



*Training Course:
Modern Standards in Preparing, Drafting, and
Presenting Legal Memoranda*

22 - 26 June 2025

Cairo (Egypt)

Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course: Modern Standards in Preparing, Drafting, and Presenting Legal Memoranda

Training Course code: SC236036 From: 22 - 26 June 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3875 € Euro

Introduction

In today's fast-evolving legal and corporate environments, the ability to prepare, draft, and present legal memoranda with modern standards is essential for effective decision-making, risk management, and compliance. Legal memoranda are critical documents that communicate legal analysis, advice, and recommendations clearly and persuasively to decision-makers.

The Modern Standards in Preparing, Drafting, and Presenting Legal Memoranda program, designed by Global Horizon Training Center, equips managers with advanced skills and best practices to produce high-quality legal memoranda. This course integrates contemporary drafting techniques, presentation skills, and technological tools to meet the demands of modern legal communication.

Objectives

By the end of this training, participants will be able to:

- Understand the purpose and importance of legal memoranda in organizational contexts.
- Master modern drafting standards and formats for legal memoranda.
- Analyze legal issues thoroughly and present them clearly and logically.
- Enhance legal writing style for clarity, conciseness, and professionalism.
- Utilize effective presentation techniques for legal memoranda.
- Incorporate technology and digital tools to improve drafting and presentation.
- Critically review and revise memoranda to meet high standards of quality.

Course Methodology

This program employs a rich blend of:

- Interactive Lectures covering theory, standards, and best practices.
- Hands-on Drafting Exercises for practical skill development.
- Case Studies illustrating exemplary memoranda and common errors.
- Group Workshops to collaborate and refine writing and presentation.

- Presentation Practice Sessions to improve delivery and persuasion.
- Peer and Expert Feedback for continuous improvement.

Organizational Impact

By enhancing managers' skills in legal memorandum drafting and presentation, organizations will benefit from:

- More effective legal communication supporting better decision-making.
- Increased accuracy and professionalism in legal documentation.
- Greater organizational transparency and compliance.
- Improved ability to manage risks through well-documented legal advice.
- Enhanced reputation and credibility internally and externally.
- Stronger alignment of legal advice with strategic business goals.

Target Audience

This course is designed for:

- Managers involved in legal, compliance, and governance functions.
- Legal Advisors and Corporate Counsel.
- Compliance Officers and Risk Managers.
- Senior Administrative Managers who draft or oversee legal documents.
- Professionals responsible for internal and external legal communications.
- Anyone seeking to improve legal writing and presentation skills.

Outline

Day 1: Fundamentals of Legal Memoranda

- Understanding Legal Memoranda: Purpose and Types
- Key Components and Structure of a Legal Memorandum
- Principles of Legal Reasoning and Analysis
- Modern Standards in Legal Writing

- Workshop: Evaluating Sample Memoranda

Day 2: Drafting Clear and Concise Legal Memoranda

- Writing Style: Clarity, Precision, and Objectivity
- Organizing Complex Legal Issues Logically
- Use of Headings, Subheadings, and Numbering for Readability
- Legal Citations and Referencing Standards

Day 3: Advanced Techniques for Legal Analysis and Argumentation

- Critical Issue Spotting and Legal Research Integration
- Developing Strong Legal Arguments and Recommendations
- Balancing Legal Risks and Practical Considerations
- Incorporating Policy and Strategic Business Contexts
- Group Activity: Drafting Legal Arguments for Case Studies

Day 4: Presenting Legal Memoranda Effectively

- Presentation Skills for Legal Documents
- Using Visual Aids and Technology to Enhance Understanding
- Oral Briefings and Defense of Legal Memoranda
- Handling Questions and Objections Professionally

Day 5: Reviewing, Editing, and Finalizing Memoranda

- Techniques for Critical Review and Quality Assurance
- Common Pitfalls and How to Avoid Them
- Ethical Considerations in Legal Drafting
- Document Management and Confidentiality Protocols

Registration form on the Training Course: Modern Standards in Preparing, Drafting, and Presenting Legal Memoranda

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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):
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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