

| No       | Session                                                                    | Track        | Competencies         | Mode                        | Language         | Duration        | Certificate        |
|----------|----------------------------------------------------------------------------|--------------|----------------------|-----------------------------|------------------|-----------------|--------------------|
| <b>1</b> | <b>Systems and Regulations</b>                                             |              |                      |                             |                  |                 |                    |
| 1        | Professional Legal Career Development                                      | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2        | Regulatory Compliance Specialization                                       | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3        | Enterprise Governance & Compliance                                         | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4        | Professional Certificate in Compliance Regulations                         | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5        | Legal and Regulatory Compliance in the Business Environment                | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6        | Compliance Regulatory Professionals                                        | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7        | Drafting Administrative Decisions and Regulations                          | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 8        | Legal and Regulatory Compliance                                            | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 9        | Government Regulations and Modern Legislation                              | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 10       | Data Protection and Privacy                                                | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 11       | Financial Operations and Financial Services Regulation                     | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 12       | Anti-Money Laundering and Counter-Terrorism Financing                      | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 13       | Corporate Governance and the Impact of Regulations                         | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 14       | Drafting and Maintaining Administrative Regulations                        | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 15       | Contracts and Commercial Law                                               | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| <b>2</b> | <b>Contract Drafting</b>                                                   | <b>Track</b> | <b>Competencies</b>  | <b>Mode</b>                 | <b>Language</b>  | <b>Duration</b> | <b>Certificate</b> |
| 1        | Fundamentals of Contract Drafting                                          | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2        | How to Draft and Review Contracts Through Real-Life Examples and Practical | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3        | Legal Skills and Contract Drafting                                         | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4        | Legal Contract Drafting and Advanced Contract Preparation                  | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5        | Legal Considerations in Contract Drafting and Execution                    | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6        | Developing Legal Skills and Contract Negotiation                           | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7        | Contract Management and Drafting                                           | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 8        | Principles of Contract Structuring and Drafting                            | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |

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| 9        | Techniques and Best Practices in Contract Drafting, Review, and Analysis   | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 10       | Legal Drafting Skills in English                                           | Legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| <b>3</b> | <b>Legal Compliance</b>                                                    | <b>Track</b> | <b>Competencies</b>  | <b>Mode</b>                 | <b>Language</b>  | <b>Duration</b> | <b>Certificate</b> |
| 1        | Legal Compliance                                                           | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2        | Institutional Compliance                                                   | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3        | Legal and Regulatory Compliance Management                                 | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4        | Legal and Regulatory Compliance Within Companies                           | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5        | Legal Risks and Legal Compliance                                           | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6        | ICA Certificate in Compliance                                              | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7        | Continuing Legal Professional Development                                  | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 8        | Due Diligence, Governance, and International Sanctions                     | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| <b>4</b> | <b>Administrative Investigation</b>                                        | <b>Track</b> | <b>Competencies</b>  | <b>Mode</b>                 | <b>Language</b>  | <b>Duration</b> | <b>Certificate</b> |
| 1        | Administrative Investigation                                               | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2        | Advanced Skills for Conducting Administrative Investigations               | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3        | Administrative Investigation Techniques and Report Preparation             | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4        | Management of Investigations into Administrative Corruption Cases          | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5        | Investigating Compliance Violations                                        | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6        | Advanced Administrative Investigation                                      | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7        | Internal Compliance Investigations                                         | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| <b>5</b> | <b>Legal Governance</b>                                                    | <b>Track</b> | <b>Competencies</b>  | <b>Mode</b>                 | <b>Language</b>  | <b>Duration</b> | <b>Certificate</b> |
| 1        | Institutional Governance                                                   | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2        | Corporate Governance and Policy Design                                     | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3        | Corporate Law and Legal Governance Frameworks                              | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4        | Board of Directors Responsibilities and Regulatory Compliance              | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5        | Corporate governance and regulatory compliance within complex operating en | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6        | Legal Risk Management with Corporate Governance                            | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7        | Governance, Risk Management, and Compliance Specialist GRC                 | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |

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| 8  | Compliance and Data Protection Rights.                                       | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 9  | Corporate Governance                                                         | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 10 | Corporate Governance & Ethical Compliance Corporate Governance & Ethical     | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6  | <b>Work Ethics</b>                                                           | <b>Track</b> | <b>Competencies</b>  | <b>Mode</b>                 | <b>Language</b>  | <b>Duration</b> | <b>Certificate</b> |
| 1  | Fundamentals of Business Ethics and Ethical Decision-Making                  | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 2  | Code of Business Ethics, Acceptable Employee Conduct, and Handling Ethical V | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 3  | Business Ethics and Code of Conduct                                          | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 4  | Work Ethics                                                                  | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 5  | Principles of Professional Ethics                                            | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 6  | Ethical Behavior in the Workplace                                            | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 7  | Professional Etiquette in Dealing with Clients and Colleagues                | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 8  | Making Ethical Decisions in Various Workplace Situations                     | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 9  | How to Implement a Code of Conduct Within Teams                              | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 10 | Cultural Sensitivity and Professional Ethics in Multicultural Environments   | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 11 | Business Ethics and Code of Conduct                                          | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 12 | Legal and Business Affairs Executive                                         | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 13 | Health and Safety at Work and the Laws                                       | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 14 | Writing Crime Fiction Workshop                                               | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 15 | Legal Secretaries                                                            | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 16 | English Legal System                                                         | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 17 | Training for Prison Officers                                                 | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
| 18 | Law Conversion Course                                                        | legal        | Legal Administrators | In-person / Remote / Hybrid | Arabic / English | 25H             | Achieving          |
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Ruyat Al Mustaqbal Training Center

Training Department



