



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

*1 - 5 December 2025  
Madrid (Spain)  
Pestana CR7 Gran Vía*

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

Training Course code: SC236036 From: 1 - 5 December 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € 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): .....  
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

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place.

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registration  
form to: +20233379764

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

Complete & return the  
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