



Legal Secretary Training



3 - 7 March 2025



Geneva (Switzerland)

Legal Secretary Training

course code: P9041 From: 3 - 7 March 2025 Venue: Geneva (Switzerland) - course Fees: 4500 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

