LEGAL WRITING & DRAFTING FOR NON-LEGAL PROFESSIONALS

Clarity, Accuracy, and Confidence in Every Document

10 - 11 December 2026
9.00am - 5.00pm | GMT +8

Concorde Hotel, KL
Zoom Platform

WHY YOU SHOULD ATTEND

This practical 2-day training empowers non-legal professionals with essential skills that are increasingly expected in modern roles which making it a valuable investment for your career and your organisation. You will learn to interpret legal terms, draft concise and effective documents, and avoid common pitfalls that create ambiguity or liability

By the end of this course, you will be able to draft business-legal correspondence with greater precision, review documents more effectively, and collaborate more confidently with legal teams ultimately reducing risk and improving professional communication standards across the organisation.

TARGET AUDIENCES

This training will be suitable for:

- Executives, managers, and team leaders
- Administrative, HR, finance, and procurement professionals
- Compliance, operations, and risk management officers
- Anyone who handles agreements, policies, letters, or formal documents
- Non-legal professionals seeking to improve clarity and accuracy in written communication

Organised by:

WEventz Pte Ltd (Singapore)
WEventz Malaysia Sdn Bhd (Malaysia)

HRD Corp Claimable Programme

This is a **Hybrid event** where participants can choose to attend **In Person** at our training venue or join **Virtually** via Zoom Platform.

www.weventz.sg

Strictly limited number of seats to ensure maximum learning and experience for all participants
Thorough and customized program to address current market concerns
Provision of a digital certificate to participants at the end of the training