MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Rule of Law, Democracy and Rights

Drafting Legal Documents

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2669	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents the Drafting Legal Documents course, designed to equip legal professionals with the essential skills and knowledge required to draft clear, precise, and effective legal documents. This course covers the principles of legal writing, structure, language, and style necessary for creating various legal documents, including contracts, agreements, memorandums, and briefs.

The Drafting Legal Documents course by Magna Skills provides a comprehensive approach to mastering the art of legal drafting. Participants will gain practical skills and knowledge essential for creating effective and precise legal documents. Through detailed modules, this course prepares legal professionals to draft documents that meet professional standards and legal requirements.

Course Outcomes

- **Master Legal Writing Techniques:**
  - Understand the principles of effective legal writing.
  - Learn the importance of clarity, precision, and conciseness in legal documents.
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Understand Document Structure:

- Gain knowledge of the standard structure and components of legal documents.
- Learn to organize and present information logically and coherently.

- **Develop Skills in Legal Language and Style:**
  - Learn to use appropriate legal terminology and language.
  - Understand the importance of tone, style, and readability in legal documents.
- **Draft Various Types of Legal Documents:**
  - Gain practical experience in drafting contracts, agreements, and other legal documents.
  - Learn the specific requirements and conventions for different types of legal documents.
- **Review and Edit Legal Documents:**
  - Develop skills in reviewing and editing legal documents for accuracy and compliance.
  - Learn techniques for proofreading and ensuring legal documents are error-free.

Course Outline / Curriculum

Module 1: Principles of Legal Writing

- Fundamentals of legal writing
- Importance of clarity and precision
- Techniques for effective legal communication

Module 2: Structure of Legal Documents

- Standard components of legal documents
- Organizing information logically
- Creating coherent and structured documents

Module 3: Legal Language and Style

- Using appropriate legal terminology
- Tone and style in legal writing
- Enhancing readability and comprehension

Module 4: Drafting Contracts and Agreements

- Key elements of contracts and agreements
- Common clauses and their drafting
- Ensuring enforceability and compliance

Module 5: Drafting Memorandums and Briefs

- Structure and components of memorandums and briefs
- Techniques for persuasive legal writing
- Presenting arguments and legal analysis effectively

Module 6: Drafting Legal Correspondence

- Types of legal correspondence
- Formal and informal legal letters
- Communicating effectively with clients and stakeholders

Module 7: Legal Document Review and Editing

- Techniques for reviewing legal documents
- Identifying and correcting errors
- Ensuring accuracy and compliance

Module 8: Proofreading Legal Documents

- Importance of proofreading in legal drafting
- Common proofreading techniques
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Ensuring error-free legal documents

Module 9: Case Studies and Practical Exercises

- Real-world legal drafting scenarios
- Practical drafting exercises
- Application of learned concepts in practice

Module 10: Best Practices in Legal Drafting

- Best practices and guidelines for legal drafting
- Avoiding common pitfalls and mistakes
- Continuous improvement in legal drafting skills

Who Can Attend:

- Lawyers and legal practitioners
- Paralegals and legal assistants
- Law students and graduates
- Legal professionals seeking to improve their drafting skills
- Anyone involved in creating or reviewing legal documents

This course is designed to provide participants with the essential skills and knowledge needed to draft effective legal documents, ensuring they meet professional standards and legal requirements.

Target Audience

- Legal advisors in Government
- Corporate and in-house legal advisors
- Practitioners in dispute resolution
- Attorneys in litigation departments

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Drafting Legal Documents
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____