## A Basic Guide for Paralegals: Ethics, Confidentiality, and Privilege

This program covers topics that are important to every paralegal, including: the source of ethics guidance for paralegals; how to avoid the unauthorized practice of law; the importance of preserving confidentiality, and the risks of disclosure; how the attorney-client privilege and work-product doctrine apply in special ways to paralegals (including practical tips for maximizing the protections for paralegals and their employers); conflicts of interest principles applicable to paralegals (including paralegals switching jobs); and other issues.