

Title of the Course	PERSONAL AND PROFESSIONAL DEVELOPMENT PRACTICE		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
1. level professional study programme	Law		
Goal of the course:	Getting to know, to use and to consolidate the richness of knowledge learning and technics that we possess, respecting the one as a spiritually, mentally, physically and socially cohesive being. To develop the skills necessary for legal assistant.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Test – 1000% <i>The evaluation is based on two possible evaluations:</i> <i>1 - passed and 0 - failed.</i>		
Content of the Course			
Personal development		Professional development	
<p>This section offers tasks that develop skills and motivate students to achieve their goals:</p> <ul style="list-style-type: none"><li>• An understanding is created about motivation and how to regulate its level so as not to stop halfway;</li><li>• Time planning as a habit;</li><li>• Defining and updating goals;</li><li>• “Started completion”</li><li>• Causes of procrastination and its reduction;</li><li>• Leadership;</li><li>• Acceptance of diversity;</li><li>• Development of personal conflict ability;</li><li>• Development of critical thinking;</li><li>and others.</li></ul> <p>The content of the tasks is regularly changed, supplemented in accordance with trends, news and labour market requirements, as well as based on previous experience, various ways are selected to ensure greater interest of students in this study course.</p>		<p>This section offers tasks that develop professional skills:</p> <ul style="list-style-type: none"><li>• Basic understanding of the profession;</li><li>• Changes, trends;</li><li>• Competences;</li><li>• Normative acts and their analysis;</li><li>• Websites in the field of law;</li><li>• Business Etiquette;</li><li>• Analysis of court rulings;</li><li>• Information processing;</li><li>• Legislation;</li><li>• Stress management and others.</li></ul> <p>The content of the tasks is regularly changed, supplemented in accordance with trends, news and labour market requirements, as well as based on previous experience, various ways are selected to ensure greater interest of students in this study course.</p>	
<p><i>Knowledge:</i></p> <p>1.1.the student interprets data processing in the context of respect of private life;</p> <p>1.2.the student explains the essence and concept of personal data;</p> <p>1.3.the student separates and applies the regulations of personal data protection in Latvia and European Union;</p> <p>2. <i>Skills:</i></p> <p>2.1.the student finds and applies the legal norms of personal data protection for rights protection;</p> <p>2.2.the student solves the problems of data controller and processor working with personal data;</p> <p>2.3.the student is familiar with the terminology of personal data protection law in English.</p>			

**3. Competency:**

- 3.1. the student develops and analyzes data protection documents and law enforcement acts
- 3.2. the student independently and according to the needs recommends a solution to specific situations (solving caucus);
- 3.3. the student integrates practice materials and sources of law into documents.

**Study course implementation process:**

Each month (for the period of 24 months) the student is assigned two tasks: one for professional development, and the other for personal development. The course integrates practical tasks from management science (eg, leadership, management psychology, creativity, etc.), as well as from professional fields, in order to promote faster acquisition and application of students' skills in practice.

**Study results:**
**1. Knowledge:**

- 1.1. The student recognizes leadership habits;
- 1.2. The student discusses various topics related to personal growth.

**2. Skills:**

- 2.1. The student demonstrates critical thinking skills;
- 2.2. The student combines different methods to define goals and promote their achievement.

**3. Competences:**

- 3.1. The student plans and organizes his / her future;
- 3.2. The student improves personal conflict skills.

**Study results:**
**1. Knowledge:**

- 1.1. The student defines the goals and meaning of the profession;
- 1.2. The student distinguishes different methods used in the profession to achieve the goals.

**2. Skills:**

- 2.1. The student demonstrates skills related to professional development;
- 2.2. The student evaluates the events of the field and expresses assumptions and conclusions.

**3. Competences:**

- 3.1. The student predicts changes in the chosen field, basic trends;
- 3.2. The student connects the acquired theoretical knowledge with practical experience.