

LEGAL & CONTRACTS · INTERMEDIATE

Drafting Institutional Legal Policies and SOPs

Course overview

This course supports participants to understand, apply and operationalise drafting institutional legal policies and SOPs within institutional, programme or sector contexts. It combines practical instruction, applied examples and implementation-focused learning.

Format In-person / In-house / Blended	Duration 3 Days	Dates Next dates to be confirmed	Fee From KES 65,000 <i>Indicative</i>
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Who should attend

Legal Teams, Executives, Senior Managers, Technical Officers.

Level: Intermediate

Learning outcomes

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

- Understand the core concepts and institutional relevance of drafting institutional legal policies and SOPs
- Apply practical tools, methods and decision frameworks
- Develop implementation, reporting and improvement actions

Programme modules

1. Legal risk management
2. Contract drafting and administration
3. Dispute prevention
4. Documentation and compliance

Institutional results

- Improved legal risk awareness
- Stronger contract administration
- Better dispute prevention practice

Delivery & practical details

Available as in-person, in-house, blended. Venue and joining instructions are confirmed on registration.

Next dates to be confirmed. Register interest and we will share the next intake.

Assessment & certification

Where applicable, Sanetti issues attendance records, completion confirmation or other agreed training documentation.

Fees & inclusions

Kenya: From KES 65,000. International: From USD 1,800 / Request Quote.

Fees are indicative. Final fees, inclusions and payment terms are confirmed in writing before registration.

Register

Use the link or scan the QR code to register your interest. Your course is filled in automatically.

[Register online](#)



Scan to register

Terms

Dates, fees, duration and delivery scope are confirmed in writing before registration is finalised.

Contacts

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