



*Training Course:  
Drafting Legal Regulations, Administrative  
Decisions, and Memoranda*

*15 - 19 December 2025  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Drafting Legal Regulations, Administrative Decisions, and Memoranda

Training Course code: SC236034 From: 15 - 19 December 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

### Introduction

In the complex and regulated environments of modern organizations, the ability to draft clear, precise, and legally sound documents is crucial for effective governance and operational success. Whether it's legal regulations, administrative decisions, or official memoranda, these documents serve as the backbone for compliance, communication, and organizational integrity.

The Drafting Legal Regulations, Administrative Decisions, and Memoranda program, designed by Global Horizon Training Center, is specifically tailored for managers who are responsible for creating, reviewing, or overseeing legal and administrative documents. This course provides participants with comprehensive skills to draft documents that are not only legally compliant but also strategically aligned with organizational goals.

### Objectives

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

- Understand the legal framework governing regulations, decisions, and memoranda.
- Distinguish between various types of legal and administrative documents.
- Apply principles of clear, concise, and effective drafting.
- Develop legally compliant and operationally sound regulations and decisions.
- Draft memoranda that communicate policy and decisions clearly and persuasively.
- Review and edit documents to enhance clarity and legal accuracy.
- Manage document approval and dissemination processes effectively.

### Course Methodology

The training utilizes a combination of:

- Expert-led Lectures explaining legal concepts and drafting techniques.
- Practical Drafting Exercises for hands-on experience.
- Case Studies illustrating best practices and common pitfalls.
- Group Discussions to share insights and practical challenges.

- Templates and Checklists to support drafting quality documents.
- Review and Feedback Sessions to improve participant drafts.

## Organizational Impact

Implementing the skills gained from this program will enable organizations to:

- Reduce legal risks through precise and compliant document drafting.
- Enhance decision-making clarity and enforceability.
- Improve internal communication and documentation standards.
- Strengthen organizational governance and accountability.
- Ensure smooth regulatory compliance and reduce disputes.
- Foster professionalism and consistency in official documentation.

## Target Audience

This program is designed for:

- Managers involved in legal, compliance, and administrative functions.
- Legal Advisors and Corporate Secretaries.
- Compliance Officers and Risk Managers.
- Administrative Heads and Policy Makers.
- HR Managers involved in regulatory documentation.
- Any manager responsible for drafting, reviewing, or approving official documents.

## Outlines

### Day 1: Introduction to Legal and Administrative Drafting

- Overview of Legal Regulations, Administrative Decisions, and Memoranda
- Legal and Regulatory Frameworks Impacting Drafting
- Key Principles of Legal Writing and Drafting
- Structure and Types of Legal and Administrative Documents

- Workshop: Analyzing Sample Documents

#### Day 2: Drafting Legal Regulations

- Purpose and Scope of Legal Regulations
- Drafting Techniques for Clarity, Precision, and Compliance
- Language and Terminology in Legal Regulations
- Incorporating Enforcement and Compliance Mechanisms

#### Day 3: Drafting Administrative Decisions

- Understanding Administrative Decisions and Their Legal Effect
- Elements and Structure of Effective Administrative Decisions
- Drafting Decisions that Are Clear, Defensible, and Actionable
- Review of Case Law and Examples

#### Day 4: Drafting Effective Memoranda

- Purpose and Types of Memoranda in Organizations
- Style, Tone, and Clarity in Memoranda Writing
- Organizing Information for Maximum Impact
- Handling Sensitive and Confidential Information
- Exercise: Drafting Internal and External Memoranda

#### Day 5: Review, Editing, and Approval Processes

- Techniques for Reviewing and Editing Legal Documents
- Ensuring Consistency and Legal Accuracy
- Document Approval Workflows and Record Keeping
- Communicating and Disseminating Documents Effectively
- Final Workshop: Review and Critique of Participant Drafts

## Registration form on the Training Course: Drafting Legal Regulations, Administrative Decisions, and 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

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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