



### Workshop on Principles and Practice of Legal Drafting

March 9 – 13, 2026, 1<sup>st</sup> Run: Lagos & Abuja

September 14 – 18, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### Program Overview:

Legal functionaries saddled with the responsibilities of drafting and producing legal documents need to know and apply the principles underlying the production of such documents.

Legal documents seek to effectively account for the facts and law that can impact the parties to a document. The lawyer's role in "drafting" a legal document is to ensure they identify all the relevant facts and law and then apply them to prepare a document that accomplishes their client's goals.

Legal documents are typically a set of instructions for others to follow in an effort to fulfill the intent of one or more parties to the document. Clear, complete, and functional instructions promote the client's goals. This course has been designed to teach the participants contemporary principles of legal drafting.

Individuals and organizations require conducive legal environments, supported by reliable legal documents for effective performance.

#### For Whom

This program is designed for Legal Directors, Legal Officers, Legal Advisers and company of organizations and Para-Legal Staff involved in the drafting and production of legal documents.

#### Learning Objectives:

At the end of the program, participants will be able to:

- explain the contemporary principles of legal drafting;
- imbibe and be guided by the principles in the discharge of their duties at the end of the program;
- draft legal document that must be clear and simple;
- refrain from using complicated legal phrases and jargon that is beyond the comprehension of a layman; and
- ensure that the legal document is structured properly.

#### Course Outline:

##### Day 1: Drafting Legal Documents Principles and Practices

- The Nature and Types of Legal Documents.
- Rules of General Correspondence.
- Signs of a well drafted contract: The simple rules!
- Identifying the legal formalities for a binding contract
- Dispute resolution clause: Litigation v Arbitration v Mediation

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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## Day 2: Steps in Legal Drafting.

- Plain (English) Language in Legal Drafting.
- Vague words and expressions in commercial contracts- know the pitfalls!
- Structure and formation of a commercial contract: follow the formula and you won't go wrong
- Overview of cross border contracts: Distribution v Joint venture v Agency agreements
- Share Purchase Agreements
- Warranties and indemnities
- Allocating risks and liabilities between the buyer and seller
- Negotiating warranties from a Share Purchase Agreement
- Planning Letters and Documents.

## Day 3: Plain English in Legal Correspondence

- Brevity, Concision, and Accuracy.
- Good legal writing practice
- Moving from legalese to Plain English
- Unnecessary archaic and meaningless phrases
- Collocations
- Importance of collocations in legal writing
- Pitfalls and issues relating to the use of legal jargon in legal writing
- Writing short emails
- Writing long emails
- Writing formal emails

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250  
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607**

## Day 4: Legal Writing in Civil Practice.

- Negotiating and Recording Deals.
- Structuring and Writing Contracts.
- Writing for Publication.
- Judicial Writing.

## Day 5: Legal Writing in Complex criminal Trials.

- Practical Drafting of Documents.
- Use of ICT in Legal Writing.
- Writing a Legal Letter
- Legal Writing Troubleshooting
- The problem of English idioms
  - Ambiguity: how to avoid it
  - Vagueness: how to avoid it

## Training Methodology

- Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.