

**SCOTTISH LAW AGENTS SOCIETY  
PROFESSIONAL COMPETENCE COURSE  
12<sup>th</sup> – 22<sup>nd</sup> JANUARY 2010**

JAN 2010	Wk 1	9-9.30	9.30-10	10-10.30	10.30-11	11-11.30	11.30-12	12-12.30	12.30-1	2-2.30	2.30-3	3-3.30	3.30-4	4-4.30	4.30-5
Tue	12 <sup>th</sup>	Registration & Introduction	Preparation for course	Practical Ethics – Question & Answer Discussion: Constructing Memos Margaret Scanlan & Michael Sheridan					Formation of Contract – Residential Missives						
Wed	13 <sup>th</sup>	Personal Organisation and Time Management G.P. Macmillan			Legal Aid Accounts Catriona Whyte			Preparation Time Philip Yelland	Litigation/Drafting	Litigation- Drawing Defences		I.T. at Registers of Scotland			
Thur	14 <sup>th</sup>	I.T. & Legal Office - Stuart Munro at Royal Faculty of Procurators Glasgow			Litigation Carole E Sheridan			Drafting- Clair McLachlan & Nicola Irvine	Litigation – Contested Issues at Sheriff Court		To Sheriff Court				
Fri	15 <sup>th</sup>	Ethics – Small Group Discussion – Margaret Scanlan		Drafting Clair McLachlan, Carole Sheridan, Dorothy McGhie		Missives Problems		Land Searches John Turner	Litigation – drawing pleadings						
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Mon	18 <sup>th</sup>	Client Care Martha Rafferty			Summary Trial and petition appearance Martha Rafferty and Michael Sheridan			Law Care Seminar	Litigation – debate and proof						
Tue	19 <sup>th</sup>	Negotiation Exercise Michael Sheridan and Michael Foster						Legal Writing Gerald McWilliams	Executry practice						
Wed	20 <sup>th</sup>	Legal Writing Gerald McWilliams			Negotiation Exercise Michael Sheridan & Michael Foster			Commercial Missives assets and share acquisition		Crim Lit – Joseph Murphy/Conv					
Thur	21 <sup>st</sup>	Financial and Commercial Awareness John Jackson and Michael Sheridan						Commercial Leases - Problem solving			Jury Trial Bob McCormack				
Fri	22 <sup>nd</sup>	Ethics – Plenary Discussion			Interviewing – G. McWilliams & Christopher P Sheridan and Ann Fitzpatrick										