Small law or conveyancing firm

7 self-paced online modules, 20 minutes each (2 hours 20 minutes total). Suggested pace: two to three weeks.

1. **Baseline check:** a short check across all the skills in the course, so your team can see where it starts.
2. **Citations and authorities:** AI-quoted statutes, section numbers, cases and guidance checked against the source provided.
3. **Document summaries:** AI summaries of file notes, contracts, leases and searches that add, drop or change a detail.
4. **Client correspondence:** AI-drafted emails and letters that turn a provisional date, estimate or likely outcome into a promise.
5. **Dates, deadlines and figures:** completion dates, limitation periods, court deadlines, fees and apportionments that don't match the file.
6. **Safe use of AI:** what client and matter information must stay out of AI tools, and which outputs need fee-earner review before they leave the firm.
7. **Follow-up check:** comparable but different examples, to compare performance with the baseline check.

What your firm receives

- A team report comparing baseline and follow-up performance, with suggested next steps.
- A certificate of completion (not CPD-accredited) for each participant who finishes.
- 12 months' access to the tailored drills.
- Practice uses fictional documents modelled on your work. No client documents needed.

These timings are planning estimates, not time limits or approved CPD hours. Timings will be reviewed after pilot testing.