

# Developing legal advisory and administrative skills

Law and Contract Management  
Kuala Lumpur (Malaysia)  
21 - 25 Apr 2025

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The image features a chessboard with several chess pieces. In the foreground, a large, ornate gold king piece stands prominently on a dark square. To its left, a silver pawn is positioned on a light square. Further back, another silver pawn is visible on a light square. The chessboard is set against a background of concentric, light gray circles that create a sense of depth and focus. The overall aesthetic is professional and strategic.

## Developing legal advisory and administrative skills

**Ref:** 321727\_145118 **Date:** 21 - 25 Apr 2025 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 Euro

### Introduction:

Preparing legal studies and consultations is one of the skills that must be enjoyed by lawmen in their various jobs, and it may depend heavily on long practical experience, friction and experiences, but it does not stop at this point, as it also needs a scientific method in legal research and reaching results as well. Regarding the legal method for presenting the results of the study or opinion, this training program provides a distinctive way to develop the legal and practical aspects of legal advice, so that the participants can train on the subject and master it in a practical way.

### Course Objectives

- Gain the required skills in the legal advisor to be able to provide the required advice.
- Gain the skill of professionally preparing a legal advice memorandum.
- Gain legal analysis skills.
- Gaining the skills of writing legal notes in general among the participants.
- Gaining the skills of receiving legal advice and communicating with people related to them.
- Acquisition of study skills, techniques and concepts of legal research.
- Understanding how to mix theory and practice in writing legal opinion memorandums for different business entities.
- Realizing the requirements of meaningful legal notes.
- Practical practice of how to research legal issues and issue legal advice.

### Course Outlines

#### 1 Day

##### personal skills to receive legal advice:

- Learn about the role of the legal advisor
- Effective communication skills in legal advice
- Listening skill, speaking art and questioning techniques
- Overcoming physical and moral barriers to communication
- Communication laws

#### 2 Day

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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**objective legal analysis skills:**

- Scientific legal writing
- The difference between legal analysis and legal drafting
- Persuasive analysis and objective analysis
- The four steps of legal analysis
- Supports, evidence and sources of legal rules

**3 Day**

**dealing with and discussing the issue under request for advice:**

- Finding the legal adaptation and its importance
- View the relevant provisions and texts
- Apply rules to facts
- Extract the result
- The difference between the legal opinion and the advisor's opinion

**4 Day**

**legal advice skills:**

- The difference between opinion notes and judicial notes
- Oral advice and written advice
- Counseling methodology
- Written legal advice notes format

**5 Day**

**technical skills for the legal drafting of opinion notes:**

- Allocating a sentence for each idea, and not allocating more than one idea for a single sentence
- Use short and medium length sentences
- Use the method of classification to avoid the use of long sentences
- The use of parallelism, balance, and repetitive compositional words
- Putting connected words
- Use pronouns

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