CONCEPT

Legal Analysis and Advisory Skills Training for In-House Legal Teams



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Introduction:

Legal Analysis and Advisory Skills Training for In-House Legal Teams is a 3-day course for legal advisers, legal researchers, compliance staff, public-sector legal affairs officers and company secretariat staff, ending with a Legal Advice Decision Pack. Business units often receive legal answers that restate the rules without weighing the facts, the risk or the options, so decisions stall or proceed on weak footing. Nominees already handle advisory requests at work and practise on case studies drawn from several sectors. CoreConcept Training Center delivers this legal analysis and advisory skills course.

Course Objectives:

- Triage incoming advisory requests by urgency, risk and the business decision they serve
- Frame the precise legal question from incomplete business facts using an issue tree
- Identify the applicable regulations and internal bylaws and rank them by hierarchy
- Interpret regulatory provisions using literal, purposive and systematic reading and apply them to facts
- Assess legal risk by likelihood and impact and compare lawful options for management
- Deliver a reasoned recommendation to decision makers orally and in a short advice note

Target Audience:

- Legal advisers responsible for answering business unit questions on regulations and internal rules
- Legal researchers responsible for preparing analysis that supports management decisions
- Compliance staff responsible for applying regulatory requirements to day-to-day operations
- Legal affairs officers in public bodies responsible for reviewing administrative and operational decisions
- Company secretariat staff responsible for advising boards and committees on governing rules

Course Outline:

Day 1: Advisory Role, Question Framing and Rule Identification

- In-House Advisory Role Map and Client Identification
- Advisory Request Intake Form and Triage by Urgency
- Fact Gathering With a Business Unit Interview Checklist
- Legal Question Framing Using Issue Tree Decomposition
- Hierarchy of Legal Sources and Internal Bylaws Applicability

Day 2: Interpreting Regulations and Weighing Legal Risk

- Literal, Purposive and Systematic Reading of Regulatory Texts
- Applying Rules to Facts With an Element Checklist
- Conflicting Provisions and Regulatory Gaps Resolution Decision Tree
- Legal Risk Matrix Scoring Likelihood and Business Impact
- Options Analysis Table Comparing Lawful Courses of Action

Day 3: Advisory Case Study and the Legal Advice Decision Pack

- Case Study Advising on a Disputed Staff Policy Breach
- Case Study Testing a Purchasing Decision Against Internal Rules
- Bottom Line First Oral Briefing to Senior Management
- Peer Challenge Panel Testing Reasoning and Stated Assumptions
- Legal Advice Decision Pack Completion and Handover

Skills You Will Gain:

- Legal Issue Spotting
- Advisory Request Triage
- Statutory Interpretation
- Rule Application to Facts
- Legal Risk Assessment
- Options Appraisal
- Advisory Communication
- Assumption Testing

Why Attend This Course:

- Deliver a Legal Advice Decision Pack to the head of legal or the requesting manager, with the framed question, applicable rules, risk rating and recommendation
- Choose between lawful options for a business request on the basis of scored risk rather than instinct
- Avoid delayed or reversed decisions caused by advice that ignores facts, rule hierarchy or residual risk
- Pass the intake form, issue tree and risk matrix to colleagues so the legal unit answers requests consistently

Conclusion:

Back at work, the participant uses the Legal Advice Decision Pack on live requests from business units and management. The head of legal or the requesting manager relies on it to decide whether to proceed, adjust or stop a proposed action, seeing the framed question, the rules applied, the risk rating and the preferred option in one place. After its first use, the unit should review whether the triage levels and risk scores matched the outcome and refine the intake form and matrix accordingly.

Frequently Asked Questions FAQ:

What should participants know before legal analysis and advisory skills training for in-house legal teams?

Participants should already answer legal or regulatory questions at work and know the main rules their organisation follows. Bringing one anonymised advisory request they have handled helps them apply the issue tree, risk matrix and options table to a familiar case.

How does legal analysis and advisory skills training differ from a legal writing course?

A legal writing course teaches how to draft opinions, memoranda and notices. This course concentrates on the thinking before the text: framing the question, interpreting and applying rules, scoring legal risk, comparing options and briefing decision makers.

Why does legal analysis need a risk assessment step for advisory work in organisations?

Management rarely asks only whether an action is lawful; it asks how exposed the organisation is and what to do. Scoring likelihood and impact turns a legal reading into a choice between options that decision makers can act on.

What do participants take back from legal analysis and advisory skills training?

Participants take back a Legal Advice Decision Pack: an intake and triage form, an issue tree template, an element checklist for applying rules, a legal risk matrix, an options analysis table and a briefing structure for management.