



Legal Secretary Training



8 - 12 December 2024



Amman (Jordan)

Legal Secretary Training

course code: P9041 From: 8 - 12 December 2024 Venue: Amman (Jordan) - Vip Business Center 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

