

Course Name

# Legal Skills Mastery: Research, Information Management, and Translation

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Sector Name

Legal and Corporate Law

Document Type

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## Legal Skills Mastery: Research, Information Management, and Translation

### Course Introduction

Effective legal practice relies not only on legal knowledge but also on the ability to research accurately, manage information systematically, and translate legal content clearly and precisely. In today's fast-paced and information-rich environments, legal professionals are expected to navigate complex legal sources, organize large volumes of information, and communicate legal meaning across languages and audiences with accuracy and confidence.

To support the development of these essential capabilities, **BOOST** has developed the Legal Skills Mastery: Research, Information Management, and Translation course as a structured foundation for building practical legal support skills. The program is designed for professionals who work with legal information or documentation and need reliable methods to research legal materials, manage legal data, and translate legal content responsibly—without requiring advanced legal specialization.

The course focuses on building core competencies in legal research techniques, information organization, document handling, and introductory legal translation principles. Participants learn how to

locate relevant legal sources, evaluate their reliability, manage legal documents efficiently, and understand the challenges of translating legal texts while preserving meaning, context, and intent.

Through practical explanations, hands-on exercises, and real-world examples, participants develop confidence and accuracy in handling legal information and supporting legal work in professional environments.

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## Legal Skills Mastery: Research, Information Management, and Translation

### Target Audience

- ✓ Legal assistants and paralegals
- ✓ Junior legal researchers
- ✓ Compliance, governance, and policy staff
- ✓ Administrative professionals supporting legal departments
- ✓ Translators working with legal texts (entry level)
- ✓ Public and private sector employees handling legal documents
- ✓ Graduates seeking entry-level roles in legal support functions

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## Legal Skills Mastery: Research, Information Management, and Translation

### Learning Objectives

- ✓ Understand the role of research and information management in legal work
- ✓ Identify reliable legal sources and conduct basic legal research
- ✓ Organize and manage legal information and documents effectively
- ✓ Apply structured approaches to legal information tracking and retrieval
- ✓ Understand key principles of legal language and terminology
- ✓ Recognize common challenges in legal translation
- ✓ Apply basic techniques for translating legal content accurately
- ✓ Support legal professionals through effective research, documentation, and communication

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## Legal Skills Mastery: Research, Information Management, and Translation

### Course Outline

#### ✓ DAY 01

##### **Introduction to Legal Research and Legal Information**

- ✓ Overview of legal research and its purpose
- ✓ Types of legal information and documents
- ✓ Primary and secondary legal sources
- ✓ Understanding statutes, regulations, and legal references
- ✓ Research planning and defining research objectives
- ✓ Common mistakes in legal research

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### Course Outline

#### ✓ Day 02

##### **Legal Research Tools and Techniques**

- ✓ Using legal databases and online resources (conceptual overview)
- ✓ Keyword searching and research strategies
- ✓ Evaluating the reliability and relevance of legal sources
- ✓ Organizing research findings
- ✓ Citing and referencing legal materials (basic awareness)
- ✓ Practical research exercises

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### Course Outline

#### ✓ Day 03

##### **Legal Information Management and Documentation**

- ✓ Importance of information management in legal environments
- ✓ Organizing legal files and records
- ✓ Document version control and tracking changes
- ✓ Managing confidentiality and sensitive legal information
- ✓ Creating summaries and legal briefs (introductory level)
- ✓ Best practices for legal documentation

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### Course Outline

#### ✓ Day 04

##### **Introduction to Legal Translation Principles**

- ✓ What makes legal language unique
- ✓ Legal terminology and context
- ✓ Risks and consequences of inaccurate legal translation
- ✓ Literal versus functional translation approaches
- ✓ Understanding meaning, intent, and legal effect
- ✓ Common errors in legal translation

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#### ✓ Day 05

##### **Practical Application and Professional Readiness**

- ✓ Translating basic legal documents and excerpts
- ✓ Reviewing and verifying translated legal content
- ✓ Collaboration between legal, administrative, and translation roles
- ✓ Ethical considerations in legal research and translation
- ✓ Improving accuracy, clarity, and consistency
- ✓ Course review, reflection, and personal action planning

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## Legal Skills Mastery: Research, Information Management, and Translation

### Confirmed Sessions

| FROM           | TO             | DURATION | FEES       | LOCATION         |
|----------------|----------------|----------|------------|------------------|
| May 24, 2027   | May 28, 2027   | 5 days   | 4950.00 \$ | Austria , Vienna |
| Oct. 26, 2026  | Oct. 30, 2026  | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |
| June 21, 2027  | June 25, 2027  | 5 days   | 4250.00 \$ | UAE , Dubai      |
| Sept. 14, 2026 | Sept. 18, 2026 | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |
| Dec. 14, 2026  | Dec. 18, 2026  | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |
| Feb. 1, 2027   | Feb. 5, 2027   | 5 days   | 4250.00 \$ | UAE , Dubai      |
| Aug. 15, 2027  | Aug. 19, 2027  | 5 days   | 4250.00 \$ | KSA , Riyadh     |

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