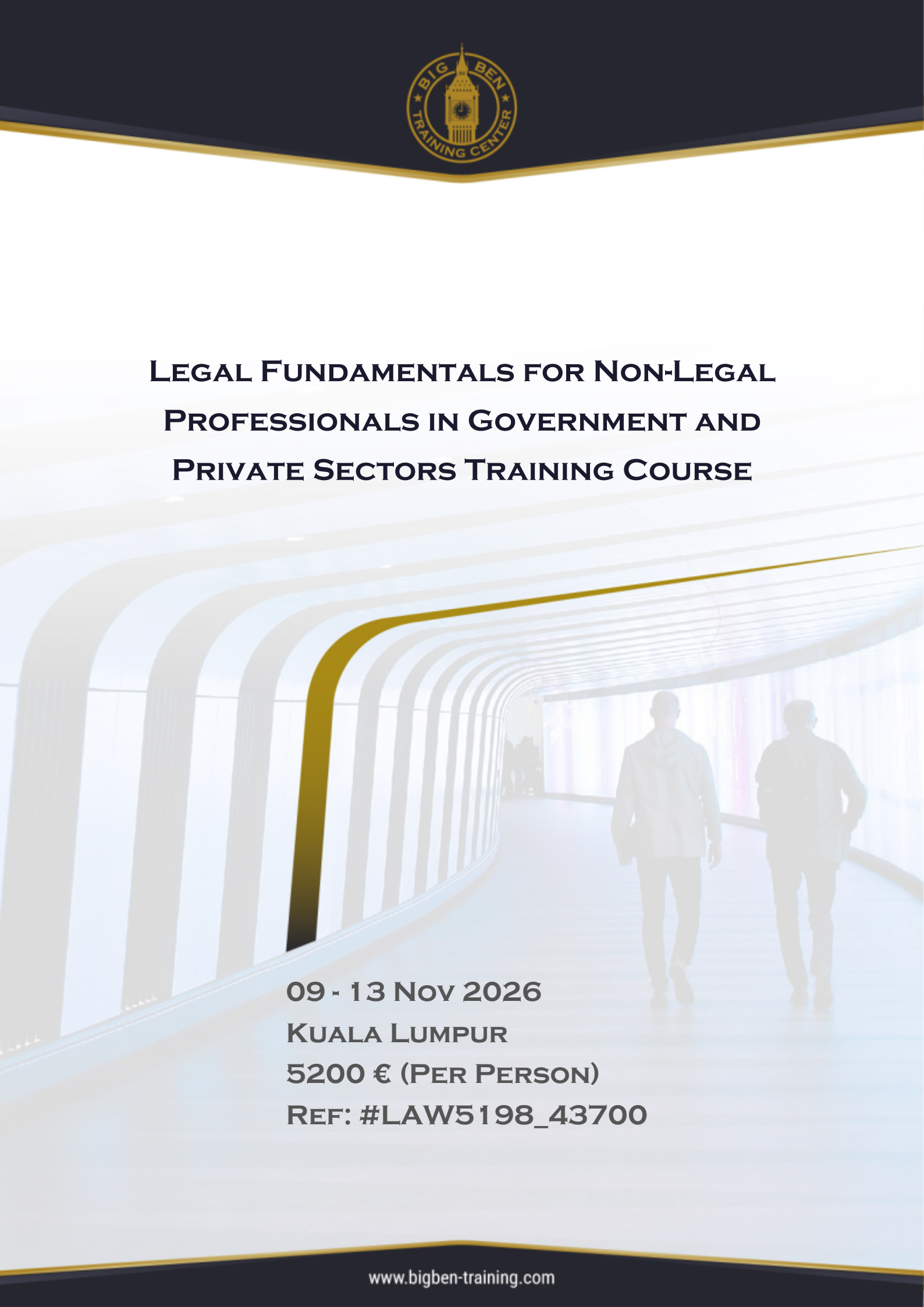
Legal Fundamentals for Non-Legal Professionals in Government and Private Sectors Training Course



09 - 13 Nov 2026

Kuala Lumpur

5200 € (Per Person)

Ref: #LAW5198_43700

Course Introduction / Overview:

In today's complex world, a basic understanding of legal principles is essential for professionals across all industries. This foundational training course, from BIG BEN Training Center, is designed for non-legal professionals who need to navigate legal concepts in their daily work. We will explore key topics such as contracts, labor law, intellectual property, and data privacy from a non-lawyer's perspective. Drawing on the work of legal experts like Lawrence M. Friedman, a prominent scholar on the history of law, and his influential book "A History of American Law," this program goes beyond abstract theory. Participants will learn how to identify legal risks, protect their organization's interests, and make legally sound business decisions. The curriculum is designed to give you the skills needed to review basic legal documents, understand your liabilities, and communicate effectively with legal counsel. Our goal is to equip you with the knowledge and confidence to handle legal issues proactively, ensuring full compliance and ethical conduct in your professional role.

Target Audience / This training course is suitable for:

- Managers and supervisors.
- Human resources professionals.
- Business owners and entrepreneurs.
- Project managers.
- Sales and marketing staff.
- Compliance and risk management officers.
- Administrative staff.
- Engineers and IT professionals.
- Anyone who interacts with contracts or legal issues.

Target Sectors and Industries:

- All private and public sector industries.
- Corporate and legal departments.
- Information technology and cybersecurity.
- Financial services.
- Healthcare and education.
- Manufacturing and energy.
- Consulting and professional services.
- Government agencies and equivalents.

Target Organizations Departments:

- Operations and administrative departments.
- Human resources and training.
- Sales and marketing.
- IT and information security.
- Project management.
- Finance and procurement.
- Business development.
- Executive leadership.

Course Offerings:

By the end of this course, the participants will have able to:

- Master fundamental legal concepts relevant to their work.
- Identify potential legal risks in business operations.
- Understand and apply key principles of contract law.
- Navigate the basics of labor and employment law.
- Protect intellectual property and confidential information.
- Comply with data privacy and security regulations.
- Communicate effectively with legal professionals.
- Review and understand basic legal documents.
- Implement effective risk management strategies.

Course Methodology:

This training course is highly interactive and practical, with a focus on real-world business scenarios. Our methodology is centered on hands-on learning through detailed case studies that are based on real-world legal challenges. Participants will get the chance to work through scenarios, like contract review or an intellectual property issue. We also use interactive group discussions and workshops to explore complex topics, like the legal and ethical aspects of new technologies. The curriculum is designed with practical exercises that help you apply legal concepts to your own work. For example, a session might involve a role-playing exercise where you handle a difficult legal question from a client. This hands-on approach, combined with expert-led presentations and continuous feedback, ensures a dynamic learning environment where participants can deepen their understanding and develop practical legal skills. Our program is designed to be a highly effective and memorable experience, giving you the tools to succeed in your professional journey.

Course Agenda (Course Units):

Unit One: Introduction to Legal Concepts

- The legal system and its components.
- Understanding key legal terminology.
- The difference between legal and ethical obligations.
- Identifying legal issues in your role.
- Communicating with legal counsel.

Unit Two: Contract Law Basics

- Types of contracts.
- Essential elements of a contract.
- Contract drafting and review.
- Breach of contract and remedies.
- Managing risks in agreements.

Unit Three: Employment and Labor Law

- Key regulations and laws.
- Hiring and firing.
- Workplace policies.
- Discrimination and harassment.
- Employee grievances and disputes.

Unit Four: Intellectual Property and Data Privacy

- Types of intellectual property.
- Protecting your organization's IP.
- Data privacy and cybersecurity laws (e.g., GDPR).
- Handling and protecting confidential information.
- The legal aspects of technology use.

Unit Five: Legal Risk Management

- Developing a risk management mindset.
- Identifying and mitigating legal risks.
- The role of compliance.
- Internal investigations and audits.
- Understanding liability and legal remedies.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can non-legal professionals effectively identify and mitigate legal risks in their daily operations without having an in-depth legal education?

What unique qualities does this course offer compared to other courses?

This training course is unique because it is designed specifically for non-legal professionals in both government and private sectors. While other legal courses are very technical, our program gives you a practical understanding of legal concepts that are directly relevant to your daily work. We focus on hands-on scenarios and use a case-based approach, which is far more engaging than a typical lecture. The curriculum is not just about avoiding legal issues it is about giving you the tools to be a more confident and effective professional. We will explore key areas like contracts, labor law, and intellectual property from an administrative perspective, which is crucial for managers and other non-legal staff. By combining legal theory with practical, administrative training, our course helps you become a more effective professional, ensuring that your organization operates with a strong foundation of legal compliance and ethical conduct.