



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

Details:

Duration: 7 hrs
Availability: All Centres in
England and Wales

What Next?

Further Legal Secretarial Modules
Audio Transcription
Shorthand

The use of multimedia based training allows students to work at their own pace. Course duration may therefore vary.