



*Training Course:  
Legal Interpretation and Analysis Skills and  
Drafting Legal Procedures*

*13 - 17 May 2024  
Geneva (Switzerland)*

## Training Course: Legal Interpretation and Analysis Skills and Drafting Legal Procedures

Training Course code: PC235058 From: 13 - 17 May 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

The "legal or legislative drafting" is mainly concerned with the formation of a binding legal text, including laws, regulations, decisions issued by the executive authority, contracts, instruments, etc., and the drafting does not require the citation of legal grounds, and in general, it does not have any personal character.

As for the linguistic style by which all legal documents are formulated, it rarely changes. By linguistic style, what is meant is the linguistic characteristics and structures used in writing the legal document. All drafters of legal documents use almost the same features, characteristics, and linguistic structures. Hence, while the form template of a document differs from another, all legal documents use, in general, the same linguistic style, and this training course is concerned with the rules and methods of scientific and practical legal drafting of procedures as well as legal interpretation and analysis with practical training on them in a way that achieves the participants to acquire legal drafting skills professionally.

### Training Program Objectives

At the end of the training program, the participants will be able to:

- Knowledge of the fundamental differences between the origins of administrative drafting and legal drafting
- Formulation of administrative procedures and decisions
- Drafting the legal sentence: [the situation, the legal ruling]
- Principles of legal drafting and objectives of the legal drafter
- Legal interpretation and analysis
- The technical and legal composition of the legal base
- Learn what to consider in drafting, and what not to do
- Evaluate and review the final drafting of legal documents
- Principles of good legal drafting
- Applying legal drafting rules and approaches in an integrated manner

### Target audience

- Institutions and companies' managers.
- Those working in the field of law in business establishments.
- Businessmen wishing to develop their legal skills.
- Attorneys and trainees of the legal profession.
- Those working in the field of legal administration of all kinds.
- Everyone who wants to develop their skills and experience sees the need for this course.

### Training Program Outlines

Basic Legal Drafting Skills

- Distinguishing between legal writing terms, legal drafting, and legislative drafting
- The purpose of legal drafting
- Specialization in legal drafting
- Legal writing systems
- Organization of the legal document

#### Technical legal drafting methods

- The overall structure of the legal document preamble, subject, end
- Achieving accuracy and clarity in legal rules
- The unity of the form and the unity of the subject of the legal document
- classification method
- Classification principles for legal writing

#### Technical drafting of legal rules

- Legal syntax
- Hypothesis/case, and judgment: the addressee of the judgment
- legal subject
- legal action
- Practical examples of legal drafting defects

#### Legal Analysis and Interpretation

- Legal analysis and the need for legal research
- Cases that require legal interpretation
- doctrines of interpretation
- Different schools of legal interpretation
- internal and external methods of interpretation

#### Drafting legal procedures

- Checking the formulation of ideas
- The form of drafting procedures and the difference between the decision and the regulation
- Physical and moral formulation of procedures
- Rigid and flexible formulation of procedures
- Legal drafting recommendations

## Registration form on the Training Course: Legal Interpretation and Analysis Skills and Drafting Legal Procedures

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

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to: Global Horizon  
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