



TAX AND LEGAL TRAINING

Litigation Management and Instructing External Counsel

2 day course

Classroom, online or in-house

Course overview

Litigation costs are largely set by decisions made in the first weeks, and organisations without an in house legal function commonly hand a matter over and receive invoices they cannot assess. This course covers managing it. Delegates work through early case assessment and the decision whether to defend, settle or avoid, selecting and instructing counsel with a clear scope, and fee arrangements and budgeting for a matter whose length is unknown. Evidence preservation and privilege are covered, since both are commonly lost early. Managing a matter through its stages follows, with the decision points at which settlement is worth revisiting. The course closes on reviewing legal spend and on capturing what a dispute revealed about the business.

What you will learn

- Assess a case early and decide whether to defend, settle or avoid
- Select and instruct counsel with a defined scope
- Agree fee arrangements and budget an uncertain matter
- Preserve evidence and protect privilege from the outset
- Manage a matter through its stages and its decision points
- Reassess settlement as the matter develops
- Review legal spend and capture lessons for the business

Who should attend

- In house counsel and legal managers
- Finance and executive staff overseeing legal spend
- Company secretaries and risk officers
- Business owners facing litigation
- Managers who become the point of contact for a dispute

Course outline

- 01 Cost set in the first weeks
- 02 Early case assessment
- 03 Defend, settle or avoid
- 04 Selecting and instructing counsel
- 05 Fee arrangements and budgeting
- 06 Evidence preservation and privilege
- 07 Managing the matter and settlement points
- 08 Reviewing spend and capturing lessons

Upcoming dates

Dates	Venue	Format	Fee per delegate
29 to 30 September 2026	Addis Ababa, Ethiopia	Classroom	USD 795
8 to 9 October 2026	Johannesburg, South Africa	Classroom	R11,950
16 to 17 December 2026	Kigali, Rwanda	Classroom	USD 795
4 to 5 January 2027	Port Louis, Mauritius	Classroom	USD 795



Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 795** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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