

TRAINING NOTICE



THE KENYA SCHOOL OF LAW

COURSE: THE CHANGING ROLE OF AN IN-HOUSE LAWYER

DATE: 25 – 29 JUNE 2018

VENUE: NAIVASHA

ABOUT THE COURSE

In delivering their services, in-house lawyers interact with both the private sector and the public sector players. The legal team has the task to ensure that the company navigates/operates within the more often complex legal and regulatory environment both at domestic and at regional/international levels. Demands on in-house lawyers change constantly and therefore the in-house layer must continually adapt and develop to ensure that they meet those demands. Over time, in-house lawyers have evolved from basic legal departments to an essential function of a business that provides a wide variety of legal and commercial advice.

Today, the role of an in-house lawyer is not just the traditional legal compliance issues: the role extends to dealing with many issues concerning corporate governance, strategic and business planning. The dynamics of in-house lawyering have changed so much such that there is ever-increasing need for continuing capacity building to deal with a number of issues as will be described below.

OBJECTIVES OF THE TRAINING

The general objective of this course is to build capacity of in-house legal practitioners in order for them to effectively contribute to the achievement of their institutions' strategic and business objectives. The training will provide a platform where the staff can engage directly with experts on legal practice generally and the challenges they face as they steer their institutions on the aspects relevant to the mandate of a legal department.

At the end of the course, the participants will be expected to be able-

- a) To appreciate their role in the organizational milieu;
- b) To understand the scope of their responsibilities;
- c) To properly advise the company in terms of strategic objectives and business plan in such a way as to minimise or eliminate legal risks;
- d) To effectively serve different departments including human resource, procurement, corporate planning, etc.
- e) To be able to oversee legal compliance audit of the company/organization;
- f) To work in a team;
- g) To appreciate the challenges in-house counsel face in their day to day work and possible mitigating action points.

COURSE OUTLINE

The training shall focus on the following topics:

- The legal profession: its dynamic nature & opportunities;
- Establishing a legal department and segregation of functions within the department; specialization and capacity building;
- The role of the legal department and the in-house lawyer in the organizational set-up: legal advice & business support
- The in-house lawyer and the corporate and strategic objectives of the business; aligning legal strategy to corporate strategy;
- Performance management: key performance indicators;
- Administration of the legal department – relationship with other departments, independence, budgetary matters, etc.;
- Overseeing legal compliance & internal legal audit of the organization; analyzing and prioritizing legal risks;
- Records management & technology;
- Managing external services & service providers: procurement of services; coordination of services, remuneration, etc.
- Challenges encountered by in-house lawyers.

YOUR INVESTMENT: Ksh. 90,000 inclusive of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*)

Application Process

Application forms may be obtained from the Kenya School of Law Registry at Karen or downloaded from our website www.ksl.ac.ke. Money should be deposited in the **School's account: (Account No. 01129706350500 Cooperative Bank of Kenya, Karen Branch)** and banking slips presented to the Finance office. Please note that we would wish to have your **duly completed application form and proof of payment (or confirmation of participation) preferably one week before the commencement** of the course to enable us to adequately prepare for the course.

For more information, please contact Course Coordinator, Isaac S Kuloba (Assistant Director, CPD, P & R), Samuel, Anne or Jaqueline on: Tel: +254- +254(020) 2699581/6
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DIRECTOR / CHIEF EXECUTIVE OFFICER



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