JUPITER PRIME
Consulting • Training • Advisory
جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

In-House Legal Function and Compliance Management Training Course

31 October – 4 November 2027
Sharm El-Sheikh

In-House Legal Function and Compliance Management Training Course

Ref: 827_31390 **Date:** 31 October – 4 November 2027 **Location:** Sharm El-Sheikh **Fees:** 4500 GBP

In-House Legal Function and Compliance Management is a 1-week training course for in-house legal officers and compliance coordinators who build a Legal Matter Triage and Escalation Charter for their organisation. Boards now expect legal exposure and compliance gaps to surface early, through one route, with a clear owner. The course is delivered by Jupiter Prime Training as a practitioner course on running both desks side by side.

Why In-House Legal Function and Compliance Management Matters Now

Three forces shape this subject. Business units send more requests to small legal teams than those teams can answer, so intake discipline decides which matters receive attention. Audit committees ask for a single picture of legal exposure rather than separate legal and compliance reports. Spending on outside law firms draws scrutiny from finance directors who want fees linked to matter value. An organisation that coordinates its legal desk and compliance desk well spots disputes and breaches while they are cheap to fix; one that keeps them apart pays twice, in duplicated effort and in late surprises reaching the board.

Who Gains Most from In-House Legal Function and Compliance Management

- Legal officers who receive requests from business units and decide which matters to open
- Compliance coordinators who track policy breaches and decide when to involve counsel
- Contract administrators who route disputed clauses and claims to the legal desk
- Legal operations staff who keep matter records, budgets and law firm instructions
- Company secretariat officers who prepare legal and compliance items for board papers

A legal desk and a compliance desk from the same organisation gain most when they attend together, because they leave with one shared intake route and one escalation ladder.

In-House Legal Function and Compliance Management Capabilities

Participants leave able to route requests, price matters and escalate exposure through a single in-house channel.

- Design a matter intake form and triage matrix — which requests the legal desk accepts
- Apply a severity scale to policy breaches — when compliance hands a matter to counsel
- Build a law firm instruction letter with fee caps — finance directors approving outside spend
- Assign policy owners and review cycles — business heads accountable for each policy
- Calculate a matter exposure rating — audit committee prioritisation of legal items
- Communicate a quarterly legal and compliance dashboard — board members and senior executives

Key In-House Legal Function and Compliance Management Terms

- Matter intake — the single route through which business units submit legal requests, recorded with requester, deadline and value at stake.
- Triage matrix — a grid that sorts incoming requests by urgency and exposure to decide whether legal opens, delegates or declines them.
- Escalation ladder — the agreed sequence of people who must be told about a matter as its severity rises.
- Policy owner — the named business head accountable for keeping a policy current and for answering breaches of it.
- Legal hold — an instruction to preserve documents and records relevant to an expected or actual dispute.
- Panel firm — an outside law firm pre-approved under agreed rates and terms to receive instructions from the legal desk.

In-House Legal Function and Compliance Management Day by Day

Day 1: The Shared Legal and Compliance Mandate

- Legal Desk Charter — Which Services the In-House Team Offers
- Compliance Desk Mandate — Where Policy Monitoring Meets Legal Advice
- Stakeholder Map of Requesters — Which Units Generate Most Legal Demand
- Interface Agreement Between Legal and Compliance — Avoiding Duplicate Investigations
- Exposure Categories Catalogue — Disputes, Breaches, Contracts and Corporate Matters

Day 2: Intake and Triage

- Matter Intake Form Design — Capturing Value, Deadline and Requester
- Triage Matrix by Urgency and Exposure — Open, Delegate or Decline
- Self-Service Templates for Routine Requests — Freeing Counsel for Complex Work
- Breach Severity Scale — When a Compliance Finding Becomes a Legal Matter
- Matter Numbering and File Opening Rules — Traceable Records From the Start

Day 3: Outside Counsel and Legal Spend

- Panel Firm Selection Criteria — Expertise, Rates and Conflict Checks
- Instruction Letter with Scope and Fee Cap — Controlling Outside Spend
- Matter Budget and Accrual Tracking — Finance Visibility of Legal Costs
- Invoice Review Checklist — Challenging Unapproved Hours and Disbursements
- Law Firm Performance Scorecard — Renewing or Rotating Panel Members

Day 4: Policy Ownership and Escalation

- Policy Library and Owner Register — Who Answers for Each Policy
- Policy Review Cycle and Version Control — Keeping Rules Current
- Escalation Ladder by Severity — Who Hears About a Matter and When
- Legal Hold Notice Procedure — Preserving Records Once a Dispute Looms
- Matter Exposure Rating — Ranking Items for Audit Committee Attention

Day 5: Practising the Legal Matter Triage and Escalation Charter

- Intake and Triage Simulation — Sorting a Week of Mixed Requests
- Outside Counsel Instruction Exercise — Drafting a Capped Engagement
- Escalation Drill on a Supplier Bribery Allegation — Testing the Ladder
- Quarterly Legal and Compliance Dashboard — Reporting Exposure to the Board
- Legal Matter Triage and Escalation Charter — Final Draft for Sign-Off

Applying In-House Legal Function and Compliance Management After the Course

- Run the triage matrix on the last month of legal requests and agree with business heads which categories move to self-service templates.
- Issue revised instruction letters with fee caps to current panel firms and start tracking matter budgets against invoices.

In-House Legal Function and Compliance Management Questions FAQ

What is in-house legal function and compliance management and why does it matter now?

It is the practice of running the legal desk and the compliance desk through one intake, triage and escalation route. It matters now because boards want one view of legal exposure, and small legal teams must decide quickly which requests deserve counsel time.

Which roles gain most from in-house legal function and compliance management?

Legal officers and compliance coordinators gain most, along with contract administrators, legal operations staff and company secretariat officers. You benefit if you receive requests from business units, hold policy files or prepare legal items for board papers in a manufacturing group, hospital network or similar organisation.

How does in-house legal function and compliance management differ from a longer legal department course?

It focuses on the working link between the legal desk and the compliance desk at practitioner level. A longer legal department leadership course covers team structure, technology and strategy; this one concentrates on intake, triage, outside counsel instructions, policy ownership and escalation over one week.

What do you bring back from in-house legal function and compliance management?

You bring back a draft charter covering intake, triage, law firm instructions and escalation. You also return with a severity scale, an owner register for policies and a dashboard layout you can present to your audit committee in the next quarter.

In-House Legal Function and Compliance Management: The Way Forward

The Legal Matter Triage and Escalation Charter first informs which incoming requests the legal desk opens and which it routes to templates or compliance. Legal officers, compliance coordinators and finance partners use it daily. After its first quarter, revisit the severity thresholds and panel firm scorecards, since early matter data shows where the escalation ladder was too slow or too sensitive.