



*Training Course:  
Legal Writing, Legislative Drafting, and Contract  
Design Skills*

*21 - 25 April 2025  
Vienna (Austria)*

## Training Course: Legal Writing, Legislative Drafting, and Contract Design Skills

Training Course code: PC235310 From: 21 - 25 April 2025 Venue: Vienna (Austria) - Training Course Fees: 5750 € Euro

### Introduction:

Legal writing, legislative drafting, and contract design skills are essential aspects in the field of law. These skills play a vital role in guiding and implementing policies, laws, and contracts accurately and clearly. This training course aims to provide participants with the knowledge and skills necessary to enhance their abilities in legal writing, legislative drafting, and contract design, contributing to the effectiveness of legal work and legal communication.

### Course Objectives:

- Understand the principles and foundations of legal writing and legislative drafting.
- Learn techniques for accurately and clearly drafting legal texts.
- Develop the ability to analyze and understand laws and regulations.
- Acquire skills in designing legal contracts, including structuring clauses and specifying terms.
- Enhance negotiation skills and handling legal contract disputes.

### Target Audience:

- Law and legal studies students: Those who wish to enhance their understanding of legal concepts and learn writing and drafting skills.
- Corporate and institutional employees: Legal and contract team members seeking to develop their skills in drafting and designing contracts.
- Lawyers and legal consultants: Improving skills in writing legal memoranda and drafting legal documents.
- Company managers and business professionals: Understanding how to design effective contracts and engage in legal negotiations.
- Anyone interested in legal work and looking to develop skills in legal writing and contract design.

### Outlines:

#### Day 1: Introduction to Legal Writing and Legislative Drafting

- Introduction to legal writing skills and their importance.

- Foundations of legislative drafting: Definitions and basic concepts.
- Analysis and understanding of laws and regulations: Reading and interpreting legal texts.

#### Day 2: Applications of Legal Writing and Legislative Drafting

- Drafting legal paragraphs: Using the correct legal terminology and sentence structure.
- Drafting legislative clauses: Formatting and constructing laws and regulations.
- Principles of accuracy and clarity in legal writing.

#### Day 3: Designing Legal Contracts

- Introduction to contract design and its importance.
- Elements of a contract: Parties, subject matter, price, conditions, signatures.
- Writing legal clauses in contracts: Exemptions, warranties, penalties.

#### Day 4: Negotiation and Dealing with Contracts

- Legal negotiation skills: Preparation, communication, dispute resolution.
- Understanding legal language in negotiation sessions.
- Strategies for resolving legal disputes in the context of contracts.

#### Day 5: Practical Exercises and Final Review

- Simulation of designing and writing legal contracts.
- Review and evaluation of common mistakes in legal writing.
- Recap of tips and legal tools to improve writing and drafting.

## Registration form on the Training Course: Legal Writing, Legislative Drafting, and Contract Design Skills

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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
- ☐ Please invoice my company

### 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

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
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