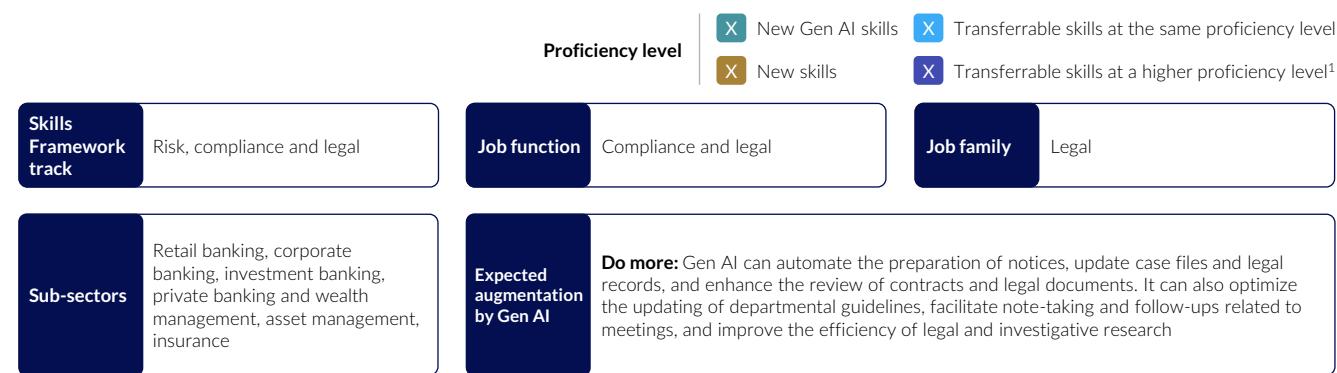


Paralegal/Legal executive



Key tasks that can benefit from Gen AI

Critical work functions	Key tasks
Manage and/or facilitate legal transactions	Prepare notices for stakeholders Update case files and legal records in information systems Review contracts and legal documents
Handle legal administration	Update guidelines and processes for the legal department Take notes and minutes of legal meetings and follow-ups related to action plans Support project work and project-related tasks
Research, analyze, and advise on legal matters	Keep abreast of current and changing laws Perform legal, business, and investigative research to aid decision-making and preparation of legal materials Collate legal research for internal and/or external counsels

DO MORE

New Gen AI skills		Potential next-seniority level (Legal Counsel) skills to acquire ¹				
Regulatory, legal, and risk management compliance in AI and Gen AI	2	Sustainability risk management	4	Research and information synthesis	5	Crisis management
Ethical frameworks for Gen AI	2	Ethical culture	4	Technology application	3	Business negotiation
Gen AI data governance	2	Stakeholder management	4	Taxonomy application	3	Budgeting
Gen AI principles and applications	3	Change management	4	Risk management	4	Strategy planning
Prompt design	3	Contract and vendor management	4	Project management	4	Corporate governance
		Corporate and business law application	4	Regulatory and legal advisory	4	People performance management
		Legal drafting and writing	4	Regulatory risk assessment	4	Policy implementation and revision

1. Transferable skills with an increase in one level of proficiency is considered easier to acquire than transferable skills with multiple levels of increase in proficiency, followed by net new additional skills. Depending on job redesign for the financial institution, the financial institution will have to pick select skills to reskill employees on, via a combination of on-the-job training and existing courses.

Source: SkillsFuture Skills Framework