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COURSE BROCHURE

Oral Advocacy and Executive Legal Briefing Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Oral Advocacy and Executive Legal Briefing Training Course

Oral Advocacy and Executive Legal Briefing is a 1-week training course for lawyers, paralegals and legal officers who must present legal positions aloud to hearing panels, clients and senior leaders, and each participant completes a Client Advice and Briefing Pack. Decision-makers now expect legal input in minutes rather than pages, so the spoken recommendation often decides the outcome. Jupiter Prime Training offers this course in oral advocacy and executive legal briefing.

Why Oral Advocacy and Executive Legal Briefing Matters Now

Three groups shape how legal advice lands today. Executives receive legal input in short meetings and video calls, and they act on the first two minutes they hear. Arbitral tribunals and hearing panels increasingly limit oral submissions by time, rewarding counsel who structure argument tightly. A legal function that speaks with structure gets its recommendations adopted and its risks taken seriously; one that does not sees sound advice ignored. The course draws on classical rhetoric, the issue-rule-application-conclusion reasoning pattern and the evidence practice reflected in the IBA Rules on the Taking of Evidence in International Arbitration.

Who Gains Most from Oral Advocacy and Executive Legal Briefing

- Counsel who present submissions at hearings, mediations and arbitrations
- In-house lawyers who brief executive committees on disputes and deals
- Legal officers who explain regulatory positions to operational managers
- Paralegals who prepare speaking notes, chronologies and hearing bundles
- Advisers who write client advice letters that are later discussed in meetings

An in-house legal department that sends a senior lawyer with the paralegals who support hearings gains most, because speaking notes and bundles are prepared jointly.

Oral Advocacy and Executive Legal Briefing Capabilities

Participants practise turning complex legal analysis into short spoken arguments that survive interruption.

- Build a two-minute opening that states the ask, the reason and the risk — executive committees
- Apply issue-rule-application-conclusion structure to spoken submissions — hearing panels and tribunals
- Communicate legal risk in plain words with likelihood and impact — business owners
- Design client advice letters that support a later briefing meeting — clients and boards
- Test answers to hostile questions before a hearing or board session — lead counsel
- Weigh when to concede a weak point to protect credibility — settlement decisions

Key Oral Advocacy and Executive Legal Briefing Terms

- Oral submission — The spoken argument counsel presents to a tribunal or panel, usually within a fixed time.
- Bottom line up front — A briefing habit of stating the recommendation first and the reasoning afterwards.
- IRAC — Issue, rule, application, conclusion: a reasoning pattern that keeps legal argument ordered.
- Speaking note — A one-page outline of points, authorities and page references used while presenting.
- Cross-examination — Questioning a witness called by the other side to test the reliability of their account.
- Client advice letter — A written opinion setting out the legal position, options and recommended course for a client.

Oral Advocacy and Executive Legal Briefing Day by Day

Day 1: Audiences for Spoken Legal Advice

- Audience Mapping Grid — Tribunal, Client and Executive Expectations
- Attention Span and Decision Timing — When Leaders Decide
- Classical Rhetoric Basics — Ethos, Logos and Pathos in Law
- Plain-Language Legal Vocabulary — Replacing Jargon Without Losing Precision
- Credibility Signals — Candour, Preparation and Composure

Day 2: Structuring the Legal Message

- IRAC for Spoken Argument — Ordering Points Under Time Limits
- Bottom Line Up Front Briefing — Recommendation Before Reasoning
- Risk Language Scale — Expressing Likelihood Without False Precision
- Client Advice Letter Structure — Position, Options and Recommendation
- Speaking Note Design — One Page, Page References and Cues

Day 3: Advocacy Before Panels and Tribunals

- Opening Submission Drafting — Theory of the Case in Two Minutes
- Witness Examination Techniques — Open Questions and Controlled Answers
- Cross-Examination Planning — Testing Reliability Without Overreach
- Handling Tribunal Interventions — Answering, Bridging and Returning
- Closing Submission — Linking Evidence to Requested Relief

Day 4: Briefing Executives and Boards

- Executive Briefing Template — Ask, Reason, Risk and Next Step
- Decision Options Slide — Comparing Litigate, Settle and Restructure
- Hostile Question Rehearsal — Prepared Answers for Sceptical Leaders
- Bad News Delivery — Adverse Rulings and Lost Positions
- Virtual Meeting Presence — Camera, Voice and Screen Discipline

Day 5: Practising the Client Advice and Briefing Pack

- Construction Delay Claim Hearing — Applying Opening and Closing Methods
- Banking Covenant Breach Board Briefing — Using the Executive Template
- Recorded Practice Round — Peer Feedback on Structure and Delivery
- Client Advice Letter Final Draft — Aligning Written and Spoken Positions
- Briefing Pack Completion — Letter, Speaking Note and Question Bank

Applying Oral Advocacy and Executive Legal Briefing After the Course

- Use the executive briefing template for the next legal update to leadership.
- Run a hostile question rehearsal with colleagues before the next hearing.

Oral Advocacy and Executive Legal Briefing Questions FAQ

What is oral advocacy and executive legal briefing, and why does it matter now?

It is the skill of presenting legal analysis aloud so that panels and leaders can act on it. It matters now because decisions are taken in short meetings and time-limited hearings, where structure and clarity decide whether sound advice is followed.

Which roles gain most from oral advocacy and executive legal briefing training?

Lawyers who appear at hearings or brief executives gain most, along with legal officers and paralegals who prepare their notes and bundles. Each of them shapes how a legal position is heard.

How does oral advocacy and executive legal briefing differ from a legal drafting course?

It focuses on spoken delivery under time pressure and questioning. A drafting course perfects clauses and documents; this course rehearses openings, examinations and boardroom briefings, using construction and banking cases, with the written advice letter serving the conversation.

What do you bring back from oral advocacy and executive legal briefing training?

You bring back a ready briefing kit. It includes a client advice letter, a one-page speaking note, an executive briefing template and a bank of prepared answers to hard questions.

Oral Advocacy and Executive Legal Briefing: The Way Forward

The Client Advice and Briefing Pack first informs how the next significant legal recommendation reaches leadership: what is asked, in what order, and with which risks stated. Lawyers and legal officers use it before every board slot or hearing. After first use, revisit the risk language scale, because how likelihood is expressed shapes whether executives trust later advice.