Garnet
Garnet Global Training Center

GGT-LG-119

Law, Arbitration & Compliance

Legal Skills for Non-Lawyers

المهارات القانونية لغير القانونيين

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Foundation**

Overview

Legal Skills for Non-Lawyers is designed for people who are new to the subject, or who need a structured refresher before taking on more responsibility. Legal skills for in-house counsel, contract teams and compliance functions. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Explain the key concepts, terms and standards of Legal Skills for Non-Lawyers.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.
- Plan the next steps in your own learning.

Who should attend

Lawyers, legal advisers, contract managers and compliance officers. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

Key topics

- Legal frameworks across the region
- Contract formation and risk
- Dispute resolution routes
- Regulatory compliance
- Legal research and drafting
- Case analysis

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Introduction to Legal Skills for Non-Lawyers
- Legal frameworks across the region
- Measurement and reporting

Day 2 Core concepts and terminology
- Contract formation and risk
- Dispute resolution routes

Day 3 Basic methods and tools
- Regulatory compliance
- Hands-on workshop on a workplace challenge

Day 4 Working safely and correctly
- Legal research and drafting
- Common mistakes and how to avoid them

Day 5 Practical exercises and review
- Case analysis
- Regional and international case studies

10-day outline

Day 1 Introduction to Legal Skills for Non-Lawyers
- Legal frameworks across the region
- Measurement and reporting

Day 2 Core concepts and terminology
- Contract formation and risk
- Dispute resolution routes

Day 3 Basic methods and tools
- Regulatory compliance
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Day 4 Working safely and correctly
- Legal research and drafting
- Common mistakes and how to avoid them

Day 5 Practical exercises and review
- Case analysis
- Regional and international case studies

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Checklists and templates to take away

Day 7 Digital tools, data and automation
- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice
- Global performance benchmarks
- Group discussion and peer review

Day 9 Capstone project
- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates
- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
4–8 Jan 2027	5-day classroom	Dubai	Arabic	4,750
1–5 Mar 2027	5-day online	Live online	Arabic	2,950
4–8 Apr 2027	5-day classroom	Cairo	English	4,750
12–23 Jul 2027	10-day classroom	Istanbul	English	8,950
17–21 Jan 2028	5-day classroom	Amsterdam	English	4,750
15–19 May 2028	5-day classroom	Istanbul	English	4,750
12–23 Jun 2028	10-day classroom	Dubai	Arabic	8,950
9–20 Oct 2028	10-day online	Live online	Arabic	5,450
9–13 Apr 2029	5-day classroom	London	English	4,750
2–6 Jul 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
8–12 Oct 2029	5-day classroom	Dubai	English	4,750
11–22 Nov 2029	10-day classroom	Cairo	English	8,950
3–7 Mar 2030	5-day classroom	Amman	Arabic	4,750
5–16 Aug 2030	10-day online	Live online	English	5,450
16–27 Sep 2030	10-day classroom	Singapore	English	8,950
17–21 Nov 2030	5-day classroom	Cairo	Arabic	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/