



Legal Secretary Training



19 May 2025 - 2025 Ma



Vienna

# Legal Secretary Training

course code: P9041 From: 19 May 2025 - 2025 May 23 Venue: Vienna - 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



