

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Professional Effectiveness

Prefix and Course Number: LA 135

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe effective job interviewing techniques
- Explain the importance of a legal internship to one's career
- Describe how and where to find legal internships and employment
- Draft professional legal resumes and cover letters

Course Outline:

- I. Paradigms and Principles:
 - A. An overview of effectiveness in a law office
- II. Personal Management and Leadership
 - A. Work ethics and self discipline
 - B. Work and creative potential
- III. Personal Vision
 - A. Mission Statement
 - B. Purposeful living and work
- IV. Interpersonal Skills and Leadership
 - A. Win/Win Paradigm
 - B. Constructive feedback cycle
- V. Communication Skills Empathic
 - A. Principles of empathy
 - B. Listening and talking skills
- VI. Cooperation and Empowerment
 - A. Synergy
 - B. Team based organizational model
- VII. Renewal
 - A. Balancing competing demands
 - B. Spiritual, psychological, emotional, intellectual, and physical wellness
- VIII. Professional Judgment
- IX. Critical Thinking and Problem Solving Techniques