

LEGAL WRITING AND COMMUNICATION CERTIFICATE

Program Description

Every written word can carry legal implications, and how persuasive your communications are can make the difference between mere words and impactful influence that can resonate, captivate, and ultimately shape outcomes in your favor.

This certificate program explores various ways attorneys communicate with their business clients along with the best practices to make those communications more effective for all involved. Whether you're drafting business documents or composing emails with potential litigation ties, our Legal Writing and Communication program empowers you to communicate confidently in today's evolving legal landscape.

Developed by Cornell Law School Professor Michelle Whelan, this program helps you examine the legal implications of your written and oral communications as well as some strategies for mitigating any risks associated with them. Since there may be times when you could be called to testify on behalf of your organization, you will explore how to be an effective corporate representative.

As you delve deeper into the program, you'll explore the intricacies of witness interviews and uncovering potential biases. Witness interviews call for special consideration, and you will discover best practices for capturing witness accounts, including a template for documenting them. Could a hidden bias undermine an effective interview? You will have the opportunity to use a self-test designed to uncover any potential bias you may have. Finally, you will develop your skills of persuasion, which can be critical when creating business documents and drafting emails that could be tied to litigation.

For the best experience in this program, it is recommended to take these courses in the order that they appear.

Key Takeaways

- Identify and internalize best practices for forming and maintaining an effective relationship with your organization's legal team
- Define what a lawyer wants and needs from a business client
- Recognize the legal implications of documents created during the course of business
- Discover how to be an effective deponent for the organization
- Explore techniques for effective witness interviewing and producing written reports of workplace incidents
- Master writing persuasive documents that effectively advocate for an outcome or solution

What You'll Earn

- Legal Writing and Communication Certificate from Cornell Law School
- 40 Professional Development Hours (4 CEUs)

Who Should Enroll

- Business leaders
- Paralegals

- Law clerks
- Current and aspiring law students
- Law enforcement professionals
- Attorneys and judges
- Law firm consultants
- Public and nonprofit professionals
- Compliance and risk management professionals
- Anyone looking to work effectively with legal professionals

Total Investment

- 2 months to complete all the courses

How to Enroll

For more information on how to enroll, please visit Legal Writing and Communication Certificate (<https://ecornell.cornell.edu/certificates/law/legal-writing-and-communication/>).

Courses

Code	Title	Hours
eCornell LAW593	Responding to Violations and Improving the Rule System	0
eCornell LAW595	Maximizing Your Value in the Attorney-Client Relationship	0
eCornell LAW596	Evaluating the Impact of Legal Documents	0
eCornell LAW597	Composing Documents That Help Lawyers	0
eCornell LAW598	Writing and Persuading Like a Lawyer	0