



*Training Course:
Legal Analysis of Administrative Decisions*

*21 September - 2 October 2026
London (UK)*

Training Course: Legal Analysis of Administrative Decisions

Training Course code: SC236433 From: 21 September - 2 October 2026 Venue: London (UK) - Training Course Fees: 10300 € Euro

Introduction

Legislation regulates and governs the functioning of society as a whole, including its individuals and various organizations. Drafting legislation is a sophisticated legal craft that is comparable to civil or architectural engineering. Just as an error in structural engineering may cause the collapse of an entire building, a mistake in legislative drafting may lead to serious organizational and regulatory problems affecting society or its institutions. Therefore, legislation requires precision, expertise, and careful wording to ensure clarity, legal certainty, and effective implementation without creating administrative or legal obstacles.

This training program is designed to provide participants with comprehensive knowledge and practical skills related to legislative drafting, the analysis of administrative decisions, and the formulation of regulations in accordance with modern legal and administrative frameworks. Through theoretical knowledge, case studies, and practical workshops, participants will learn how to structure legislative texts, draft clear legal rules, and evaluate administrative decisions effectively.

Objectives

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

- Acquire practical skills for drafting regulations and decisions in terms of structure and appropriate legal terminology.
- Develop essential skills in legislative drafting and constructing legislative sentences.
- Gain the necessary competencies for issuing decisions, legislative systems, and regulations in compliance with legal frameworks.
- Conduct in-depth analysis of commonly used legislative drafting expressions, including their advantages and disadvantages.
- Develop the ability to prepare well-structured and precisely drafted administrative decisions and regulations.
- Master techniques and concepts for drafting decisions, regulations, and administrative circulars through practical exercises.
- Understand how to evaluate and review the final drafting of administrative decisions and regulations.
- Practice real applications of legislative drafting for laws and administrative decisions.
- Analyze legal texts and administrative regulations to ensure clarity, consistency, and legal compliance.
- Strengthen participants' ability to draft professional legislative and administrative documents used in governmental and institutional environments.

Target Audience

- Directors of legal departments, legal divisions, and contract management departments in various organizations.
- Members of legal departments within institutions and companies of different sectors.
- Legal advisors and their assistants in institutions, ministries, and governmental entities.
- Professionals responsible for legal functions within different organizations.
- Specialists involved in legislation, regulatory decisions, and their implementation.
- Legal professionals working in legislative departments within ministries of justice and other entities.
- Members of legal departments in governmental institutions, authorities, and private companies.
- Specialists working in ministries or departments of legal affairs.
- Professionals providing legal consultation and advisory services to administrative bodies and private institutions.
- Anyone interested in developing their legal drafting skills and expertise.

Course Outline

Day 1 - Foundations of Legislative Systems

- The concept and purpose of legislation
- Sources of legal rules and legislative authority
- The relationship between law, regulation, and administrative decisions
- Principles governing legislative drafting
- The role of legislation in public administration and governance

Day 2 - The Principle of Legislative Hierarchy

- Constitutions and constitutional supremacy
- Legislation and regulatory systems
- Executive laws and regulations
- Administrative decisions and bylaws
- Administrative circulars and instructions

- Interaction between different levels of legal norms

Day 3 - Legal Framework of Administrative Decisions

- Definition and legal nature of administrative decisions
- Types of administrative decisions
- Conditions for validity of administrative decisions
- Legal authority and jurisdiction in issuing decisions
- Legal consequences of administrative decisions

Day 4 - Legislative Structure of Systems, Regulations, and Decisions

- Preamble and issuance articles
- Essential elements of legislative systems and regulations
- Structural components of administrative decisions
- Drafting introductory provisions and legal references
- Structuring articles and clauses effectively

Day 5 - Legal Effectiveness of Administrative Decisions

- Entry into force of administrative decisions against individuals and administration
- Publication and notification requirements
- Invalidity and nullity of administrative decisions
- Legal review and administrative appeals
- Final provisions of systems and administrative decisions

Day 6 - Technical Drafting of Legal Rules

- Structure of the legislative sentence
- The legal hypothesis legal condition
- The legal ruling or provision
- The legal subject addressee and legal action

- Distinction between legal language and ordinary language

Day 7 - Advanced Legislative Drafting Techniques

- Differences between linguistic sentences and legislative sentences
- Drafting clear and precise legal rules
- Avoiding ambiguity and contradictory provisions
- Legal terminology and proper wording
- Ensuring consistency within legislative texts

Day 8 - Techniques for Improving Legal Drafting

- Allocating one sentence for each idea
- Avoiding multiple ideas in one sentence
- Using short and medium-length legislative sentences
- Structuring legal texts using numbering systems
- Applying parallel structure and balanced legal wording

Day 9 - Review and Evaluation of Legislative Drafting

- Methods for reviewing legislative texts
- Identifying drafting errors and inconsistencies
- Ensuring compliance with legal frameworks
- Legal editing and final drafting review
- Practical exercises in reviewing administrative regulations

Day 10 - Practical Workshops in Legislative Drafting

- Legislative drafting exercises using real case studies
- Selection of appropriate legal terminology
- Drafting administrative regulations and decisions
- Evaluation and peer review of drafted legal texts

- Final workshop: drafting a complete administrative regulation

Registration form on the Training Course: Legal Analysis of Administrative Decisions

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

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Payment Method

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