

Design Document

<i>Business Purpose</i>	<p>Create a virtual instructor-led training with sequential lessons to:</p> <ol style="list-style-type: none"> 1. Increase learner understanding of ethical considerations in the practice of law that paralegals need to be aware of 2. Communicate best practices for paralegals in the workplace to avoid ethical violations
<i>Target Audience</i>	<p>New paralegals onboarding or experienced paralegals requiring professional development hours in ethics</p>
<i>Training Time</i>	<p>30 minutes each if lessons are presented singly 1, 2, or 4-hour training sessions if presented in combination</p>
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • No specific order required for lessons • Trainer should present Lesson 1: Introduction before other lessons • Lessons should be grouped logically based on learners needs and time constraints
<i>Deliverables</i>	<p>PowerPoint, Facilitator Guide, Participant Guide</p>
<i>Learning Objectives</i>	<p>After Lesson 3: Unauthorized Practice of Law, learners should be able to:</p> <ol style="list-style-type: none"> 1. Distinguish activities that only lawyers can perform from activities that paralegals may perform 2. Identify business relationships that create the unauthorized practice of law 3. Locate state statutes, rules, and cases related to the unauthorized practice of law
<i>Training Outline</i>	<p>Lesson 3: Unauthorized Practice of Law</p> <ul style="list-style-type: none"> • Play music in the background as participants enter the virtual meeting • Welcome participants and introduce trainer • Go over agenda and learning objectives • Lead into the topic with the provided animated video that depicts a scenario of a paralegal performing several ethical violations at work. • Discuss Video <ul style="list-style-type: none"> ○ Ask for volunteers to introduce themselves and provide examples of ethical violations they noticed in the video ○ Invite others to type their thoughts in the chat box • Discuss state statutes, rules, and cases pertinent to the unauthorized practice of law. • Knowledge Check Questions- enable virtual poll

	<ul style="list-style-type: none"> • Discuss common scenarios encountered by paralegals in the unauthorized practice of law • Activity: Decide on the appropriate course of action when provided with a scenario <ul style="list-style-type: none"> ○ Put participants into breakout session to work in small groups ○ Participants will move from room to room (Gallery Walk) ○ Facilitator will remain in main room and be available for questions ○ Come back as main group, pick volunteers to share on mic and encourage participation in chat box • Review main points from the training • Closing <ul style="list-style-type: none"> ○ Thank participants ○ Designate 5-10 minutes for questions or comments
<i>Evaluation Plan</i>	<ul style="list-style-type: none"> • Post-assessment with 10 questions total • Learner must score 80% to continue • Questions will be created during alpha programming (after the storyboard/script have been fully approved)