

LEVERAGING CHATGPT FOR LEGAL PROFESSIONALS

CLZK-LLP

Duration: 1 day; Instructor-led | Virtual Instructor-led

OVERVIEW

This one-day training course is designed to equip legal professionals with the knowledge and skills to effectively utilize ChatGPT in their day-to-day tasks. Participants will learn how to leverage ChatGPT for legal research, document drafting, client communication, and more, ultimately enhancing their productivity and efficiency.

OBJECTIVES

Upon completing the workshop, participant will be able to:

- Identify potential applications of ChatGPT in legal practice.
- Recognize the limitations and ethical considerations associated with ChatGPT.
- Set up and access ChatGPT platforms and tools.
- Initiate and manage conversations with ChatGPT.
- Format inputs and queries for optimal results.
- Generate legal documents using ChatGPT.
- Utilize ChatGPT for document review and proofreading.
- Craft effective client emails and responses with ChatGPT.

PREREQUISITES

- No prerequisites

AUDIENCE

- Lawyers
- Paralegals
- Legal Researchers
- Law Students
- Legal Support Staff

ASSESSMENT CRITERIA

- Successful completion of quizzes or written assessments covering the fundamental concepts of ChatGPT and its applications in law.
- Creation of social media posts using ChatGPT that resonate with the target audience.
- Effective use of ChatGPT to generate clear, concise, and comprehensive SOP content.
- Demonstration of an understanding of ethical considerations in the use of ChatGPT for legal practice.

COURSE CONTENTS

Module 1: Introduction to ChatGPT

- What is ChatGPT and how does it work?

- Subscription and pricing options
- Setting Up ChatGPT
- Basic Commands and Inputs
- Formatting inputs and queries

Module 2: Use Cases in Legal Practice

- Using ChatGPT to generate legal documents & document review
- Customizing templates
- Identifying errors and inconsistencies
- Crafting client emails and responses
- Creating and updating FAQ documents

Module 3: Use Cases in Other Business Functions

- Generating legal blog posts, articles, or social media content.
- Crafting personalized and effective email marketing content.
- Implementing ChatGPT-powered chatbots for customer inquiries.
- Demonstration of using ChatGPT to draft internal Standard Operating Procedures (SOPs).

Module 4: Ethical Use of ChatGPT

- Maintaining client confidentiality
- Avoiding unauthorized legal advice
- Ethical considerations in AI-powered legal work

AjarAble Consulting Sdn Bhd

41M, Jalan SS 21/1A, Damansara Utama, 47400 Petaling Jaya, Selangor

Contact: (+60)12 332 8535 | Email: info@ajarable.com | Website: www.ajarable.com