



Legal Secretary Training



17 March 2025 - 2025 N



Bangkok (Thailand)

Legal Secretary Training

course code: P9041 From: 17 March 2025 - 2025 March 21 Venue: Bangkok (Thailand) - course Fees: 5500 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

