



Legal Secretary Training



9 - 27 September 2024



Geneva (Switzerland)

# Legal Secretary Training

course code: P9040 From: 9 - 27 September 2024 Venue: Geneva (Switzerland) - course Fees: 6750 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
8. Collecting Information (Basic Legal Research)
9. An Action Plan for Highly Professional Performance & Recognition



