



Course Title	PARALEGAL STUDIES
Course Code	PLFT10-01
Overview	Focusing on commercial transactions, the course educates delegates on the basic principles of contracts, and in particular leases and sales agreements. The course educates delegates on the fundamental terms and conditions of the most common commercial contracts. The course is aimed at increasing time and efficiency in managing large numbers of leases and/or sales agreements and introduces delegates to the necessary administrative skills and other communication skills necessary for companies to comply with the changing real estate and regulatory requirements within the United Arab Emirates.
Target Audience	Junior solicitors, paralegals, secretaries working with law firms, developers, large companies with in-house legal teams or other large companies with large volume transactions such as leases and/or sales agreements. Maximum of 15 Delegates per course.
Duration	Full Time: 80 hours over 2 weeks from 9am – 5pm each day. Part Time: 80 hours over 10 weeks from 3.30pm – 7.30pm two evenings per week.
Cost	AED15,000
Description	Course Modules include: <ul style="list-style-type: none">• The framework of law and the importance of laws;• Identification and analysis of general legal principles;• A general overview of the UAE Civil Code;• In depth analysis of the Jointly Owned Property laws and leasing laws within the UAE;• Basic principles of leasing for retail, commercial and residential properties;• How to draft basic leases and amendments/variations/renewals;• How to maintain and track large volumes of leases;• How to draft basic sales agreements;• How to maintain and track large volumes of sales contracts;• The fundamentals required to set up companies/businesses in Dubai;• Field visits to Government Departments.

