

Design Document

<i>Business Purpose</i>	Create an instructor-led training with sequential lessons to: <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>	New paralegals onboarding or experienced paralegals requiring professional development hours in ethics
<i>Training Time</i>	30 minutes each if lessons are presented singly 1, 2, or 4-hour training sessions id presented in combination
<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>	PowerPoint, Facilitator Guide, Participant Guide
<i>Learning Objectives</i>	After Lesson 3: Unauthorized Practice of Law, learners should be able to: <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 or 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"> • 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"> ○ Turn and Talk: Ask participants to find a partner, introduce themselves, and brainstorm a list of ethical violations seen in the video ○ Reconvene in the main group: Ask participants to share out their brainstormed ideas. Review any previously covered ethical considerations • Discuss state statues, rules, and cases pertinent to the unauthorized practice of law. • Knowledge Check Questions • Discuss common scenarios encountered by paralegals in the unauthorized practice of law

	<ul style="list-style-type: none"> • Activity: Decide on the appropriate course of action when provided with a scenario <ul style="list-style-type: none"> ○ Work in small groups or with a partner ○ Participants will move from station to station ○ Facilitator will walk around to support participants ○ Come back as main group, discuss scenarios and learners' responses • 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)