

AI Skills for Paralegals PROGRAM OUTLINE



PROGRAM OVERVIEW

Attorneys and paralegals must maintain the highest ethical standards so they can legitimately claim to uphold the law. Because paralegals serve as representatives of the legal profession, they should keep their conduct above reproach, perform all assignments efficiently and constantly seek to improve their legal knowledge and skills. Blackstone's online, self-paced course covers ethical issues for paralegals such as the unauthorized practice of law, ethical walls, fiduciary duty, and rules of confidentiality. Additional information about paralegal certification and licensing is also included.

PROGRAM OUTLINE

Module 1 | Foundations of AI in Legal Support Roles

Module 2 | Advanced Practical Applications

Module 3 | Paralegal Advanced Prompt Engineering for Legal Workflows

Module 4 | Ethical and Professional Responsibility

Module 5 | AI Tools and Transferable Skill Development

Module 6 | Career Strategy and Professional Growth

Foundations of AI in Legal Support Roles

MODULE 1



In the first module, you'll learn about the foundations of AI in legal support roles. Explore and take a deep dive into AI limitations in legal context.

Advanced Practical Applications

MODULE 2

Module 2 will cover advanced practical applications, and using AI as a legal research assistant in legal research tasks, and writing prompt. Explore examples of good vs. poor prompts and drafting complex internal communications.

Paralegal Advanced Prompt Engineering for Legal Workflows

MODULE 3



In module 3, learn about structuring your prompt design to communicate effectively with AI tools.

Ethical and Professional Responsibility

MODULE 4

Module 4 covers the ethical and professional responsibility of using AI tools when it comes to confidentiality and data privacy. The importance of accuracy, verification, and human oversight with these tools and best practices.

AI Tools and Transferable Skill Development

MODULE 5



Module 5 emphasises skill adaptability, critical evaluation, and workflow integration with it comes to using AI technology.

Career Strategy and Professional Growth

MODULE 6

Module 6 covers AI literacy as a professional differentiator and its employability impact as a paralegal.

PROGRAM OUTCOMES

Explain the capabilities and limitations of artificial intelligence tools within legal workflows, including risks related to accuracy, ethics, and professional responsibility

Apply structured prompt engineering techniques to generate accurate, task-specific outputs for legal drafting, research support, and document analysis.

Analyze AI-generated legal content to identify errors, inconsistencies, and risks by comparing outputs against primary legal sources.

Evaluate the ethical implications of AI use in legal environments, including confidentiality, data security, and compliance with professional standards

Design AI-assisted workflows that integrate appropriate tool use, verification steps, and human oversight in paralegal tasks such as discovery, case organization, and document drafting



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