



## Course Length: 2 days

Legal Secretaries play a pivotal role in the efficient and smooth running of any office. This course will give a basic understanding of a wide range of legal issues that may be encountered in the working environment, giving delegates more confidence in the information they give.

### Who is this course for?

Those who work in solicitor offices, barrister chambers, law courts and legal departments of larger firms, estate agents, insurance companies, bank and building societies.

### Course objectives:

- Understand the distinction between civil and criminal law
- The sources of law
- Methods of dispute resolution
- Types of civil obligation
- Criminal law
- Employment law
- Property law

### Overview:

- Case law, legislation and European law
- Courts, tribunals and arbitration
- Essentials of a contract, terms, remedies, tort, negligence, nuisance, trespass definitions
- Requirements of a crime, types of offences and sanctions
- The contract of employment, legislation, termination of employment
- Wills and inheritance
- Freehold and leasehold land

## Dates and fees

Please see our website for course dates

**Course fees:** £450 + VAT

Optional accommodation is available to book and includes meals from breakfast on day 1 to lunch on day 2. Delegates attending on a non-residential basis will be provided with self service breakfast, beverages and lunch.

For details of our accommodation options and fees, please view our website.



## How to book

Visit Reed Business School website and book on-line  
[www.reedbusinessschool.co.uk](http://www.reedbusinessschool.co.uk) or complete an enrolment form and send to the address below

### Enquiries

**Reed Business School,**  
The Manor, Little Compton,  
Nr Moreton-in-Marsh  
Gloucestershire GL56 ORZ

**Tel:** 01608 674224

**Email:** [rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk)

