MODULE **DESCRIPTOR**

MODULE TITLE	LAWYERS' SKILLS: INTERVIEWING, EMPLOYABILITY AND PERSONAL DEVELOPMENT		
MODULE CODE	LW3092 (L6)	**CREDIT VALUE**	20 UK CREDITS / 10 ECTS
SCHOOL	SCHOOL OF LAW		

MODULE **AIMS**

- Identify the constituents of a good personal interview
- Conduct an efficient and effective client interview in the context of legal practice.
- Facilitate reflective practice on Interviewing skills to support personal development and employability
- Develop enhanced skillset for graduate employability
- Students will be expected to build on the skills they have learnt in LW2020 or LW2021 and complete a portfolio in which they will discuss the skills involved in conducting the interviews they will analyse these skills and identify general points of good and bad practice and write a letter of advice. Students will also be encouraged to actively reflect on their personal development and employability. Students will complete a CV, covering letter and appraisal documents. This portfolio will be discussed at a group appraisal session within the module.

MODULE **CONTENT**

This module will consider:

Personal, Transferable and Employability Skills

1. Development of existing skills
2. Examination of Employability Skills including enhanced CVs, assessment centres, psychometric testing and job interviews (including telephone interviews).
3. Establishing rapport with the interviewer / interviewee
4. How to handle emotions - the relevance and impact of body language and mannerisms
5. Oral and written communication skills
6. Development of the ability to learn through reflection and self-analysis.

Law Specific Skills

In a legal interview:

1. Questioning skills and techniques
2. Listening to the client
3. Effective note-taking
4. Structuring an interview
5. How to handle sensitive and distressing situations

. Advising the client and helping the client to reach appropriate decisions and plan future action

INTENDED **LEARNING OUTCOMES**

On successful completion of this module a student will be able to:

1. Reflect on his/her own transferrable skills and abilities and apply to 'real life' situations to produce sound advice and establish positive professional working relationships
2. Demonstrate enhanced communication skills
3. Demonstrate the ability to reflect on his or her experiences, successes and failures and identify areas for development.
4. Plan and identify objectives for an interview
5. Conduct a live interview
6. Provide relevant advice to a client who presents with legal problems
7. Outline and justify possible courses of action to resolve legal problems
8. Manage client expectations and identify appropriate time-scales
9. Record interview advice accurately
10. Explain the circumstances when advice and instruction from a supervising solicitor should be taken
11. Be real-world ready and confidently approach the graduate job market.

TEACHING METHODS

The module will be delivered largely through a series of practical workshops. The course sessions, in which students and staff engage in role plays, group discussions and small group work, are practical and interactive. The process of reflective learning will be continued from the Skills 2 module. Many of the exercises will be recorded to allow for enhanced reflective learning. All of the skills will be emphasised as transferable skills for all graduates. Role plays will reflect real life legal situations which will enable students to further enhance their legal research and reasoning skills, knowledge and understanding.

Initially, students will consider their own experiences of interviews and then consider a professional interview for a graduate job or legal training contract. They will get the opportunity to practice and reflect on what makes a good interview. This exercise will 'set the scene' for the subsequent sessions in which their initial and perhaps instinctive conclusions are analysed with reference to established theory and practical ground-rules.

Consideration of the good interview will progress into legal practice. Once again, the students will be encouraged to reflect on elements of good and poor practice. As the students look at interviewing a legal client, they will consider the benefits of planning and preparation for a client and how prepare to give the client the best advice in a professional context, when to seek advice and how to take follow up actions.

Students will learn enhanced employability skills including CV building, job interviews (including telephone interviews), assessment centres, psychometric testing, equality and diversity awareness training and appraisal training.

Assessment will take the form of formative and summative practical assessments which reflect real-life situations. Coursework encourage students to reflect on their experiences and the content of their practical assessments.

ASSESSMENT METHODS

This module is assessed through an interview and advice-giving and a portfolio.