn covering the LinkedIn sections below followed by individual focus on writing skills to craft a well-structured, professional narrative i.e. story, for the ABOUT section.

### LinkedIn sections covered

- About
- Experience
- Education
- Background Image Feature
- Photo
- Accomplishments, Awards & Organizations
- Security Settings
- Posting and Updates
- Recommendations
- Groups

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

**FEE**  
Invoiced and payable upon registration.

### ECLA MEMBER

€ 895,00

### REGULAR FEE

€ 1.195,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator  
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# INTELLECTUAL PROPERTY LAW

## COURSE DETAILS

### COURSE OBJECTIVES

This course provides the fundamental training in intellectual property. Participants will be able to use the correct legal terminology to address IP law issues both domestically and internationally. An analysis of governing law and international agreements will help facilitate the participants' knowledge of the legal issues associated with this ever-changing field.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

### PROGRAM CONTENT AND LEARNING OBJECTIVES

- Legal terminology related to intellectual property law
- Basic doctrines of IP Law
- Emerging technology issues
- Licensing
- Reverse engineering
- Misappropriation
- Cross border intellectual property issues
- International agreements governing intellectual property
- International intellectual property rights system
- Dispute settlement and the enforcement of rights

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 1.195,00

#### REGULAR FEE

€ 1.595,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator  
+32 2 808 54 56, [teresa.kunz@ecla.eu](mailto:teresa.kunz@ecla.eu)

# REAL ESTATE LAW

## COURSE DETAILS

### COURSE OBJECTIVES

This course provides you with the essential knowledge, skills and abilities to master legal English for real estate law, designed to meet your specific needs. You will acquire the skills and confidence necessary to express yourself fluently in legal English, both orally and in writing, taking into account the contexts and situations related to your professional environment. You will learn vocabulary and common legal expressions related to leases, contracts of sale and real estate financing.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

### PROGRAM CONTENT AND LEARNING OBJECTIVES

- The specialized English vocabulary in real estate law and contracts
- Explain notarial deeds to your English-speaking clients and avoid misunderstandings
- Knowing how to talk about fees and selling costs
- Difficulties and vocabulary traps to avoid in the real estate sector
- Residential and commercial leases
- A sales contract in English
- The fundamental principles of contract law: conditions of validity and sanctions, liability and commission of the agent
- Contract negotiation: offers of sale and purchase, preliminary contracts, obligations of the seller, conditions, deadlines and waiver
- The various possible conditions precedent: loan, building permit, change of destination, change of use, etc., and the consequences of the failure to comply with a condition precedent.
- Real estate financing loans and securities
- The pre-emptive rights of private and public persons

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 995,00

#### REGULAR FEE

€ 1.195,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator  
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# LEGAL ENGLISH FOR EMPLOYMENT LAW

## COURSE DETAILS

### COURSE OBJECTIVES

Employment law regulates the relationship between employers and employees. Labor law regulates the relationship between a labor union and an employer. In-house counsel need to understand the and explain the various employment laws in English. A thorough understanding of this landscape will guide the counsel to better advise, resolve problems and make decisions affecting the company.

### PREREQUISITE

Intermediate level in English.

### PLACE OF TRAINING

Virtual classroom

### TOTAL DURATION

12 hours

### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

### PROGRAM CONTENT AND LEARNING OBJECTIVES

- Employment law vocabulary
- Negotiating and drafting employment law contracts in English
- Employment law litigation
- Advising on employment related issues
- Dispute resolution
- Creating effective policies in English
- Workplace safety
- Discrimination
- Termination
- Conducting Interviews and Investigations in English
- Drafting reports

### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

### COURSE FEES

#### FEE

Invoiced and payable upon registration.

### ECLA MEMBER

€ 995,00

### REGULAR FEE

€ 1.295,00

## CONTACT DETAILS

Teresa Kunz, academic coordinator  
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# GDPR

## INTRODUCTION TO EU GDPR

### COURSE DETAILS

#### COURSE OBJECTIVES

This introductory course addresses the rules and requirements of the General Data Protection Regulation (GDPR), promulgated by the EU with effect from 2018. It will help you develop your understanding of the legal requirements for your company and provide you with practical and useable knowledge.

#### PREREQUISITE

Intermediate level in English.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

12 hours

#### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

#### PROGRAM

- What is Data protection about?
- Why do we have a Data Protection regime?
- What are the sources of Data Protection in the EU?
- History of Data protection in the EU (directive/regulation/lex specialis for Privacy and Electronic Communications)
- What is Personal Data and Sensitive Personal Data?
- Territorial scope (ratione Materiae and rationae loci)
- Principles of consent, loyalty, proportionality, purpose-bound
- Obligations of the person responsible for data processing (Accountability)
- Rights of the Data Subject
- Basic precautions which should be implemented systematically in the workplace
- Sanctions

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

##### FEE

Invoiced and payable upon registration.

#### ECLA MEMBER

€ 995,00

#### REGULAR FEE

€ 1.295,00

### CONTACT DETAILS

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# LANGUAGE

ALPHABET

CONVERSATION



## PRE – INTERNATIONAL LEGAL ENGLISH

### COURSE DETAILS

#### COURSE OBJECTIVES

Developed by Cambridge University Press, this introductory course develops skills in listening, reading, writing and speaking. It is suitable for those with basic knowledge in legal English or the law. The course focuses on the commercial environment but also offers a variety of other legal topics. This course is intended for newly qualified lawyers or law students.

#### PREREQUISITE

Intermediate level in English.  
Purchase of the book "Introduction to International Legal English" by Cambridge University Press.

#### PLACE OF TRAINING

Virtual classroom

#### TOTAL DURATION

30 hours

#### YOUR CONSULTANT - TRAINER

Native English-speaking lawyer-consultants. The consultants are qualified professionals with experience in continuing education.

#### PROGRAM CONTENT AND LEARNING OBJECTIVES

- Contract Law
- Company Law
- Commercial Law
- Real Property Law
- Litigation
- Arbitration
- Tort Law
- Criminal Law
- International Law
- Comparative Law

#### CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

#### COURSE FEES

**FEE**  
Invoiced and payable upon registration.

#### ECLA MEMBER

€ 1.895,00

#### REGULAR FEE

€ 2.495,00

### CONTACT DETAILS

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