

PROGRAMME BROCHURE

Law Skills & Training

A practical, mentoring-led programme for professionals who want to understand legal language and process, use it with confidence, and apply it to advance their career — no legal background required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with legal language — a genuine, working understanding of how legal environments operate, and how to apply that with confidence in your own role. It combines practical, hands-on grounding in legal process with the precise, formal English legal environments expect. This is mentoring and training as much as it is tuition: the goal is that you leave able to *use* legal language accurately, not just recognise it.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to Law

Whether you're considering a legal-adjacent career or simply need more confidence with legal language, the fundamentals are more approachable than they first appear.

- Key legal concepts and how law works in practice
- Common legal terminology and how legal documents are typically structured
- Precise, formal legal English built for clarity under scrutiny
- Real practice-area language drawn from actual legal contexts, not textbook examples

STAGE 2 — CAREER PATHS

How to Start a Career in Law-Adjacent Roles

For professionals aiming at paralegal, legal support, or compliance-adjacent roles, this programme builds a genuine working understanding of how legal environments operate.

- How legal environments actually operate — document conventions and common processes
- The expectations of legal correspondence and professional communication
- The specialist English needed to read, write, and speak with precision
- How to draft, review, and discuss legal material with genuine confidence

OUTCOME | Understand legal language. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with legal documents

- Reading and understanding common legal document types
- Precise legal terminology and phrasing
- Document conventions and formatting expectations
- Spotting key clauses and their function

SOFT SKILLS

Communicating with precision

- Explaining legal concepts clearly to non-specialists
- Handling sensitive or formal correspondence appropriately
- Attention to detail and accuracy under scrutiny
- Confident interview and workplace conversation

BUSINESS

Applying legal skills at work

- Supporting compliance and legal-adjacent processes
- Drafting and reviewing legal correspondence accurately
- Presenting legal skills on a CV and in interviews

Who This Is For

Professionals considering paralegal, legal support, or compliance-adjacent roles; career-changers moving into legal-adjacent work; anyone who regularly deals with legal documents or correspondence and wants more confidence and accuracy; and anyone who wants precise, formal English for legal contexts — without needing a law degree.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £125

3 × 1:1 sessions covering the Introduction to Law curriculum in full.

BEST VALUE

Full Career Track — £295 (Save £25)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £295
- Or 3 monthly payments of approximately £98

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to Law (self-paced) — £50
- Industry Foundations (self-paced) — £65

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, working understanding of legal concepts and language, and begin applying that precision in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, handle legal correspondence with genuine confidence, and keep building on that precision over time.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into a legal-adjacent position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your Law journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com