

Join the team – Lawyer Opportunities

PREP

Practice Readiness Education Program



Agenda

- Introduction
- CPLED Competency Framework
- PREP Overview
- Foundation Workshop Facilitator
- Virtual Law Firm Assessor
- Practice Manager
- Capstone Assessor

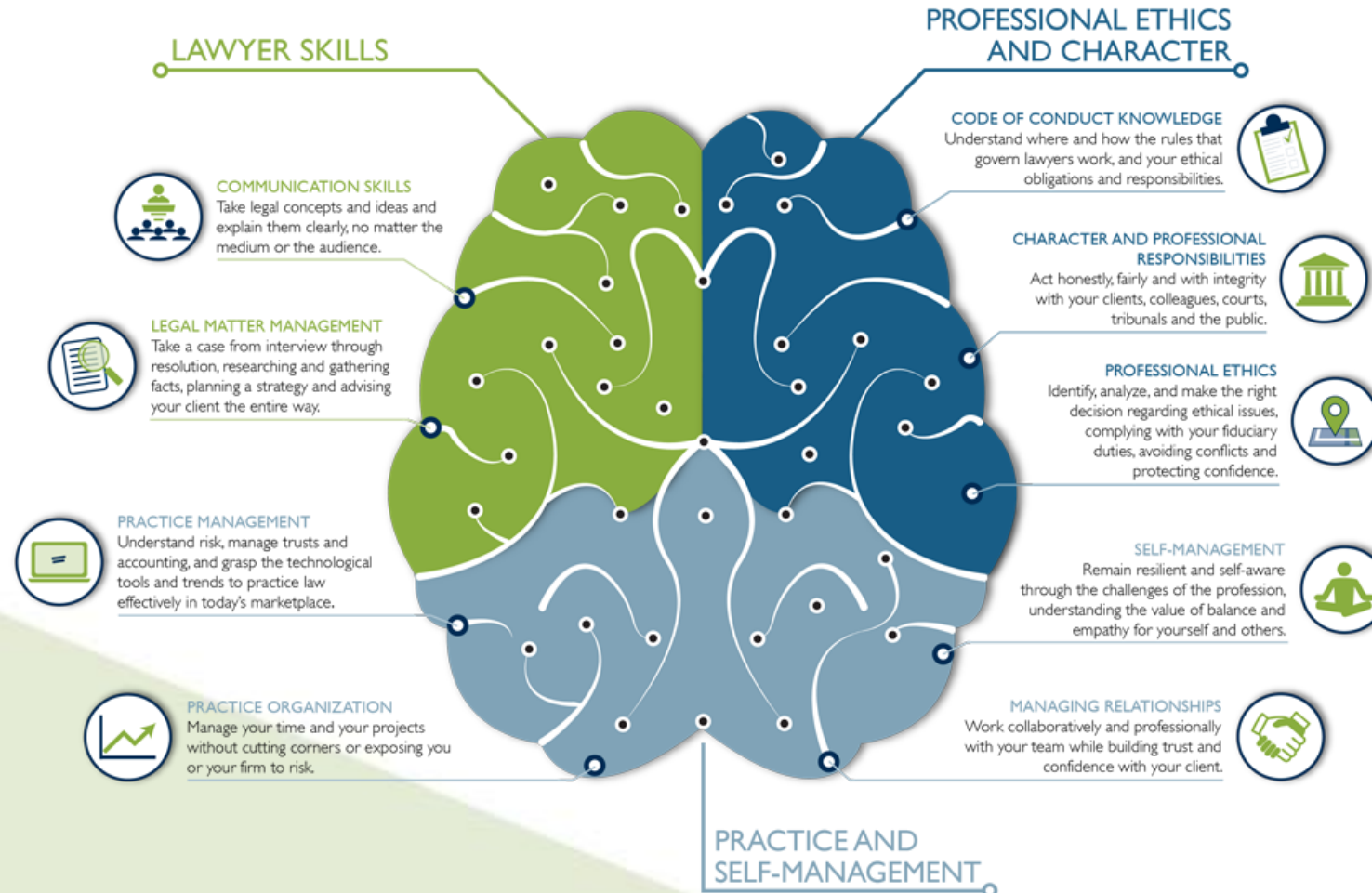
Introduction



Erica Green

CPLED Competency Framework

THE MIND OF A CPLED-TRAINED LAWYER



CPLED Competency Framework

LAWYER SKILLS



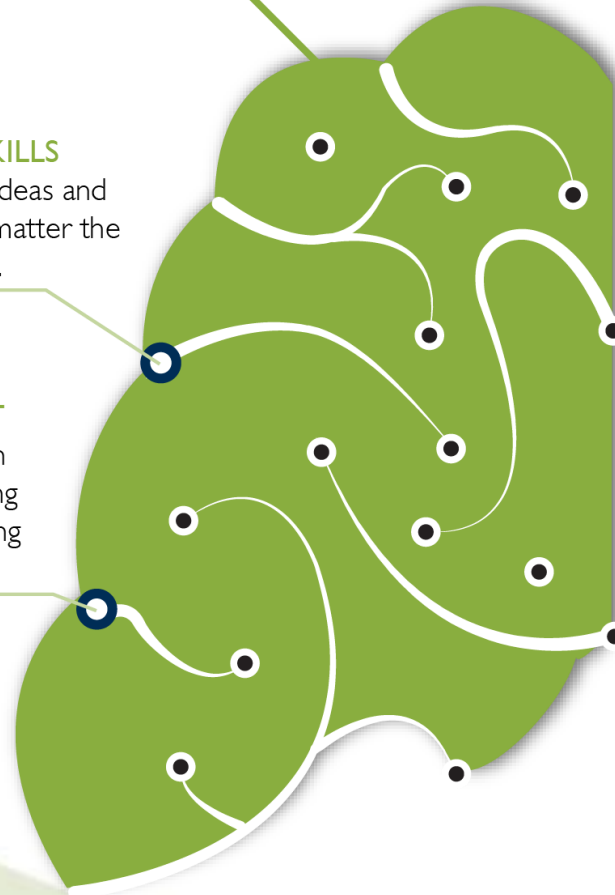
COMMUNICATION SKILLS

Take legal concepts and ideas and explain them clearly, no matter the medium or the audience.



LEGAL MATTER MANAGEMENT

Take a case from interview through resolution, researching and gathering facts, planning a strategy and advising your client the entire way.



CPLED Competency Framework



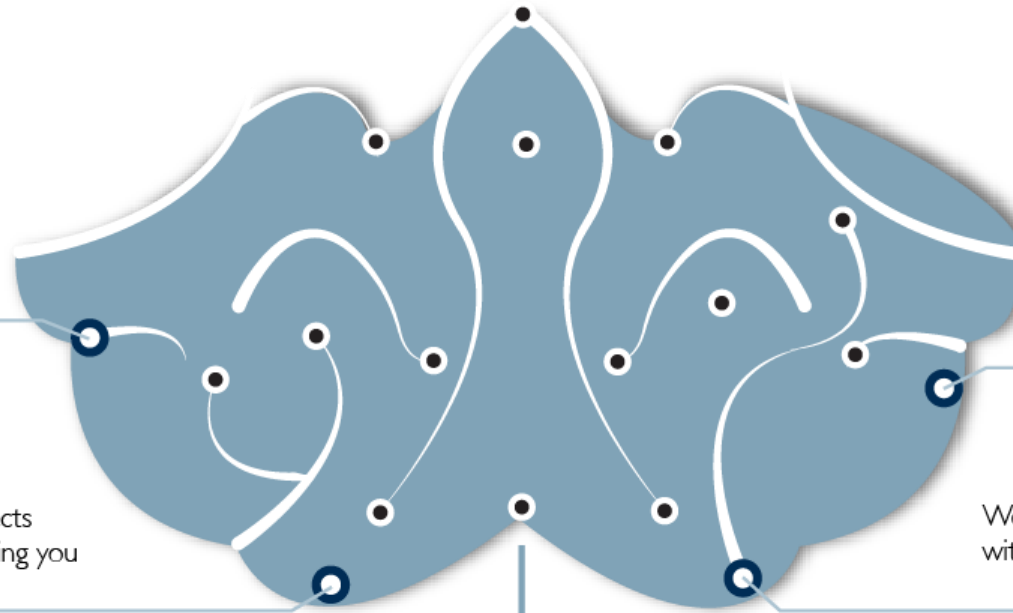
PRACTICE MANAGEMENT

Understand risk, manage trusts and accounting, and grasp the technological tools and trends to practice law effectively in today's marketplace.



PRACTICE ORGANIZATION

Manage your time and your projects without cutting corners or exposing you or your firm to risk.



SELF-MANAGEMENT

Remain resilient and self-aware through the challenges of the profession, understanding the value of balance and empathy for yourself and others.



MANAGING RELATIONSHIPS

Work collaboratively and professionally with your team while building trust and confidence with your client.



PRACTICE AND SELF-MANAGEMENT

PREP

Practice Readiness Education Program

CPLED Competency Framework

PROFESSIONAL ETHICS AND CHARACTER

CODE OF CONDUCT KNOWLEDGE

Understand where and how the rules that govern lawyers work, and your ethical obligations and responsibilities.



CHARACTER AND PROFESSIONAL RESPONSIBILITIES

Act honestly, fairly and with integrity with your clients, colleagues, courts, tribunals and the public.



PROFESSIONAL ETHICS

Identify, analyze, and make the right decision regarding ethical issues, complying with your fiduciary duties, avoiding conflicts and protecting confidence.



Practice Readiness Education Program (PREP)

Procertas

Earn qualified or expert certification in Word and at least one other program (Excel, PowerPoint or PDF)

~3-6 hours

Phase 1

Foundation Modules

Interactive Online Modules & Online Orientation

~100 – 110 hours

Phase 2

Foundation Workshops

IN-PERSON WORKSHOPS

5-day workshop
Pre-work and homework required

~57 to 63 hours

Phase 3 Virtual Law Firm

Business Law	Criminal	Family Law & Real Estate
Simulated Matter Management Initiate > Plan > Research > Analyze > Resolve > Finalize		
Practice Management Contacts, Clients, Conflicts, Time, Bill, Schedule		
Revise Reflect Coaching and Mentoring		
~85 hours over 3 months		

Phase 4

IN-PERSON CAPSTONE

3-day simulation and 1-day reflection

30 hours





Introduction to Foundation Modules

Foundation Modules

1 The Effective Lawyer

2 Professional Ethics and Character

3 Indigenous Law, Cultures, and People

4 Oral Communication Skills: Client Relationship Management

5 Oral Communication Skills: Interviewing

6 Oral Communication Skills: Negotiating

7 Oral Communication Skills: Advocacy

8 Legal Research, Fact Gathering, and Case Management

9 Written Communication Skills: Legal Writing

10 Written Communication Skills: Drafting

11 Practice Management and Trust Accounting

12 Technology Skills and Tools for Lawyers

13 Legal Skills in Action

14 Practice Management in Action



Procertas Technology Awards



PREP

Practice Readiness Education Program

Foundation Modules



Foundation
Workshops

Virtual Law Firm

Virtual Law Firm

Business Law



Criminal Law



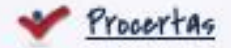
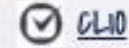
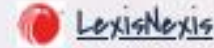
Family Law +
Real Estate



MyPortfolio

Bongo

Scheduled Meetings (Virtual Classroom)



Procortas Technology Awards





Capstone

Foundation Workshops Facilitator

Will guide a cohort of students during large and small group discussions as well as facilitate student activities during the interactive Foundation Workshops.



Virtual Law Firm Assessor

Will assess assignments virtually during a rotation for the Virtual Law Firm for a set of students. Completing the rubric and providing feedback.

- Business Law
- Criminal Law
- Family Law and Real Estate



Virtual Law Firm Assessor

Business Law Rotation

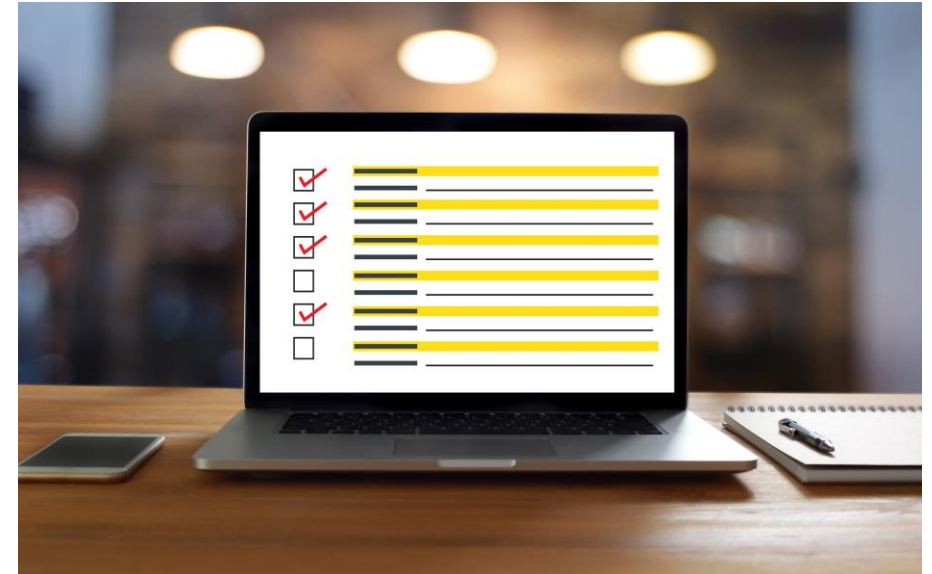
- Four assignments for assessment

Criminal Law Rotation

- Five assignments for assessment

Family Law and Real Estate

- Seven assignments for assessment



Rubric

NA = task not performed;

NC = some elements presented;

RC = more presented;

EC = articulated within the assessment criteria (perfection not required);

EEC = competence demonstrated above that of an entry level lawyer

NA (0)	No Competence Demonstrated
NC (1)	Nominal Competence Demonstrated
RC (2)	Reaching Entry-Level Competence
EC (3)	Entry-Level Competence
EEC (4)	Exceeds Entry-Level Competence

Practice Manager

- Will act as a mentor for a group of students over three months during the Virtual Law Firm.
- They will also assess students practice management skills.



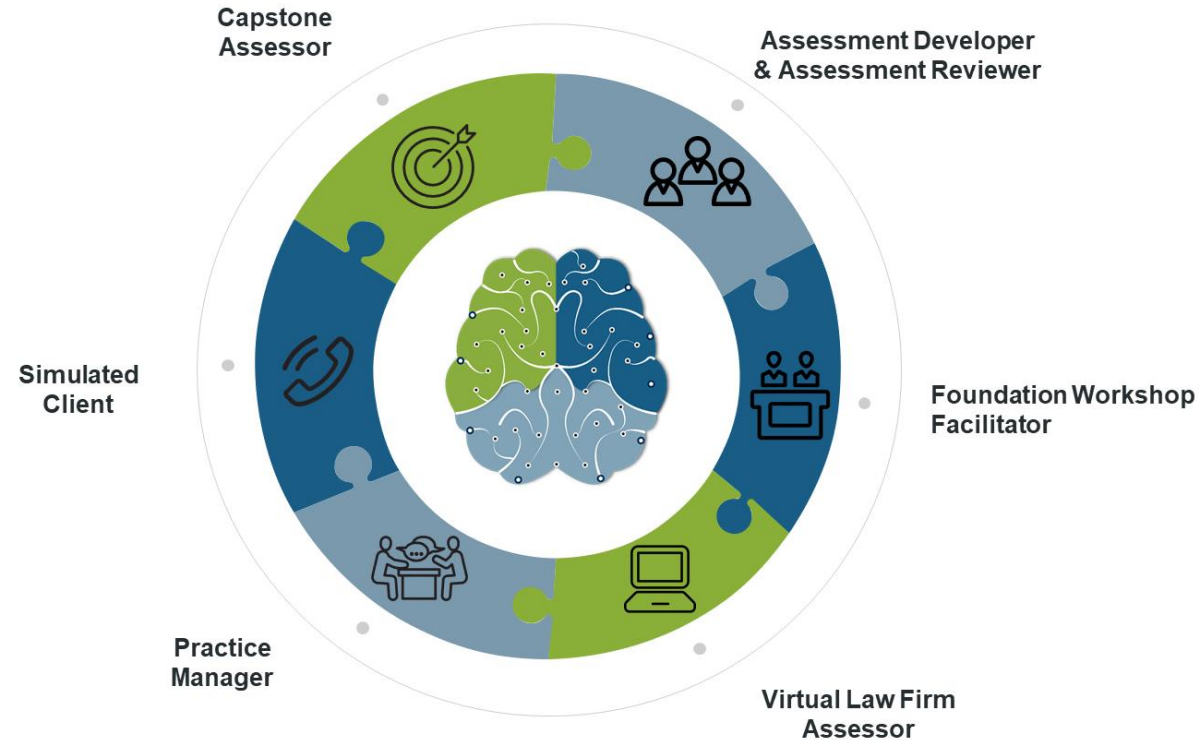
Capstone Assessor

- Will assess assignments during the final assessment of PREP, the Capstone.
- Capstone assessors can choose to assess written submissions or attend portions of the Capstone to assess oral skills such as negotiations.



How to Apply

Visit the [Join the team](#) section of our website.



Questions

