



Get the Pitman Advantage™

## Legal Secretary – Wills and Probate

**Designed For:**  
Individuals wishing to pursue a career as a Legal Secretary.

**Pre-requisites:** Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 WPM), good letter layout and office practice skills.

**Objectives:** To give an introduction to the work, responsibilities, practice and structure of the Wills and Probate Department in a legal office.

Lesson	Course Content
1	Procedures to be followed when preparing a Will.
2	Codicils, enduring Power of Attorney and Deed of Revocation.
3	Procedures to be followed when obtaining Grant of Probate.
4	Documents associated with the distribution of an Estate.

### Benefits:

- Develop an awareness of the workings and structure of a Wills and Probate Department.
- Enjoy the flexibility and value of a self-study module designed to enable you to work at your own pace.
- A personalised workbook to use as a reference guide on completion of the module.

**Course duration: 7 hours**

**Price: £250.08 – including workbook, examination & certificate**

**For more information or to sample the course, free, please call us:**

**Manchester: 0161 923 6814**

**Holborn: 020 7025 4700**

**Notting Hill: 020 7792 5214**

Pitman Training Centre High Holborn, Notting Hill & Manchester operate under franchise of Pitman Training Group

**[www.holborntesting.co.uk](http://www.holborntesting.co.uk)**

How to find us:



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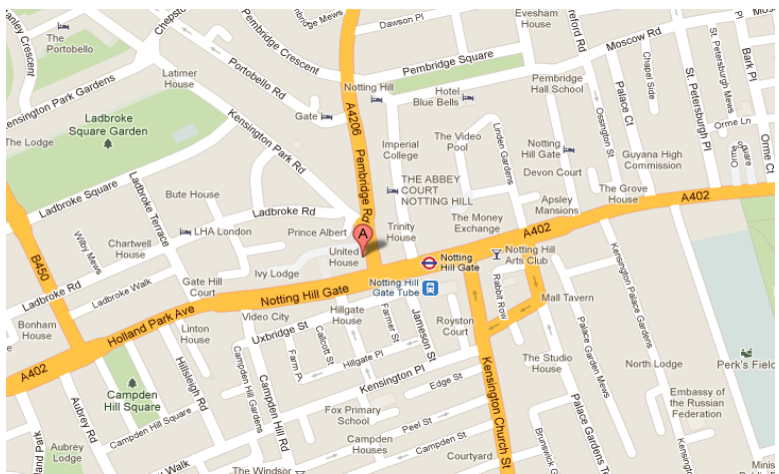
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303-306 High Holborn  
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### Notting Hill

1st Floor United House (Opposite  
Foxtons)  
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### Manchester

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