

Legal Secretary – Wills & Probate

This Wills & Probate course for secretaries and executive assistants beats other legal secretary courses in Wills & Probate in two ways. Firstly it gives you specialist legal secretary training from Pitman Training – we're highly respected by legal firms across the UK. And secondly, we go further in giving you insight into the work of fee earners, to help improve your understanding of law firms and increase your opportunities.

If you live in Scotland, there is also a Scottish version of this course; Scottish Wills and Executry Administration, so you can be confident that wherever you work, you've chosen the very best training.

Our legal secretarial courses are split into sections; our Wills & Probate course has four: procedures for will-making; codicils, power of attorney and deed of revocation; obtaining grant of probate; and documentation regarding the distribution of an estate. Your knowledge of Wills & Probate will be supported by a workbook, which you keep after the course. The course is also flexible, so you can fit in your studies around your work and home commitments.

Once this period of study is over, you will be ideally placed to move on other courses such as Audio Transcription or Shorthand, both of which are highly valued by law firms and which could boost your career even further. Alternatively, if you're after a high-flying legal secretarial career, you can opt for Pitman Training's full Legal Secretarial Diploma, which is highly respected by top legal firms.

Designed for

Individuals wishing to pursue a career as a Legal Secretary.

Prerequisites

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

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 workbook to use as a reference guide on completion of the module
- The opportunity to gain the widely recognised Pitman Training certification

Course duration: 7 Hours



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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts