

HDTC Training Center

Provide

Technical proposal of the Training program

Legal drafting skills training



Introduction

Legal drafting is a fundamental skill for every legal professional, as it directly influences the clarity, enforceability, and integrity of legal documents. Whether drafting contracts, memoranda, agreements, or legal letters, the ability to communicate complex legal ideas in a clear, precise, and structured manner is essential.

This 3-day intensive course equips participants with the foundational knowledge and hands-on experience required to produce professional legal documents with accuracy and confidence. Through a mix of theory, real-life examples, and practical workshops, attendees will gain the tools and techniques needed to draft high-quality legal content that meets professional and regulatory standards.

Program Objectives:

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

- Understand the key principles of clear and effective legal drafting.
- Draft basic legal documents with appropriate structure and terminology.
- Avoid ambiguity, legal pitfalls, and drafting errors.
- Edit, proofread, and improve the clarity and enforceability of legal documents.

Program Outlines:

★ Day 1: Legal Drafting Foundations & Language Use

- The purpose and scope of legal drafting
- Plain English in legal writing vs. legalese
- Common pitfalls and how to avoid ambiguity
- Legal document components: headings, recitals, definitions, clauses
- Correct grammar, punctuation, and syntax in legal drafting

★ Day 2: Drafting Key Legal Documents

- Structure and essential clauses in contracts
- Drafting NDAs, MOUs, and service agreements
- Key terms: warranties, indemnities, limitations of liability, termination
- Using templates appropriately
- Legal risk and enforceability considerations

★ Day 3: Drafting in Practice & Final Review

- Legal letters: notices, legal opinions, letters before action
- Reviewing, editing, and redlining techniques
- Drafting with clients, regulators, and third parties in mind
- Legal drafting ethics and accountability

Program Outputs:

- Understand the core principles and structure of legal drafting.
- Draft various types of legal documents, including contracts, NDAs, and legal letters.
- Apply plain and precise legal language to minimize ambiguity and legal risk.
- Identify and correct errors, unclear terms, and inconsistent phrasing in legal texts.
- Structure legal documents effectively using industry-recognized formatting and clause styles.
- Use editing and redlining tools to review and refine legal drafts.
- Apply drafting skills in real-world legal scenarios and professional settings.

Target Audience:

- ✓ Junior to mid-level legal professionals
- ✓ In-house counsel and legal advisors
- ✓ Contract and compliance officers
- ✓ Paralegals and law graduates
- ✓ Government and corporate legal staff

Program competencies and qualifications:

- ❖ Legal document structuring
- ❖ Use of clear and enforceable legal language
- ❖ Contract and clause drafting
- ❖ Review and redlining techniques
- ❖ Legal risk awareness

Training methods:

- ✓ Technology-based learning.
- ✓ Simulation in Training.
- ✓ On-the-job guidance.
- ✓ Trainer-Led Training.
- ✓ Work Teams and Roles.
- ✓ Films and Videos.
- ✓ Case Studies and Workshops.