



Legal Secretary Training



22 September - 3 October



Manama (Bahrain)

Legal Secretary Training

course code: P9041 From: 22 September - 3 October 2024 Venue: Manama (Bahrain) - Crowne Plaza course Fees: 3700 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

