



AI TRAINING FOR LAWYERS

TOOLS FOR LEGAL PROFESSIONALS

Master Artificial Intelligence
in your Legal Practice

2-DAY INTENSIVE WORKSHOP



REGISTER NOW:

Venue: Mika Convention Center
Meanwood

Dates: 27-28 November 2025
4-5 December 2025

Tel: 0957600759 / 0975021023

Email: info@syntelconsultancy.com

Website: www.syntelconsultancy.com

PARTICIPATION FEE:

K5,500

(20% off discount available for
3+ participants from same
Company/ Firm/ Org)



Workshop Overview

The legal profession stands at a transformative crossroads. Artificial Intelligence is no longer a distant future concept—it's reshaping how legal services are delivered today. From Big Law to solo practitioners, from corporate legal departments to government agencies, legal professionals who harness AI tools are gaining significant competitive advantages in efficiency, accuracy, and client satisfaction.

This intensive 2-day workshop is specifically designed to demystify AI for legal professionals and provide immediate, practical skills that can be implemented the moment you return to your practice. Unlike theoretical overviews or superficial introductions, this program delivers hands-on experience with the actual tools transforming modern legal practice.

What Makes This Workshop Unique?

Practical, Not Theoretical: Every session includes live demonstrations and hands-on exercises. You won't just hear about AI tools—you'll use them during the workshop with real legal scenarios and documents. Our "learn by doing" approach ensures you leave with genuine competence, not just conceptual understanding.

Legal-Specific Focus: This isn't a generic AI course adapted for lawyers. Every tool, example, case study, and exercise is specifically designed for legal practice. We understand the unique challenges of the legal profession—from ethical obligations and confidentiality requirements to billable hour pressures and client expectations.

Comprehensive Tool Coverage: We cover several AI tools across the legal technology ecosystem, from household names like ChatGPT to specialized platforms like Casetext's CoCounsel and Harvey AI. You'll learn which tools excel at different tasks, how they compare in terms of cost and capability, and which are best suited for your specific practice area and firm size.

Ethics-First Approach: Legal ethics and professional responsibility are woven throughout every session. We don't just teach you how to use AI—we teach you how to use it ethically, responsibly, and in compliance with professional conduct rules. You'll learn frameworks for evaluating tools, maintaining confidentiality, supervising AI outputs, and documenting your work appropriately.

Implementation Roadmap: Knowledge without implementation is worthless. This workshop includes dedicated time for developing your personalized AI adoption strategy, complete with tools selection, budget planning, staff training approaches, and change management tactics. You'll leave with a concrete 90-day implementation plan tailored to your practice.



The Learning Experience

Our workshop methodology emphasizes active learning and peer collaboration:

- **Interactive Demonstrations:** Watch expert instructors navigate tools in real-time, solving actual legal problems and explaining decision-making processes
- **Guided Hands-On Exercises:** Work through structured activities with sample legal documents and scenarios relevant to your practice
- **Small Group Activities:** Collaborate with peers facing similar challenges, sharing insights and learning from collective experience
- **Individual Implementation Planning:** Receive personalized guidance on selecting and adopting tools appropriate for your specific situation
- **Open Q&A Sessions:** Ask questions freely, troubleshoot challenges, and explore topics of particular interest to your practice

Real-World Case Studies: Examine how law firms of various sizes have successfully implemented AI, learning from both their successes and missteps

Who Should Attend?

This workshop is designed for legal professionals at all career stages and across all practice settings:

Solo Practitioners & Small Firms: Discover how AI can give you capabilities previously available only to large firms, allowing you to compete effectively while maintaining work-life balance. Learn cost-effective tools that deliver significant ROI even on limited budgets.

Mid-Size & Large Firms: Understand how to scale AI adoption across departments, develop firm-wide policies, train staff effectively, and achieve institutional transformation. Explore enterprise-level tools and integration strategies.

Corporate Legal Departments: Learn how AI can help you do more with existing resources, improve response times to business units, and demonstrate measurable value. Discover tools specifically designed for in-house counsel workflows.

Government & Public Interest Lawyers: Explore affordable and free AI tools, understand budget constraints and procurement processes, and learn how AI can expand access to justice and serve more clients with limited resources.

Practice Area Specialists: Whether you focus on litigation, transactional work, intellectual property, immigration, estate planning, or any other specialty, you'll discover tools specifically designed for your work and learn how colleagues in your field are using AI successfully.

Legal Support Professionals: Paralegals, legal assistants, and legal operations professionals will gain skills to enhance their efficiency, take on more sophisticated work, and become invaluable AI champions within their organizations.

Legal Technology Leaders: IT professionals, knowledge management specialists, and innovation officers will understand the current AI landscape, evaluate tools systematically, and develop informed technology strategies.



Technical Requirements & Accessibility

No advanced technical skills are required. If you can use Microsoft Word and browse the internet, you have all the technical capability needed. Participants should bring a laptop computer for hands-on exercises. We'll provide temporary access to AI tools during demonstrations and activities.

The workshop is designed for beginners to intermediate users. Complete AI novices will gain comprehensive foundational knowledge. Those with some AI experience will deepen their understanding, discover new tools, and develop more sophisticated implementation strategies.

Investment in Your Future

The legal market is changing rapidly. Clients increasingly expect efficient, cost-effective service. Courts are adopting AI tools and expecting counsel to do the same. Law firms using AI are winning business from those who aren't. This workshop represents an investment not just in learning tools, but in remaining competitive and relevant in an AI-augmented legal profession.

The skills you develop during these two days will compound throughout your career, saving countless hours, improving work quality, reducing stress, and enabling you to serve clients more effectively. Many participants report that a single efficiency gain pays for the workshop within weeks of implementation.

Workshop Details

- **Participation Fees: K5,500** (Digital materials, Lunch and refreshments and Certificate of Participation)

Note: (Group Rates: 20% off discount available for 3+ participants from same organization)

Duration: 2 Days

Experience Level: Beginner to Intermediate (No prior AI experience required)

Format: Interactive sessions with live demonstrations, guided hands-on exercises, small group activities, and personalized implementation planning

Class Size: Limited to 40 participants to ensure personalized attention and meaningful interaction

Learning Outcomes

By the end of this 2-day workshop, participants will be able to:

- ✓ Confidently identify and evaluate AI tools for their practice area
- ✓ Conduct more efficient legal research using AI platforms
- ✓ Automate routine document drafting and review tasks
- ✓ Implement AI tools while maintaining ethical standards
- ✓ Develop a practical roadmap for AI adoption in their firm
- ✓ Use predictive analytics to inform case strategy
- ✓ Create workflows that integrate AI into daily practice

TRAINING SESSIONS

DAY ONE

Foundation & Legal Research Tools

SESSION 1: AI Fundamentals & Ethics

- How AI actually works
- Capabilities and critical limitations
- Ethical obligations (Rules 1.1, 1.6, 5.3)
- The hallucination problem
- Case study: Mata v. Avianca

SESSION 2: Legal Research & Analysis

- Google Scholar advanced techniques
- ChatGPT & Claude for research
- Perplexity AI with citations
- Crafting effective prompts
- Verification workflows

SESSION 3: Document Review & Drafting

- Contract analysis
- Automated document drafting
- Iterative refinement techniques
- Quality control processes
- Confidentiality protection

SESSION 4: Communication & Writing

- Client email assistants
- Plain language translation
- Legal memorandum outlines
- Grammar and polish tools
- Tone adjustment techniques

DAY TWO

Advanced Tools & Practical Implementation

SESSION 5: Practice Management

- Workflow automation
- Smart scheduling
- Matter management
- Client intake automation
- Time-saving systems

SESSION 6: Discovery & Transcription

- Document discovery with AI
- Transcription tools
- Evidence analysis
- Multi-document review
- Privilege considerations

SESSION 7: Knowledge Management

- Professional presentations
- Document summarization
- Building knowledge bases
- Research organization
- Team collaboration tools

SESSION 8: Ethics & Implementation

- Professional responsibility deep-dive
- Client confidentiality frameworks
- Bias and fairness considerations
- Firm AI policy development
- 30-day implementation roadmap

REGISTRATION FORM

AI for Lawyers Tools for Legal Professionals 2025

Workshop Dates: 27th -28th November 2025 - 4th- 5th December 2025

COMPANY AND DELEGATE(S) INFORMATION

Please complete in **BLOCK CAPITALS** as information is used to produce delegate badges

Firm/Company/Org:.....

Postal Address:.....Email:.....

Tel:.....Cell:.....

First Name:.....Surname:.....

First Name:.....Surname:.....

First Name:.....Surname:.....

First Name:.....Surname:.....

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PARTICIPATION FEE

K5,500.00

Course fees include training facilities, documentation, lunches and refreshments for the duration of the programme. You will also receive a certificate of completion at the end of the event.

Register Now

Website: www.syntelconsultancy.com

Email: registration@syntelconsultancy.com

Tel: 0957600759 / 0975021023

VENUE

Mika Convention Center

Meanwood

SYNTEL CONSULTANCY LLC's Standard Terms and Conditions

PAYMENT:

Payment is due in full at the time of registration and includes lunches, refreshments and detailed conference materials. Your registration will not be confirmed until payment is received and may be subject to cancellation. If a booking is received 10 working days before the conference a credit card number will be required to confirm your place, likewise if full payment has not been received before the conference date.

DISCOUNTS:

All 'Early Bird' Discounts require payment at time of registration and before the cut-off date in order to receive any discount. Any other discounts offered by **SYNTEL CONSULTANCY** (including team discounts) must also require payment at the time of registration. All discount offers cannot be combined with any other offer.

CANCELLATION, POSTPONEMENT AND SUBSTITUTION POLICY:

- You may substitute delegates at any time by providing reasonable advance notice to SYNTEL CONSULTANCY.
- For any cancellations received in writing not less than eight (8) days prior to the conference, you will receive a 90% credit to be used at another SYNTEL CONSULTANCY conference which must occur within one year from the date of issuance of such credit. An administration fee of 10% of the contract fee will be retained by SYNTEL CONSULTANCY for all permitted cancellations. No credit will be issued for any cancellations occurring within seven (7) days (inclusive) of the conference.
- In the event that SYNTEL CONSULTANCY cancels an event for any reason, you will receive a credit for 100% of the contract fee paid. You may use this credit for another SYNTEL CONSULTANCY event to be mutually agreed with SYNTEL CONSULTANCY, which must occur within one year from the date of cancellation.
- In the event that SYNTEL CONSULTANCY postpones an event for any reason and the delegate is unable or unwilling to attend on the rescheduled date, you will receive a credit for 100% of the contract fee paid. You may use this credit for another SYNTEL CONSULTANCY event to be mutually agreed with SYNTEL CONSULTANCY, which must occur within one year from the date of postponement.
- Except as specified above, no credits will be issued for cancellations. There are no refunds given under any circumstances.
- SYNTEL CONSULTANCY is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. SYNTEL CONSULTANCY shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible.

For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergency.

E-mail your filled-out form so that we can furnish you with an Invoice.