

Mediation & Paralegal

Lesson #	Topic	Clock Hours
Introduction	Introduction	0
Lesson 1	Conflict Resolution Overview	25
Lesson 2	Mediation and You	25
Lesson 3	The Formal Mediation Process	25
Lesson 4	Legal Considerations in Mediation	25
Lesson 5	The Convening Process	25
Lesson 6	The Opening Statement	25
Lesson 7	Communication & Information Gathering	25
Lesson 8	The Negotiation Stage	25
Lesson 9	Relationship Skills	25
Lesson 10	Problem Solving Skills	25
Lesson 11	Conflict Management Skills	25
Lesson 12	The Closing Stage	25
Lesson 13	Ethics	25
Lesson 14	Professional Family Mediation Skills	25
Lesson 15	Professional Business Mediation Skills	25
Lesson 16	Mediation Practice	25
Lesson 17	The Paralegal Profession: A Rewarding Career!	50
Lesson 18	Computers in Law Offices	50
Lesson 19	Sources of Law; Differentiating Civil Law, Criminal Law & Dispute Resolution Systems	50
Lesson 20	Word Processing & Document Assembly	75

Lesson 21	Paralegal Regulation & Introduction to Legal Ethics	50
Lesson 22	Spread Sheets & Their Importance	50
Lesson 23	3 Major Areas of Legal Ethics: UPL, Confidentiality & Conflicts of Interests	50
Lesson 24	Additional Ethical Rules	50
Lesson 25	Legal Timekeeping & Billing	50
Lesson 26	Paralegal Skills for Workplace Success	75
Lesson 27	Database Management Systems	50
Lesson 28	Legal Researching & Briefing Cases	50
Lesson 29	The Electronic Courthouse & E - Presentations	50
Lesson 30	Legal Writing	50
Lesson 31	Interviewing, Investigating & Negotiation	50
Lesson 32	Business & Gov't Statute Related Legal Specialty Areas	50
Lesson 33	Researching Tort Law with LIRN and YouTube	20
Lesson 34	Preparation of a Legal Complaint (or Lawsuit)	30
Total Clock Hours		1300