

# **TRAIN THE TRAINER**

**TOT PROGRAM- CGRT**

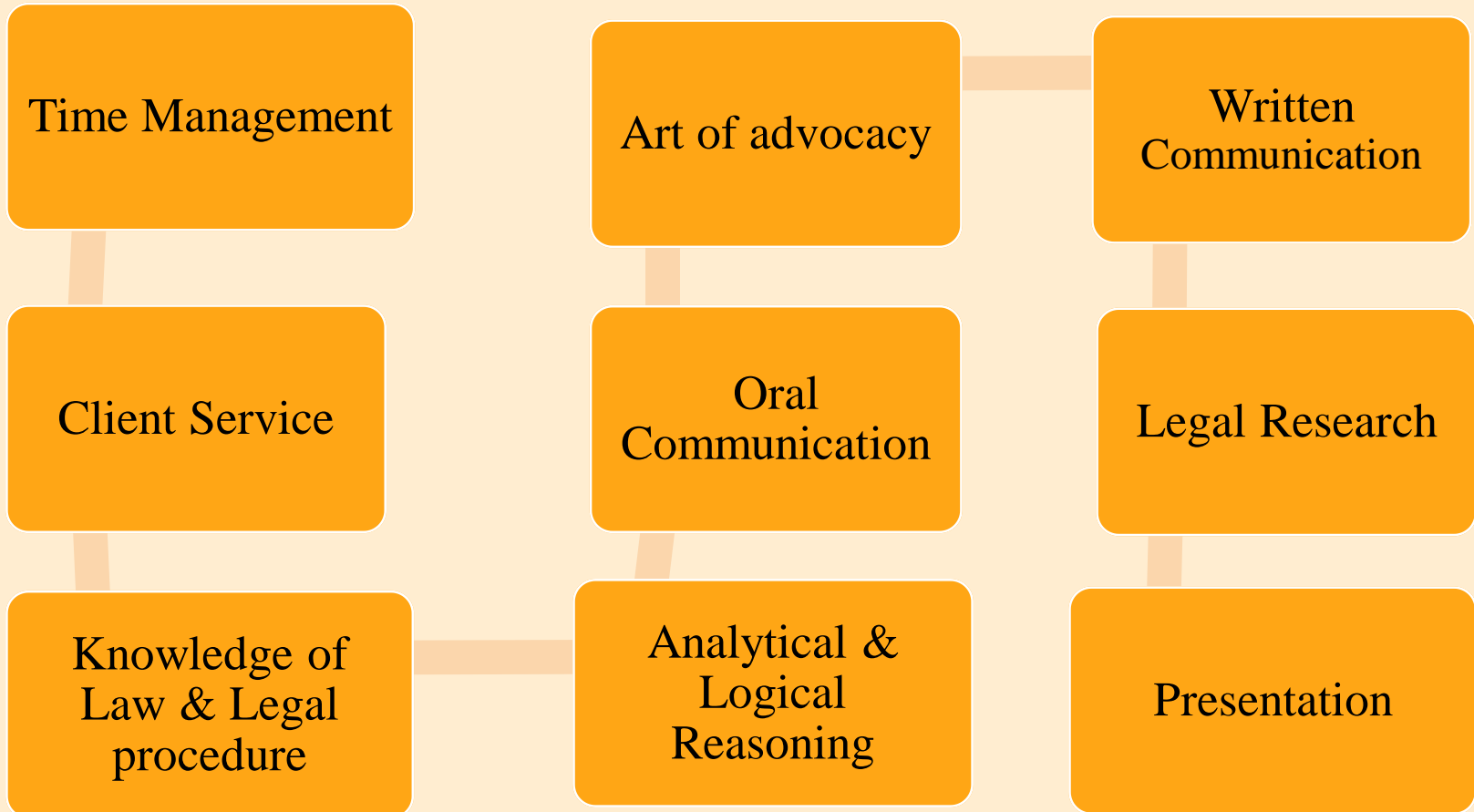
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**PRESENTED BY – AMITA DESAI  
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# CONTENT

1. Legal Skills
2. Management Skills
3. IT Skills
4. Communication Skills

# LEGAL SKILLS



# MANAGEMENT SKILLS

- Discipline approach
- Knowledge of Substantive Law and Legal Procedure.
- Analytical ability and Logical reasoning
- Problem solving with attention to detail
- Persuasiveness and Sound judgment
- Writing ability
- Time Management
- Team Building, Planning and Communication
- Delegation with Decision making

# MANAGEMENT SKILLS

- People Management
- Problem Management
- Production Management
- Process Management
- Payment Management

# IT SKILLS

- Word Processing, Spreadsheets and Presentation Software
- Copy Machines, Electronic Scanner and Multi-Line Phone Systems
- Document Management Systems
- Conferencing
- Electronic Case Filing
- Electronic Discovery
- Aptitude for using Software like MCA-21, XBRL.
- Digital Signature Certificate.

# COMMUNICATION SKILLS

- Effective communication should be not just exchanging information.
- It's about understanding the emotion and intentions behind the information.
- One has to learn :
  - How to say it — including the **tone of your voice**.
  - Why to say it — the **intention** behind the message,
  - When to say it —during an argument, the **time of day** etc.,
  - What not to say — sometimes what you say gives a clearer picture of what you don't say, and
  - Body language — including your facial expressions, gestures and posture

Trainer to be given opportunity to present in Public

# COMMUNICATION SKILLS

Communication should be

1. Clear
2. Brief
3. Contextual
4. Impactful & lastly
5. Valuable



# COMMUNICATION SKILLS

## Written Communication Skill

- As a legal professional we need to **draft** documents, letters and contracts , replies to show cause notices and many other documents
- We need to **articulate writing style**
- **Grammatical errors or typo** errors undermine one's work

Develop habits of writing blogs or articles

# COMMUNICATION SKILLS

## Oral Communication Skill

- Command on language
- Art of advocacy helps you to win the judge for the merits of the case
- Require for communication with clients on phone or conference

Practice public speaking to combat fear and participate in debate

# PRACTICE MAKES YOU PERFECT



C



Credibility



Attitude

V



Visibility



Communication

V



Validation



Action

= Success



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