

Training Component

August- December

Part of an intensive 8-month licensing program, including 4 months of work experience (Jan–Apr)

LAW
PRACTICE
PROGRAM

1 Simulated Work Schedule/Activities



Week 1-2
Onboarding and
Foundational Skills



Week 3-7
(VLF) Virtual
Law Firm
Work - First Set
of Case Files



Week 8
Skills
Assessments



Week 9
Trial
Advocacy



Week 10
Skills
Development



Week 11-15
Virtual Law
(VLF) Firm
Work - Second
Set of Case
Files



Week 16
Final
Assessments



Week 17
Retakes &
Remediations

2 Ongoing Meetings & Events



Professional
Development &
Guest Speakers



Weekly Meetings
with Managing
Partners



Hearing and
Appearances
Before Assessors



Client Interviews,
Meetings &
Negotiations



Court
House &
Tribunal
Visits



Virtual Firm
Meetings Led
By Lawyer
Mentors

3 General File Work



Hearing and
Appearances
Before
Assessors



Manage, Review,
Analyze and
address
correspondence
and memo files



Docket all
Matters. Review
accounts and
prepare draft
invoices



Intensive Trial
Advocacy
Program



Business
of Law



In House
Counsel
Concentration



Legal
Innovation



Negotiation
Program

4 Special Projects

5 Client Matters



Administrative
Law



Business
Law



Civil
Law



Criminal
Law



Family
law



Real Estate
Law



Wills & Estate
Law

6 Deliverables

Legal Research and Memorandum ■ Draft Retainer ■ Draft Demand Letter ■ Respond to urgent voice message ■ Draft Opinion Letter
Draft Designation ■ Draft letter to opposing counsel ■ Draft Agreement of Purchase and Sale ■ Draft Application and Financial Statement
Draft Statement of Claim ■ Memo ■ Bail Hearing ■ Search of Title through Teraview ■ Review Pleadings of other side ■ Draft Letter of Intent
Confirming Representation and Capacity ■ Draft Application ■ Small Claims Research ■ Draft Powers of Attorney for Property and Personal
Care ■ Draft Requisition Letter ■ Draft Reporting Letter ■ Draft Closing Agenda, Share Purchase and Non-competition Agreements ■
Contract Drafting ■ Draft questions for Examination-in-Chief and Cross ■ Examination ■ Draft Statement of Funds and Statement of
Adjustments ■ Discuss file strategy ■ Draft Third Party Consents and Promissory Note ■ Prepare Case Conference Materials ■ Guilty Plea
and Sentencing ■ Draft Affidavit of Documents ■ Draft Will ■ Present submissions to the Administrative Tribunal ■ Prepare client for
examinations ■ Review and use precedents and checklists