
AI for Legal Workflows

A productized program for legal teams — practical use with confidentiality and accuracy kept front of mind.

WHO IT'S FOR

Lawyers, in-house counsel and paralegals.

FORMAT

In-house workshop

LENGTH

Half-day

What your team walks away with

Use AI across drafting, review and research safely — with a clear view of confidentiality and accuracy risk.

What you'll learn

- ✓ Tell where AI genuinely helps legal work from the specific places it becomes risky
- ✓ Use AI to draft, summarise and review documents without losing control of quality
- ✓ Research with AI while avoiding the made-up cases and false citations it can produce
- ✓ Apply clear, simple rules that protect confidentiality and privilege
- ✓ Check AI output thoroughly enough that you can put your name to it
- ✓ Leave with a starter AI usage policy and a prompt library to build on

Curriculum

01 Where AI helps legal work — and where it's risky

- What today's AI tools can and can't do for legal tasks, in plain terms
 - General chatbots versus purpose-built legal tools, and why the difference matters
 - The points in legal work where AI helps versus where it must not be trusted alone
 - The duty to stay competent in the tools you use
 - Setting expectations before a team starts using AI
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02 Drafting, summarising and reviewing with AI

- Drafting clauses, memos and first-pass documents from a clear brief
 - Summarising long documents, bundles and correspondence
 - Reviewing a contract by asking questions of the document
 - Marking up against a standard position or playbook
 - Keeping the lawyer, not the tool, in control of the final product
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03 Writing prompts for legal tasks

- The anatomy of a good legal prompt: role, context, task, constraints, format
 - Asking the tool to reason step by step for better-reasoned output
 - Prompt patterns for drafting, review and research
 - Iterating and refining when the first answer falls short
 - Building reusable prompt libraries and document playbooks
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04 Research without the made-up cases

- Why open chatbots are dangerous for legal research
 - How AI invents authoritative-looking but fake citations and case law
 - Using tools grounded in real, curated legal sources instead of guesswork
 - Requiring AI to point to specific authority you can open and read
 - A verification step you never skip before relying on a result
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05 Confidentiality and privilege: clear rules for AI use

- How client information can leak into outside tools without you noticing
- The risk to privilege and confidentiality when data leaves your control
- Reading a tool's data-retention and training terms before you trust it
- When client consent is needed before AI touches their matter
- A short set of rules the whole team can follow

06 Checking AI output you can put your name to

- Treating every AI draft as unverified until checked
 - A practical review routine for AI-assisted drafting and research
 - Independently confirming every citation and quoted authority
 - Spotting invented facts, wrong dates and subtly wrong reasoning
 - Owning the final work product as your own
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07 A simple AI usage policy and prompt library

- A starter usage policy covering approved tools, data and checks
- The confidentiality and verification rules on a single page
- A prompt library for drafting, summarising and review
- Guidance on when AI is and isn't appropriate for a task
- A policy and library your team can adopt and extend

You keep

An AI-for-legal usage policy and prompt-library starter.

Arthiq — live, in-person AI training for high-stakes teams.

Book a session: founders@arthiq.co · <https://arthiq.co>