# Developing legal advisory and administrative skills

23 – 27 November 2026
Online



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## Introduction

Legal advisory is one of the essential skills that lawyers must master in their various professions. While it often relies on long practical experience, engagement with real-world cases, and accumulated knowledge, it also demands a scientific method in legal research and result-oriented conclusions. This course is designed to provide participants with a unique approach to developing both the legal and practical aspects of legal advisory, allowing them to train and master this skill in a hands-on, practical way. If you aspire to become the best legal advisor, this course is the perfect opportunity for you.

## Course Objectives

- Gain the necessary skills as a legal advisor to provide the required advice with professionalism.
- Learn how to professionally prepare a legal advisory memorandum.
- Develop legal analysis skills and their application to different legal issues.
- Acquire skills in writing legal notes effectively.
- Gain expertise in receiving legal advice and communicating with relevant parties.
- Master the techniques and concepts of legal research and how to apply them.
- Learn how to blend theory and practice in writing legal opinion memorandums for various business entities.
- Understand the requirements for meaningful legal notes.
- Practice how to research legal issues and provide actionable legal advice.

## Course Outlines

### Day 1: Personal Skills for Receiving Legal Advice

- Understand the role of a legal advisor and how to provide effective legal advice.
- Effective communication skills in legal advisory settings.
- Learn the art of listening, questioning techniques, and effective speaking.
- Overcome physical and psychological barriers in communication.
- Understand the laws of communication and how they impact legal advisory.



## Day 2: Objective Legal Analysis Skills

- Scientific legal writing and its importance.
- The difference between legal analysis and legal drafting.
- Learn about persuasive and objective legal analysis.
- The four steps of legal analysis: identifying facts, rules, application, and conclusion.
- Identify supports, evidence, and sources of legal rules in analysis.

## Day 3: Addressing the Issue for Legal Advice

- Finding the legal adaptation and its importance.
- Review the relevant provisions and texts related to the issue.
- Apply legal rules to the facts at hand.
- Learn how to extract the conclusion from legal facts.
- The difference between a legal opinion and an advisor's opinion.

## Day 4: Legal Advisory Skills

- Distinguish between opinion notes and judicial notes.
- The difference between oral advice and written advice.
- The methodology behind legal advisory.
- The proper format for written legal advice notes.

## Day 5: Technical Skills for Drafting Legal Opinion Notes

- Allocate one sentence per idea and avoid clustering multiple ideas in a single sentence.
- Use short and medium-length sentences for clarity.
- Classify information to avoid long and complicated sentences.
- Apply parallelism, balance, and repetitive compositional words.
- Use connecting words and pronouns for clarity and coherence in legal writing.

# Why Attend This Course: Wins & Losses!

- Gain essential skills as a legal advisor, enabling you to offer professional, reliable legal advice.
- Learn how to prepare legal advisory memorandums with precision and accuracy.
- Master legal analysis skills, which will enhance your ability to make well-informed decisions.
- Gain practical experience in handling real-life legal issues and producing legal advice.
- Develop a strong foundation in legal research, allowing you to support your advisory work with credible sources.
- Learn how to combine theoretical knowledge and practical skills to deliver legal advice effectively.
- Receive a certificate in legal advisory, boosting your professional credibility and career advancement.



## Conclusion

This course is a perfect opportunity for anyone who wants to enhance their skills as a legal advisor. Whether you're an experienced legal professional looking to refine your skills or new to the field, this course will help you improve your legal research, analysis, and advisory capabilities. With practical applications, expert instruction, and a comprehensive curriculum, this course will equip you to handle legal issues with confidence and professionalism.

**Enroll now and take the first step towards becoming a proficient, skilled legal advisor with expertise in providing high-quality legal advice and making impactful decisions.**

