



Legal Secretary Training



2 - 13 September 2024



Boston (USA)

# Legal Secretary Training

course code: P9041 From: 2 - 13 September 2024 Venue: Boston (USA) - course Fees: 5500 Euro

## Program Content

1. The Legal Business Environment
2. Contracts & Legal Office Processes
3. Managing Contracts & Legal Documents
4. Automation Tools for the Legal/Contracts Secretary
5. Preparing Contracts & other Legal Instruments & Documents
6. Handling and Preparing Legal Correspondence
7. Preparing Legal Presentation Materials



