

My First Presentation



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My Intended Career

- In this presentation, I want to talk about my future career:
- what kind of profession it is in general
- what skills are needed for this
- what character traits are suitable
- and how to improve them

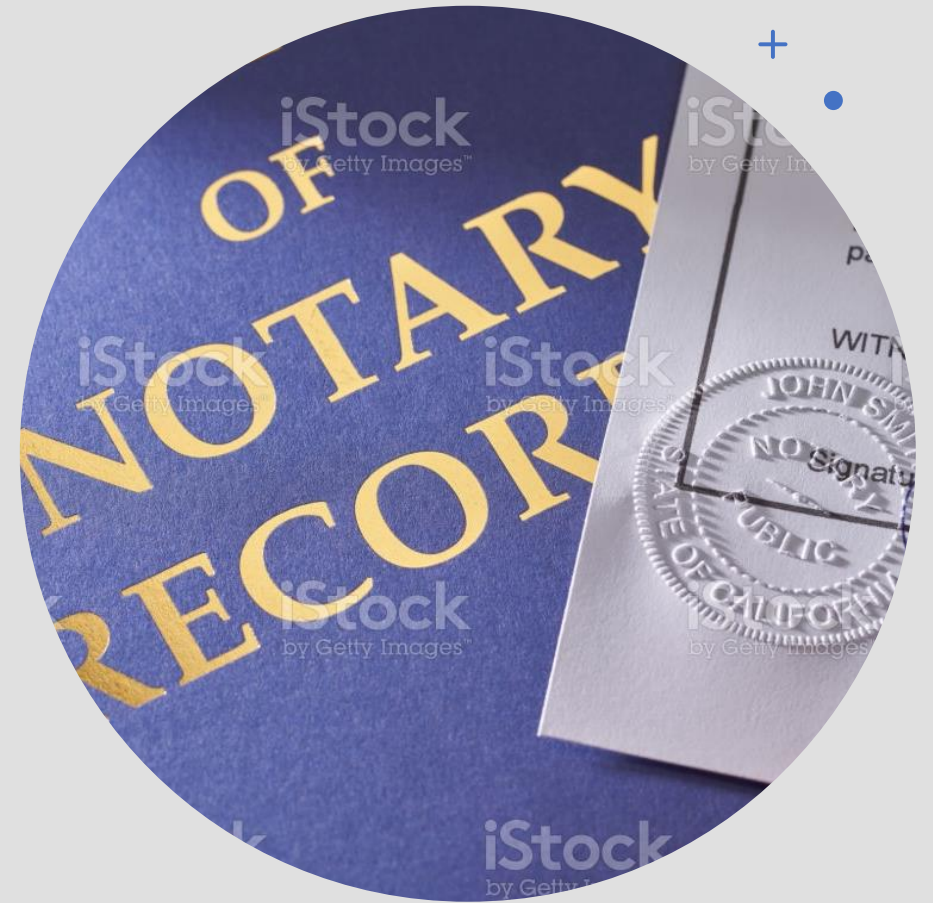


Notary

- A Notary is a qualified lawyer - a member of the third and oldest branch of the legal profession in England and Wales. Notaries are appointed by the Court of Faculties of the Archbishop of Canterbury and are subject to regulation by the Master of the Faculties.

Must follow the rules

- The rules which affect Notaries are very similar to the rules which affect Solicitors.
- They must be fully insured and maintain fidelity cover for the protection of their clients and the public.
- They must keep clients' money separately from their own and comply with stringent practice rules and rules relating to conduct and discipline.
- Notaries have to renew their practising certificates every year and can only do so if they have complied with the rules.



A Notary Public:



Oversees the parties signing the document



Authenticates the document



Verbally confirms that each party understands the agreement



Provides a seal or stamp of approval to show notarization



What does a notary do?

Academic skills



problem solving,
collaboration, responsibility,
professionalism,
ethics, ability to use
information and legal bases

thorough knowledge of
legislation on notaries,
knowledge of languages

the ability to understand and
correctly interpret the rules
of law

communication skills and
ability to find contact with
clients

SWOT - analysis of a legal agency (fragment of the marketing plan)

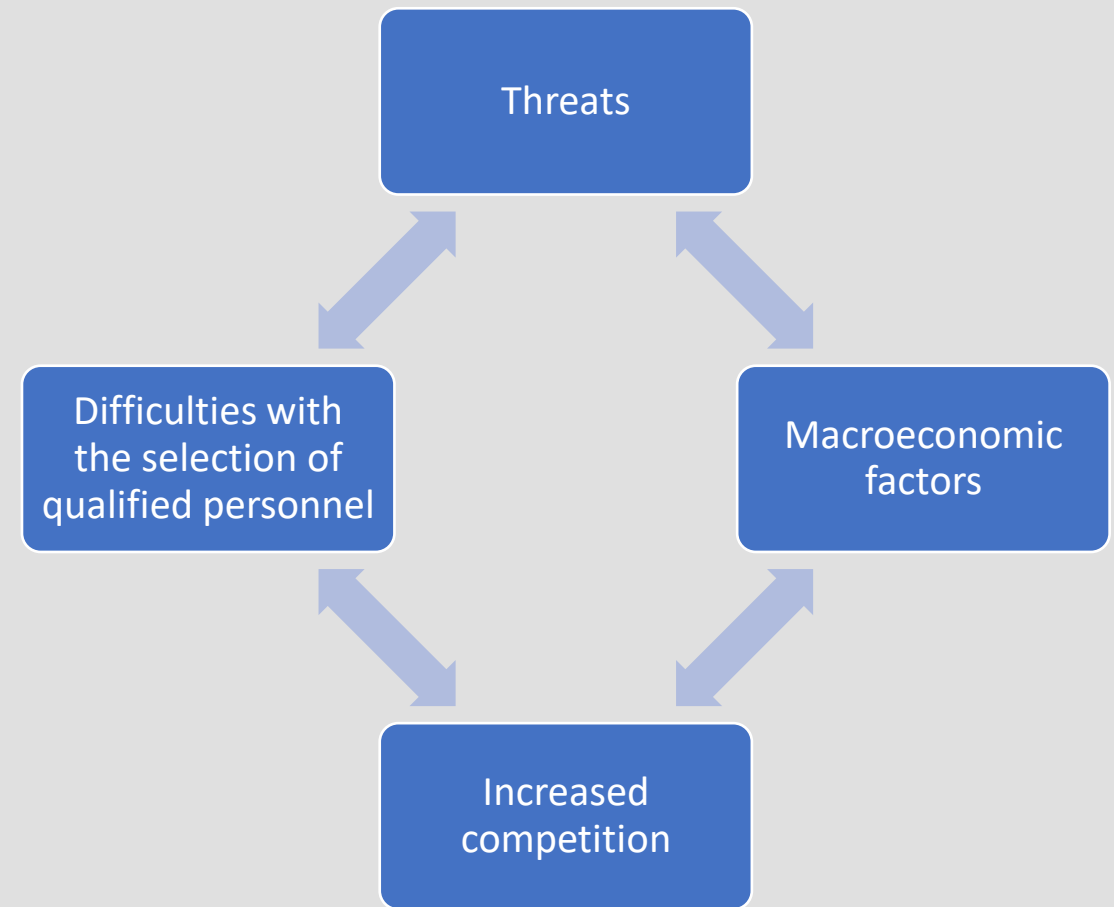
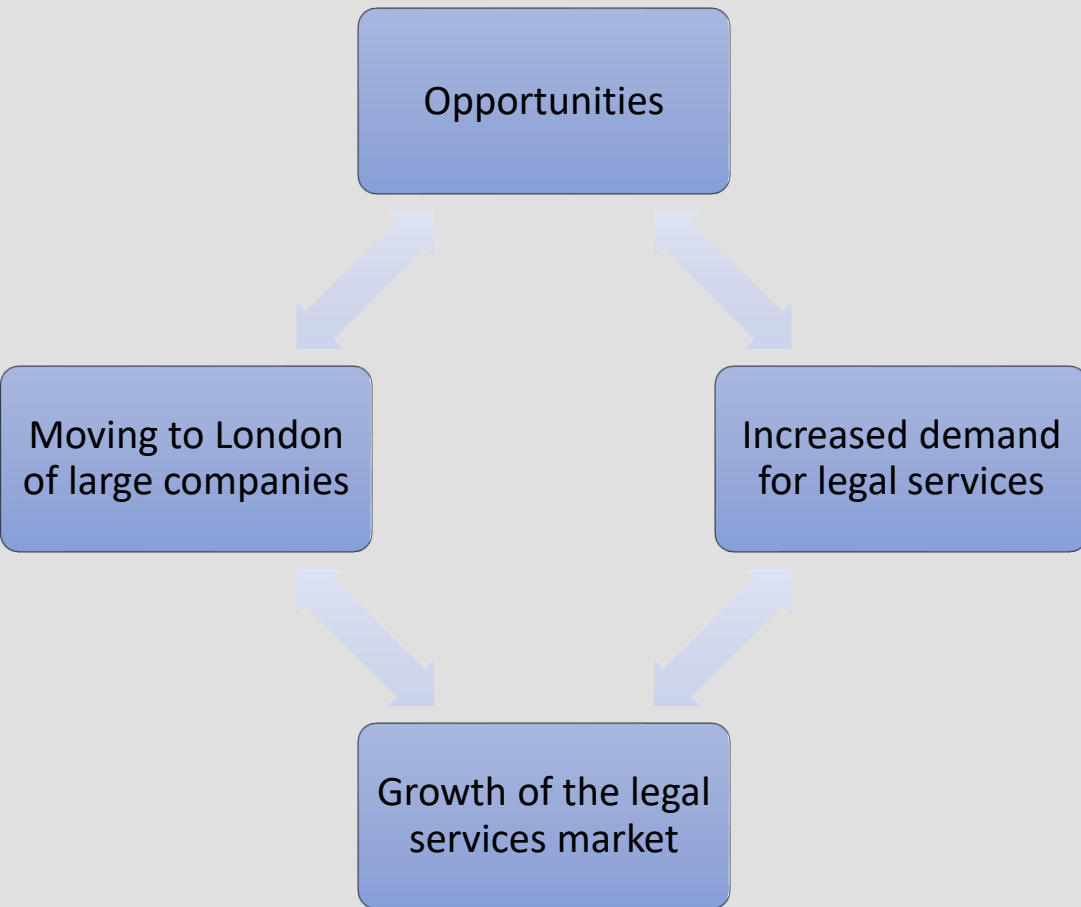
Strengths

- Extensive experience in the provision of legal services
- Availability of connections and reputation in the legal services market
- The Ability to provide high quality services in solving non-standard tasks at competitive prices
- Availability of professional and highly qualified personnel
- Availability of highly qualified partners
- The presence of regular customers
- Diversified areas of service provision

Weaknesses

- Lack of development strategy
- The company's services are not promoted in the market
- There are no service standards
- Lack of regular sales
- Lack of indicators for monitoring and evaluating the activities of the company and individual employees
- A large share of costs associated with wages, lack of funds for development.
- No unique areas of specialization are not highlighted
- Weak organizational skills of the majority of employees, the need for control and organization of activities on the part of the management
- Lack of professional management knowledge, skills and experience among managers

SWOT - analysis of a legal agency (fragment of the marketing plan)



Comparison of skills and skills needed for my intended career

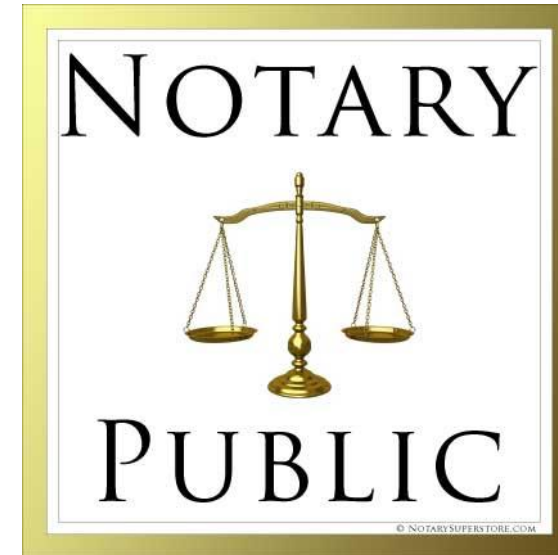
- A good notary must be psychologically stable, punctual, principled, attentive, diligent. In his work, it is important to control himself, to be able to adequately respond to the remarks and behavior of outraged and dissatisfied customers. A good specialist has a talent for winning over people, inspiring confidence in them.

- To be honest, I have almost all the skills it takes to become a notary. I need to improve my English skills, time planning and be a good leader

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Action needed to improve skills

- Anyone who has received the title of a notary must constantly continue his education.
- This obligation derives indirectly from his job responsibilities.
- This condition is specially stipulated in article 1.2 of the National Regulation, approved by the High Council of Notaries: "he must be aware of the ongoing changes in the field of law, economy and society.
- He must also maintain and update his knowledge by participating in educational activities conducted by the relevant professional organizations.
- In addition, he needs to improve his skills in managing a notary office. " The notary is also required to provide evidence of participation in educational activities during accountability audits.





Summary

- A notary is a specialist with a legal education, to whom the state has delegated the authority to certify the authenticity of documents and draw up them in accordance with applicable law.
- SWOT Analysis is a technique that helps you identify strengths, weakness, opportunities, and threats. Understanding and managing these factors helps you to develop the abilities you need to achieve your goals and progress in your career.

Referencing

- Jonhvenn, C. (2012) 'What is a notary ?' . Available at: <https://www.thenotariessociety.org.uk/pages/what-is-a-notary> (Accessed at 13 January 2013).
- Andrews, K. (1963) 'SWOT'. Available at: https://en.m.wikipedia.org/wiki/SWOT_analysis (Accessed at 11 February 1965).

Useful links

- <https://www.thenotariessociety.org.uk/pages/what-is-a-notary>
- <https://www.lawdepot.com/blog/common-questions-about-notaries-and-witnesses/>