

MICHELLE BEATSON

LEGAL SPECIALIST / TRAINING MANAGER

CONTACT

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PERSONAL PROFILE

I am an innovative and solutions-focused Legal Specialist and Training Manager who offers exceptional industry knowledge and a solid business acumen. I offer a versatile skillset developed through extensive experience, and I excel in resolving challenges with innovative solutions proven to increase organizational effectiveness and customer satisfaction.

AREAS OF EXPERTISE

- Conveyancing and drafting.
- Mentoring and training.
- Financial acumen.
- Chairing professional committees.
- Strategic leadership capability.
- Leadership and organization.
- Strong communication & negotiation skills.
- Analytical thinking and problem solving.
- Change management.
- Strong project management ability.
- Ability to develop and coach teams.
- Drafting legal opinions and legal writing.
- Financial budgeting.
- Development of Legal Practice Material.

EDUCATION & CAREER DEVELOPMENT

Civil Court Based Mediation,
Law Society of South Africa, 2017

Judicial Services Training Programme - Acting Judge,
Law Society of the Northern Provinces, 2015

Behavioural Assessment,
Strengthscope, 2014

Career and Growth Coaching for Professionals in the Development of Personal Improvement Plans,
International Coaching Federation, 2010

Fundamentals, Fulfilment, Balance and Process Coaching,
International Coaching Federation, 2008

Attorney and Conveyancer,
High Court of South Africa, 9 February 1993 and 10 August 1993

LLB,
University of Pretoria, 1990-1992

BLC (Cum Laude),
University of Pretoria, 1986 -1990

Achievements:
Distinctions in Civil Procedure, Criminal Procedure, Administrative Law, Tribal Law and for a thesis in Intellectual Property Law

Matric,
Pretoria High School for Girls, 1985
Subjects included English, Afrikaans, History, Geography, Science and Mathematics
Leadership Roles:
Hostel Leader and Librarian

KEY STRENGTHS & COMPETENCIES:

- Thorough, precise, and analytical.
- Strong decision maker.
- Exceptional communicator and negotiator.
- Supportive of transformation and change.
- Works well under pressure .
- Delegates effectively.
- Collaboration and team work.
- Leadership and mentorship.
- Lateral thinker.
- Experience with diverse teams.
- Strong work ethic and integrity.
- Ability to communicate across all levels.
- Multi-cultural work experience.

CAREER PROFILE

Director of Legal Training, Law Society of South Africa,
Pretoria and Potchefstroom, December 2018 – present

Responsibilities:

- My portfolio includes management of the yearly budget, and the running of and training at practical training school for law graduates both Day and Night Schools.
- I consult with training managers nationally across the legal profession to identify opportunities through legal training while serving on the advisory committee of the LSSA LEAD training department.
- I design and develop Regulation 6 and 7 training (Legal Practice Act- South Africa) for legal practitioners intending to be admitted as Attorneys and Advocates which include contact training, e learning, workshops and seminars.
- Lead negotiations for resources, schedules of fees and contracts for facilitators and program development.
- I project manage sponsorship and internship programs for the profession, and I generate standards for the profession to register with SAQA. (South African Qualifications Authority)
- In addition to advising SASSETA on accredited training programs for the profession, I train learners in client counselling, serve on the professional editorial committee for the De Rebus Attorneys magazine and am instrumental in the editing and approval of the articles and information published nationally.
- I document training and manage training records for, in excess of, 400 trainees annually at the full-time programs.
- I measure the effectiveness of training methodologies and design and implement assessment tools for such training.
- It is necessary for me to make strategic decisions relating to training in the profession and financial assistance to learners nationally and stay up to date on current best practices and industry trends.
- I am in the process of advising on a Learner Management system for the organization which will involve registration and certification processes for the candidate legal practitioners.
- I partner with law firms and a large network of legal practitioners at all levels of practice to ensure that Individual Development plans for candidate legal practitioners are developed and implemented.
- I am on the non- practicing roll of Attorneys and advise on in house legal matters and refer Conveyancing matters to colleagues.
- Identify external providers to meet the internal program requirements of the organization through networks in the profession.
- Strictly managing and implementing a budget and developing programs to sustain the cost effectiveness of internal program offerings.
- Project managing national client counselling skills and competitions and providing feedback on development of future programs.

I offer training in Professional Legal Ethics, Practice Management and English Business writing, while mentoring and coaching entrants into the legal profession and attending to the assessment and discipline of all attendees. I have co-written WRAP- 'Writing the Rudimentary approach for Professionals' as well as other training materials.

Partner and Financial Manager, Lanzer & Williams Attorneys,
Limpopo, South Africa, March 2008 - December 2018

Responsibilities:

- My portfolio included conveyancing, property transfers and commercial transactions. I handled Deceased Estate planning and administration, Family Law and mediation, and drawing and registering of ante- nuptial contracts.

- In addition to financial budgeting and bookkeeping for the firm, I managed and controlled the accounting and Conveyancing software programs.
- I generated consultancy contracts with local business and municipalities, while dealing with Magistrates Court litigation and collections. I liaised with banks and local business, serve on school councils, and run community legal rights workshops for the local community.
- I served on professional legal bodies, such as the Law Society of Northern Provinces in South Africa (2014 - 2017) as a council member making policy decisions for the profession and disciplining members of the profession in terms of the Attorneys Act.
- I served on the Limpopo Law Council as Chair (2013- 2017) dealing with information in respect of the changes in the profession as well as the discipline of colleagues for unprofessional conduct.
- Tasks included conducting and facilitating practice management workshops for legal practitioners on behalf of the Law Society of South Africa.
- Tasks have included the coaching of individual clients and acting as a Judge in the Gauteng High Court where requested.
- Tasks have included training in presentation skills, social styles and emotional intelligence, professional writing and communication and mentoring /coaching at some of the largest Law Firms in Africa as well as the LSSA (Law Society of South Africa).

Salaried Partner, Webber Wentzel Bowens,

Illovo, South Africa, February 2005 - March 2008

Responsibilities:

- During this period, I was responsible for managing skills development for all professional staff. This included planning, designing, and implementing training programs for Conveyancing and Notarial qualifications, and managing an internal school for legal practice in conjunction with the Law Society of South Africa.
- I acted as the skills development facilitator, while controlling internships with the SASSETA and developing and conducting mentorship and training programs for the firm.
- I provided advice on change management and transformation and assisted in obtaining transformation goals for the organization.
- Tasks included individually coaching professionals to identify their core skills and areas of development, while addressing their emotional intelligence development within the organization.
- I conducted client counselling and interviewing programs and induction programs, addressing training for inductees and candidate Attorneys in the firm.

Director of Legal Training, Law Society of South Africa,

Johannesburg, South Africa, December 1995 -February 2005

Responsibilities:

- My portfolio included management of the yearly budget, and the running of and training at practical training school for law graduates.
- I project managed sponsorship and internship programs for the profession, and I generated standards for the profession to register with SAQA.
- In addition to advising SASSETA on accredited training programs for the profession, I trained learners in client counselling, and compiled and edited articles for the De Rebus Attorneys magazine.
- It was necessary for me to make strategic decisions relating to training in the profession and financial assistance to learners.
- I offered training in Magistrates Court Practice, Ethics, and Practice Management, while mentoring and coaching entrants into the legal profession, and attending to the assessment and discipline of all attendees.

Legal Officer and Monitoring Unit Inspector, Law Society of the Northern Provinces,

Pretoria, South Africa, February 1995 - December 1995

Responsibilities:

- During this period, I inspected financial records and practice policies of firms on behalf of the LSNP (Law Society of the Northern Provinces).
- Tasks included prosecuting attorneys for unprofessional conduct, attending disciplinary hearings and tribunals, and report writing for the disciplinary department.

Professional Assistant (Previously Candidate Attorney), Stegmanns Attorneys,

Pretoria, South Africa, January 1991-January 1994

PROFESSIONAL MEMBERSHIPS

- Council Member of the LSNP and LLC (Limpopo Law Council).
- Practice Management Training Consultant for the Profession
- Consultant to Local Home- Owners Associations.
- Agent for the Diocese of Polokwane of Life Right Programs.

REFEREES

Dr. Llewelyn Curlewis, Attorney and Previous President of the Law Society of the Northern Provinces, Pieterse and Curlewis, Pretoria,
+27 (0) 12 346 0049 or +27 (0) 82 777 9080

Ed Southey, Director, Webber Wentzel Bowens, Johannesburg,
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Ogilvie Ramoshaba, Director of Legal Education and Development- LSSA ,
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