



Legal Secretary Training



29 December 2024 - 2 J



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Dubai (UAE)

# Legal Secretary Training

course code: P9041 From: 29 December 2024 - 2 January 2025 Venue: Dubai (UAE) - course Fees: 2500 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



