ADVANCED COURSE LEGAL AFFAIRS MANAGEMENT



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Introduction

A legal affairs function is judged in two ways: the disputes it prevents and the disputes it wins when prevention fails. Both depend on how legal risk is identified early, how advice reaches decision-makers, and how well the department manages its own workload. This Advanced Course Legal Affairs Management Training Course gives legal counsel, contracts advisors, and compliance officers a complete working method for running that function. Participants learn legal risk governance, contracting and advisory practice, dispute and litigation management, compliance oversight, legal operations, and performance measurement.

Advanced Course Legal Affairs Management Course Objectives

- Apply legal risk management frameworks to corporate decision-making.
- Build legal review processes for contracts, policies, and transactions.
- Apply advisory practice: opinions, briefings, and management reporting.
- Manage disputes and litigation strategy from notice to settlement.
- Apply external counsel selection, briefing, and cost control.
- Apply compliance and regulatory oversight to business activities.
- Apply corporate governance and board advisory responsibilities.
- Manage legal operations: case files, templates, and knowledge management.
- Apply legal technology, e-discovery, and document management basics.
- Measure performance with risk exposure, recovery rate, and legal cost control.

Course Methodology

- Facilitated sessions built on real legal opinions, case files, and compliance reports.

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- Case workshops on contract disputes, regulatory breaches, and litigation strategy.
- Legal risk assessment, case evaluation, and cost control exercises.
- Drafting and advisory practice labs.
- Group exercise on a legal affairs improvement plan with governance priorities.

Who Should Take This Course

- Legal directors and in-house counsel.
- Contracts and legal advisors.
- Compliance and regulatory officers.
- Company secretaries and governance staff.
- Procurement and commercial managers.
- Risk managers and internal auditors.

Advanced Course Legal Affairs Management Course Outlines

Day 1: Legal Risk Governance and Framework

- Legal risk identification across business activities.
- Legal risk registers and materiality assessment.
- Legal review processes and approval gates.
- Legal risk appetite and escalation rules.
- Reporting legal risk to management and the board.
- Policies, delegations, and authority frameworks.
- Coordination with risk, audit, and compliance functions.

Day 2: Contracting and Advisory Practice

- Contract review and drafting standards.
- Template libraries, playbooks, and clause banks.
- Business partnering: advising while protecting the organisation.
- Legal opinions, memoranda, and briefing structure.
- Legal advice privilege and confidentiality practice.
- Regulatory interpretation and guidance application.
- Advisory service levels and turnaround commitments.

Day 3: Dispute and Litigation Management

- Early dispute assessment and strategy selection.
- Notice, limitation, and preservation of rights.
- Case evaluation: merits, quantum, and prospects.
- Litigation versus arbitration versus settlement.
- Evidence management and document preservation.
- External counsel selection, briefing, and budget control.
- Settlement authority, negotiation, and enforcement.

Day 4: Compliance, Governance, and Regulatory Affairs

- Compliance programme design and control mapping.
- Regulatory monitoring and horizon scanning.
- Investigations: internal, regulatory, and whistleblowing.
- Anti-bribery, sanctions, and data protection oversight.

- Corporate governance duties and board advisory practice.
- Corporate transactions, due diligence, and approvals.
- Training, awareness, and compliance culture building.

Day 5: Legal Operations and Performance

- Legal operations model and service delivery.
- Matter management and file governance.
- Knowledge management and precedent development.
- Legal technology: e-discovery, CLM, and document systems.
- Budgeting, cost control, and outside counsel spend.
- KPIs: risk exposure, recovery rate, and legal cost per matter.
- Building a legal affairs function improvement roadmap.

Conclusion

By successfully completing the Advanced Course Legal Affairs Management Training Course, participants will have acquired a thorough working knowledge of legal risk governance, contracting and advisory practice, dispute and litigation management, compliance and regulatory oversight, and legal operations and performance measurement. They will leave able to run a legal affairs function with documented processes, manage disputes with a clear strategy and cost discipline, and report legal risk in terms management and the board can act on. Gentex Training Center delivers this programme with legal, contracts, and compliance practitioners working in live organisations.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Advanced Course Legal Affairs Management course

Q1 What is the "Advanced Course Legal Affairs Management" course about?

It is a five-day programme on running a corporate legal affairs function. It covers legal risk governance, contracting and advisory practice, dispute and litigation management, compliance and regulatory oversight, and legal operations and performance measurement.

Q2 What are the key benefits of the "Advanced Course Legal Affairs Management" course?

Participants identify legal risk before it becomes a dispute, structure contracting and advisory work with standards and templates, and manage litigation with a clear strategy and controlled external counsel cost. They also report legal risk with evidence that management and boards can act on.

Q3 What skills will I gain from the "Advanced Course Legal Affairs Management" course?

You will gain legal risk governance and framework application, contracting, drafting, and advisory practice management, dispute, litigation, and external counsel management, and compliance, governance, legal operations, and performance management.

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Q4 What tools, methods, or standards are covered in the "Advanced Course Legal Affairs Management" course?

The course works with legal risk identification and materiality assessment, legal risk registers and appetite frameworks, legal review processes and approval gates, escalation rules and reporting to management and the board, policy and delegation frameworks, contract review and drafting standards, template libraries, playbooks and clause banks, business partnering practice, legal opinions, memoranda and briefing structure, legal advice privilege and confidentiality, regulatory interpretation and guidance, early dispute assessment and strategy selection, notice, limitation and preservation of rights, case evaluation on merits, quantum and prospects, litigation, arbitration and settlement comparison, evidence management and document preservation, external counsel selection, briefing and budget control, settlement authority and enforcement, compliance programme design and control mapping, regulatory monitoring and horizon scanning, internal and regulatory investigations, whistleblowing procedures, anti-bribery, sanctions and data protection oversight, corporate governance duties and board advisory, due diligence and approvals, compliance training and culture building, legal operations and service delivery models, matter management and file governance, knowledge management and precedent development, legal technology including e-discovery, contract lifecycle management and document systems, legal budgeting and outside counsel spend control, and KPIs covering risk exposure, recovery rate and legal cost per matter.

Q5 How is the "Advanced Course Legal Affairs Management" course applied in real-world practice?

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Teams apply it when building a legal risk register for a business unit, standardising contract templates and approval gates, assessing a claim before limitation expires, selecting and briefing external counsel with a budget, running an internal investigation, and reporting legal cost and recovery performance at a management review.