



# تحسين كتابة القانون وصياغة العقود: الإتقان في الكتابة القانونية وصياغة العقود

**Duration:** 5 Days

**Language:** ar

**Course Code:** PO5 - 114

## Objective

:Upon completion of this course, participants will be able to

- Understand the fundamentals of legal writing and contract law.
  - Draft various types of legal documents with precision.
  - Apply principles of clear and effective legal writing.
- Recognise and avoid common pitfalls in contract drafting.
  - Analyse and interpret complex legal texts.
- Utilise advanced drafting techniques to improve document quality.

## Audience

:This course is ideal for

- Lawyers and legal professionals
- Paralegals and legal assistants
- Contract managers and procurement officers
- Business owners and entrepreneurs
- Anyone involved in drafting or reviewing legal documents

## Training Methodology

The course employs a mix of interactive lectures, practical exercises, and real-world case studies. Participants will engage in group discussions, workshops, and individual assignments .to practice drafting and reviewing legal documents

## Summary

Unlock the essential skills for proficient legal writing and contract drafting. This course offers comprehensive training designed to enhance your ability to draft clear, concise, and enforceable legal documents. Whether you're new to legal writing or looking to refine your skills, this programme covers the critical elements of drafting effective contracts, .understanding legal terminology, and applying best practices in legal documentation

## Course Content & Outline

### Section 1: Fundamentals of Legal Writing

- Overview of legal writing
- Importance of clarity and precision
- Common legal terms and their usage

### Section 2: Structure and Style

- Organising legal documents
- Developing a professional tone
- Techniques for Concise Writing

### Section 3: Drafting Contracts

- Types of contracts and their key components
  - Best practices for drafting various clauses
- Avoiding ambiguities and ensuring enforceability

#### **Section 4: Reviewing and Editing**

- Methods for Effective Proofreading
- Identifying and correcting common errors
  - Enhancing readability and coherence

#### **Section 5: Advanced Drafting Techniques**

- Incorporating complex legal concepts
  - Handling negotiations and revisions
- Customising templates for specific needs

#### **Section 6: Practical Application**

- Real-life case studies
- Group exercises in drafting and review
- Feedback and improvement strategies

### **Certificate Description**

Holistique Training. عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993، ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة

الشؤون القانونية والعقود, التشريعات والأنظمة القانونية, الإدارة والسكرتارية

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