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

Course Content:

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

Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

Benefits:

- Develop an awareness of the workings and structure of a Wills and Probate Department
- 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
- The opportunity to gain the widely recognised Pitman Training certification

Duration: 7hrs

What Next?
Further Legal Secretarial Modules
Audio Transcription
Teeline Shorthand

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