

SEYA CAPITAL
INSIGHT · STRATEGY · GROWTH

EXECUTIVE EDUCATION
COURSE BROCHURE · 2027

PROJECT LEADERSHIP

Legal Project Management

Optimizing Legal Workflows, Reducing Costs, and Enhancing Client Value Through Structured Project Management

SECTOR	FORMATS	FEE FROM	2027 SESSIONS
Project Leadership	5 days & 2 weeks	US$ 2,100	3

OVERVIEW

About this course

In the modern legal environment, traditional case management approaches are no longer sufficient to meet the increasing demands of clients, firms, and in-house legal teams. Legal Project Management (LPM) applies structured project management principles to legal matters, helping professionals improve efficiency, cost predictability, and client satisfaction.

This five-day intensive training course provides legal professionals with the essential tools and frameworks to effectively plan, execute, and monitor legal projects while ensuring alignment with ethical and regulatory obligations. Participants will gain practical skills to enhance legal service delivery, manage risks, optimize workflows, and improve collaboration between legal and business teams.

By the end of the training course, attendees will be equipped to apply proven project management methodologies within legal settings to drive efficiency, manage costs, and deliver better outcomes for clients and stakeholders.

Upon completing this Legal Project Management Training Course, participants will be able to:

Understand core project management principles and their application in legal practice.

Develop structured legal project plans that enhance efficiency and control costs.

Identify and mitigate risks in legal matters using proactive management techniques.

Enhance stakeholder communication and collaboration between legal and non-legal teams.

Apply budgeting, scoping, and resource allocation methods to legal projects.

Utilize technology and legal project management software to streamline workflows.

Implement continuous improvement strategies to enhance legal service delivery.

2027 SCHEDULE

Dates, venues & fees

DATES	VENUE	FORMAT	FEE PER DELEGATE
4 – 8 Jan 2027	Singapore	5 days	**US$ 3,700**
11 – 22 Jan 2027	Dar es Salaam, Tanzania	2 weeks	**US$ 3,780**
18 – 22 Jan 2027	Dar es Salaam, Tanzania	5 days	**US$ 2,100**

Fees exclude travel and accommodation. This course is also available in-house, on dates and at a venue of your choice.

OBJECTIVES

By the end of the course

By the end of this training course, participants will:

- Gain a solid foundation in Legal Project Management methodologies.
- Learn how to define project scope, objectives, and deliverables in legal work.
- Develop practical skills in cost estimation, scheduling, and resource allocation.
- Understand how to manage multiple stakeholders and competing priorities in legal matters.
- Learn strategies to improve efficiency and reduce inefficiencies in legal processes.
- Gain hands-on experience in using LPM tools and techniques for real-world legal scenarios.

WHO SHOULD ATTEND

Designed for

This Seya Capital Legal Project Management training course is designed for legal professionals who want to apply project management techniques to their work, including:

Lawyers and legal practitioners – Managing litigation, transactions, and client matters.

In-house legal counsel – Implementing structured legal service delivery in organizations.

Legal operations professionals – Optimizing workflows and improving legal team performance.

Paralegals and legal project managers – Supporting and coordinating legal projects.

Law firm partners and managers – Improving profitability and service efficiency.

Compliance and risk professionals – Managing legal risks within corporate settings.

PROGRAMME

Course outline

Day 1: Foundations of Legal Project Management

- Introduction to Project Management Principles and their Relevance in Legal Work.
- Understanding the Legal Project Lifecycle – From Initiation to Close.
- Identifying Common Challenges in Legal Project Management.
- Defining Project Scope, Objectives, and Key Deliverables in Legal Matters.
- Introduction to Legal Workflows and Process Optimization.

Day 2: Planning and Budgeting for Legal Projects

- Project Scoping Techniques – Defining Clear Objectives and Success Criteria.
- Estimating Costs, Timeframes, and Resource Allocation for Legal Matters.
- Developing a Legal Project Plan – Work Breakdown Structure (WBS) and Milestones.
- Risk Identification and Mitigation Strategies in Legal Projects.
- Tools for Tracking and Monitoring Legal Budgets.

Day 3: Executing and Managing Legal Projects

- Managing Multiple Stakeholders and Client Expectations.
- Enhancing Team Collaboration and Communication in Legal Projects.
- Using Legal Project Management Software and Technology.
- Controlling Scope Creep – Keeping Legal Matters on Track.
- Crisis and Risk Management in Legal Workflows.

Day 4: Performance Measurement and Continuous Improvement

- Key Performance Indicators (KPIs) for Legal Projects.
- Best Practices for Monitoring and Reporting Project Progress.
- Handling Unexpected Changes and Legal Risks During Project Execution.
- Process Improvement and Lean Legal Operations.
- Post-Project Review and Lessons Learned.

Day 5: Advanced LPM Strategies and Practical Applications

- Developing a Legal Project Management Playbook for Your Organization.\
- Managing Cross-Border and Multi-Jurisdictional Legal Projects.
- Aligning Legal Project Management with Business and Client Objectives.
- Building a Culture of Continuous Improvement in Legal Operations.
- Final Review, Q&A, and Course Wrap-Up.

METHODOLOGY

How you will learn

This training course is highly interactive and practical, combining:

Expert-led presentations with real-world legal project case studies.

Hands-on exercises in project planning, risk assessment, and resource management.

Workshops and group discussions to reinforce key project management concepts.

Practical tools and templates that participants can apply to their own legal projects.

Simulated legal project scenarios to practice LPM techniques in a controlled setting.

IMPACT

The return on learning

For your organisation

- Increased efficiency in legal service delivery, reducing wasted time and resources.
- Better budget control and cost predictability in legal matters.
- Improved client satisfaction through structured and transparent project execution.
- Stronger risk management through proactive identification and mitigation of legal risks.
- Enhanced collaboration between legal departments and business units.
- More competitive legal offerings in law firms and in-house legal teams.

For you

- Develop strong project management skills tailored for legal practice.
- Enhance career prospects by gaining expertise in Legal Project Management.
- Improve efficiency and effectiveness in handling complex legal matters.
- Gain confidence in managing stakeholders and legal service expectations.
- Learn best practices for budgeting, planning, and executing legal projects.

CERTIFICATION

Seya Capital certificate

Upon successful completion of the classroom-based training course, a Seya Capital Certificate will be awarded to the delegates.

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Register or enquire

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