



Legal Secretary Training



3 - 7 February 2025



Munich (Germany)

# Legal Secretary Training

course code: P9041 From: 3 - 7 February 2025 Venue: Munich (Germany) - 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



