



Legal Secretary Programme

البرنامج التأهيلي: السكرتارية القانونية



An accredited one-year qualifying programme (300 hours) to prepare professional legal secretaries. Covers typing, office management, electronic systems (Najiz) and legal drafting.

training hours

300

Delivery

In-person

Fees

On request

Programme code

LEGALSEC

Who should attend

- Secondary school and diploma graduates wishing to work in law firms
- Reception and secretarial staff in law firms and legal departments
- Case coordinators and paralegals seeking accredited qualification

Entry requirements

- A secondary school certificate or diploma as a minimum
- No prior legal or office experience is required; this is a qualifying programme that starts from the basics
- Fluency in Arabic, with a readiness to learn basic English and English legal terminology during the programme

What you will learn

- Managing the modern law office: appointments, files, correspondence and archiving
- Fast, accurate Arabic and English typing and formatting of legal documents
- Working with electronic judicial systems (Najiz and others)
- Draft basic legal correspondence and track hearings and deadlines
- Professional communication with clients, courts and official bodies

What the fee includes

- 300 training hours spread over a full training year in 11 administrative, legal and technical units
- Course and training materials for all units
- Hands-on training on the Najiz, Moeen and Musalaha platforms and the Saudi Business Center portal
- Touch-typing training in Arabic and English (40 hours)

- Ability to commit to in-person attendance over a full training year (300 hours) and to the field training
- Field training, continuous assessment and a final exam
- Certificate accredited by the Technical and Vocational Training Corporation (TVTC)

Assessment and certificate

- **Assessment method:** Continuous assessment throughout the year: attendance 10%, quizzes 10%, assignments 20%, field training 20% and final exam 40%; the pass mark is 60%.
- **Certificate:** Certificate of completion from Metropolis Training Institute, accredited by the Technical and Vocational Training Corporation (TVTC)
- **Accrediting body:** Technical and Vocational Training Corporation (TVTC)

Course outline

Administrative, Office and Language Skills

- The concept of executive secretarial work and modern office management.
- Organising appointments, receiving visitors and handling mail.
- Effective communication, listening skills and the art of conversation.
- Coping with work pressure and the public.
- Building a vocabulary base and essential grammatical structures.

Foundational Legal Knowledge

- Sources of law in the Kingdom and the stages of enacting regulations.
- Introduction to criminal law and the judicial system.
- Filing a claim, jurisdiction and service of process.
- Methods of appealing judgments.
- Core terminology for companies, contracts and courts.

Technical and Typing Skills

- Using the "Najiz" system (filing claims, applications).
- The "Moeen" system (Board of Grievances) and the "Musalaha" platform.
- The Saudi Business Centre platform and intellectual property.
- Arabic typing (20 hours) - reaching a speed of 30 words per minute.
- English typing (20 hours).
- Formatting text and typing symbols and punctuation marks.
- Electronic archiving and the fundamentals of storage and retrieval.
- Moving to the electronic office (paperless administration).

Drafting and File Management

- Technical legal drafting skills for memoranda.
- Fundamental principles of drafting commercial contracts.
- Components of the case file and preparing documents for each stage.
- Skills for preparing case files in accordance with approved judicial procedures.

Upcoming sessions

Dates are announced on the website



Enrol

[https://metropolis.training/en/pages/training/upcoming-courses/register.html?
program=LEGALSEC](https://metropolis.training/en/pages/training/upcoming-courses/register.html?program=LEGALSEC)

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