**Interest Form: French Legal Workshops**

**Information –Contact Person\***

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| **Organization:**  |       |
| **Resource person:** |       |
| **Address:** |       |
| **Telephone:** |       |
| **E-mail:** |       |

\*Please assign only one contact person for your organization. This person will be responsible for: providing us with the number of learners who will be participating in the workshops; ordering lunch; and, reserving the location(s) where the workshop(s) will be held.

**Program Summary**

The *Centre de ressources en français juridique* (resource center for legal French) develops training workshops in French intended for practitioners in the legal field.

Workshop participants must have a working knowledge in French. They may have varied professional training and occupy a variety of positions in the legal field, but all must share these two goals: to strengthen and practice their French language skills. They want to feel more at ease in using French when performing their professional duties and in doing so, enhance their ability to provide services in French.

This French legal training initiative is funded by Justice Canada, which allows us to offer a certain number of workshops throughout the country free of charge, in person or online.

**Legal Workshops:** Our facilitators travel to your location to deliver these workshops to your staff. You provide us with the number of participants and the location where the workshops will be held, and you order lunch (20$ per person maximum). Detailed descriptions of the workshops are provided below. All of our workshops are interactive, allowing participants to practice orally and in writing the concepts taught.

**Online Workshop *Consolidation du français juridique de correspondance***: No matter the location of your staff, this workshop will help your administrative personnel feel more at ease in using French when performing their duties. You only need to provide us with their names and their e-mail addresses.

**Legal Workshops**

*Please indicate which workshops you are interested in having delivered to your staff during the period between* September 2016 and March 2017*.*

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| **Workshop Descriptions** | **Preferred dates for workshops** (Choose 3 dates)**\****One of these dates will be confirmed with the facilitator.*  |
| ***La communication juridique 1*****Length**: 6 hours**French level required**: Intermediate**Description**:This workshop is designed for administrative staff working in the legal field, for example, administrative assistants, legal secretaries, and other members of the administrative staff team. The workshop focuses on French legal vocabulary and related online resources. The interactive activities are related to phone calls and e-mails.  | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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| ***La communication juridique 2*****Length**: 6 hours**French level required**: Intermediate**Description**:This workshop is a follow-up to ***La communication juridique 1.***The goal is to expand on the concepts taught in the first workshop and to review key concepts. The workshop will equally explore common forms that legal administrative staff use regularly and present Internet correspondence etiquette.  | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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| ***Le français juridique de correspondance 1*****Length**: 6 hours**French level required**: Intermediate to Advanced**Description**:This workshop is designed for administrative staff in the legal field and in particular, employees who must write letters or e-mails in French. The workshop will cover the writing of letters and e-mails, the rules of typography and will also present some useful resources to assist with writing in French.  | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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| **Workshop Descriptions** | **Preferred dates for workshops** (Choose 3 dates)**\****One of these dates will be confirmed with the facilitator.*  |
| ***Le français juridique de correspondance 2*****Length**: 6 hours**French level required**: Intermediate to Advanced**Description**:This workshop is the follow-up to *Le français juridique de correspondance 1*. It is designed for administrative staff in the legal field and in particular, employees who must write letters or e-mails in French.  The workshop will cover the writing of letters and e-mails, French legal vocabulary and will present some useful resources to assist with writing in French.   | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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| ***Le français juridique de correspondance 3*****Length**: 6 hours**French level required**: Intermediate to Advanced**Description**:This workshop is the follow-up to *Le français juridique de correspondance 2*. It is designed for administrative staff in the legal field and in particular, employees who must write letters or e-mails in French.  The workshop will cover the writing of letters and e-mails, French legal vocabulary and will present some useful resources to assist with writing in French.  **Please note that for this workshop, participants will require computers with access to Internet.**  | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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| ***Le français juridique de correspondance 4*****Length**: 6 hours**French level required**: Intermediate to Advanced**Description**:This workshop is the follow-up to *Le français juridique de correspondance 3*. This workshop is designed for administrative staff in the legal field and in particular, those who must write meeting minutes in French.  The workshop will cover meeting minutes, French legal vocabulary and some useful resources to assist with writing in French.  **Please note that for this workshop, participants will require computers with access to Internet.**  | 1. Click to select a date
2. Click to select a date
3. Click to select a date
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**Online Workshop**

***La consolidation du français juridique de correspondance – FJCONSO1***

**Length**: 30 hours

**French level required**: Intermediate

**Description**:

This online course is designed for administrative support staff working in the legal field. This course offers a review of the rules pertaining to the writing of letters, e-mails, cover letters, meeting minutes and memos. It also includes a module related to telephone protocol.

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| **Schedule** | **Participants’ e-mail addresses** |
| October 5 to November 6, 2016 | 1.
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4.
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4.
5.
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|  January to March 2017 | 1.
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3.
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