



Postgraduate Diploma Legal Management

» Modality: online

» Duration: 6 months

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

» Target Group: graduates in Law, Economics or Business Administration and Management who wish to acquire a greater specialization in the Consultancy and Management of the administrative field

Website: www.techtitute.com/in/school-of-business/postgraduate-diploma-legal-management

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01 **Welcome**

The legal manager is, for any company, an indispensable professional to guarantee the correct operation of the company, in accordance with the current regulations. For this reason, specializing in this area is a unique opportunity for administrative workers to enter a broad and scalable labor market and to reach prestigious management positions. This is why TECH has decided to create this multidisciplinary and highly training program, focused on perfecting the graduate's knowledge and leadership skills in civil and commercial management, as well as in the administration of foreigners. An online program led by experts in Law and Administration with which you will make a qualitative leap in your professional career.









tech 08 | Why Study at TECH?

At TECH Technological University



Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

+100000

+200

executives prepared each year

different nationalities



Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

+500

collaborative agreements with leading companies



Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



Analysis

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



Academic Excellence

TECH offers students the best online learning methodology. The university combines the Relearning method (postgraduate learning methodology with the best international valuation) with the Case Study. Tradition and vanguard in a difficult balance, and in the context of the most demanding educational itinerary.



Economy of Scale

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"



Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



tech 12 | Why Our Program?

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:



A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of students achieve positive career development in less than 2 years.



Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

Our global vision of companies will improve your strategic vision.



Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

20% of our students develop their own business idea.



Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to study with a team of world-renowned teachers.





tech 16 | Objectives

TECH makes the goals of their students their own goals too Working together to achieve them

The Postgraduate Diploma in Legal Management will train the student to:



Identify the types of Authorization and how of the general



Advise on the application for rooting



Advise companies in the processing of authorizations under law 14/2013





Advise and apply for Spanish nationalities



Know how to request and the reason for your request regarding certificates issued at civil registries



Ability to manage any type of civil contract, mainly leasing contracts



Be able to order, together with the notary publics, the necessary instruments to carry out a legal transaction



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Knowing how to register a property in the land register



Advise on civil unions such as marriage and domestic partnership



Advise on the constitution of a mortgage, considering the red lines of its preparation, as well as to know the causes of allegation against possible foreclosures



Know in depth the figure of the representative and the ways to formalize it



Address basic TGSS benefits



Identify the sources of labor law, and the conditions that regulate labor relations according to their circumstances



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Intermediation of labor disputes in administrative proceedings



Intervene in the preparation of a payroll



Specialize in the procedures to be carried out before the Public Employment Service



Drafting commercial contracts





Advise on compliance with commercial obligations



Manage the creation of companies



Manage insolvency and bankruptcy proceedings and company liquidation and winding up





tech 22 | Structure and Content

Syllabus

The syllabus of this Postgraduate Diploma in Legal Management has been developed by the teaching team, supported by a group of experts in academic pedagogy, so that the best syllabus is adapted to the most avantgarde and effective methodology in the sector. Because of this, the graduate who accesses this program will find it a highly enabling program, aimed at professionals who want to raise their career to the pinnacle of Legal Management. Throughout the 600 hours of the course, you will have access to a wide range of complementary material, including several case studies, thanks to which you will be able to put your management skills into action, improving, in less time than you think, your leadership skills and aptitudes in an exponential way. It is, therefore, a unique opportunity to immerse yourself in an exhaustive way in a syllabus adapted to the needs of the business sector, which will favor your decision making with greater rigor in uncertain or complex environments.

A plan designed for professionals, focused on their professional improvement and that will prepare the graduate to achieve excellence in the field of management and legal management of any company. A program that understands your needs and those of your organization through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the competencies to solve critical situations in a creative and efficient way.

This Postgraduate Diploma takes place over 6 months and is divided into 4 modules:

Module 1	Civil management. Civil Law
Module 2	Commercial Management
Module 3	Immigration
Module 4	Labor management and Social Security



Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Diploma in Legal Management completely online. During the 6 months of the specialization, the student will be able to access all the contents of this program at any time, allowing them to self-manage their study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

tech 24 | Structure and Content

Module 1. Civil management. Civil Law							
1.1. 1.1.1. 1.1.2. 1.1.3. 1.1.4.	Certificates required to manage an inheritance	1.2. 1.2.1. 1.2.2. 1.2.3.	Authorization (mandate) and representation of third parties Mandate or authorization Power of attorney Electronic proxy	1.3.2. 1.3.3.	Matrimonial property regime and domestic partnership Marriage procedure Domestic partnership and registrations Matrimonial property regime of community property and separation of property. Liquidation of community property Termination of marriage and domestic partnership	1.4.2.	Testate and intestate successions Types of succession Inheritance: acceptance and distribution of inheritance Conflicts in the distribution of inheritance
1.5. 1.5.1. 1.5.2. 1.5.3.	71	1.6. 1.6.1. 1.6.2. 1.6.3. 1.6.4.	Contracts and real estate Premises lease agreement Temporary or vacation rental contract Lease contract for habitual residence Real estate purchase contract	1.7. 1.7.1. 1.7.2. 1.7.3. 1.7.4. 1.7.5.	Public instruments. Notaries Demonstration records Contracts Marriage settlement and divorce settlement Nationality oath before a notary public Incorporation of companies and corporate actions	1.8.1. 1.8.2.	Mortgage law Mortgage management and lines of action Foreclosure - causes of vulnerability Claims
1.9. 1.9.1. 1.9.2. 1.9.3. 1.9.4. 1.9.5.	Registration procedure Types of registry entries	1.10.1 1.10.2	Civil societies, associations and foundations Object Classes Procedure				

Modu	ıle 2. Commercial management						
	Corporate law Sources and regulation Nature and effects Types of companies	2.2. 2.2.1. 2.2.2. 2.2.3.	Capital Companies Corporations Limited Liability Company Company formation procedure	2.3.1. 2.3.2. 2.3.3. 2.3.4. 2.3.5.	Disposition and business on the shares Bonds and their possible conversion into shares	2.4. 2.4.1. 2.4.2. 2.4.3. 2.4.4.	Corporate bodies Corporate bodies General meeting and notice of meeting Administration and representation Annual accounts and associated processes
2.5.1. 2.5.2. 2.5.3.	Statutory and structural modifications Requirements and limits in the modification of bylaws Capital increase and reduction Merger of companies and phases Spin-off	2.6. 2.6.1. 2.6.2. 2.6.3. 2.6.4.	The Commercial Registry Advertising Registrable acts Enrollment process and classes Principles of registry publicity	2.7. 2.7.1. 2.7.2. 2.7.3.	Differences between civil and commercial contracts Specialties	2.8.1. 2.8.2. 2.8.3. 2.8.4.	· ·
2.9. 2.9.1. 2.9.2. 2.9.3.	Bankruptcy Law Competition proceedings. Phases Assets and claims on the estate Classification of receivables and list of creditors	2.10.1 2.10.2	Insolvency proceedings Agreement Liquidation and qualification of the insolvency proceeding End of the contest				

tech 26 | Structure and Content

Module 3. Immigration							
3.1.3.	Residence and work permits Non-profit residence permit Authorization for residence and work as an employee Residence permit for exceptional circumstances Authorization for residence and self-employment	3.2.1. 3.2.2. 3.2.3.	Authorizations of stay. Modification of status and Transposition Directive 2016/801/EUi Stay authorization applications Modification of residence or stay status Residence permit for internships and job search	3.3. 3.3.1. 3.3.2. 3.3.3. 3.3.4.	Processing of General Regime applications Place of presentation and competition Deadlines Necessary Documentation Negative certificate of job seekers from SEPE (SEPE)	3.4.2.	Residence authorizations under Law 14/2013 Highly qualified professionals and management personnel Entrepreneurs Inverters
3.5.1. 3.5.2. 3.5.3.	Processing of applications and Law 14/2013 Differences general regime The CGU and its electronic headquarters Necessary Documentation	3.6. 3.6.1. 3.6.2. 3.6.3.	Visas Traveling to Spain without a Visa BORRAR Concept and rationale for visas Types of visas and general requirements	3.7. 3.7.1. 3.7.2. 3.7.3.	Community Regime Community citizens residing in Spain. BORRAR The Certificate of Residence Registration for Non-Spanish Community Citizens European Union citizen's family card Documentation required for access to the community regime		Political asylum and humanitarian reasons International regulatory sources International protection Residence for humanitarian reasons
3.9.1. 3.9.2. 3.9.3.	regulatory system Types of obtaining nationality	3.10.1 3.10.2	Application procedure for nationality by residence Necessary documents Telematics platforms Civil Registry				

Module 4. Labor management and Social Security						
 4.1. Sources of labor law 4.1.1. Workers' Statute. Structure and basic points 4.1.2. Labor agreement 4.1.3. Contract of Employment 	 4.2. Employer and employee obligations 4.2.1. Employer and employee rights 4.2.2. Employer and employee obligations 4.2.3. Labor Unions 	 4.3. Elements of the labor contract 4.3.1. The Labor Relationship 4.3.2. Salary 4.3.3. Working Hours 4.3.4. Novation or suspension of the contract 	 4.4. Types of employment contracts 4.4.1. Work and service contract 4.4.2. Temporary contract 4.4.3. Permanent-discontinuous contract 4.4.4. Indefinite-term contract 4.4.5. The TRADE contract 			
 4.5. Termination of employment contract 4.5.1. Disciplinary dismissal 4.5.2. Dismissal for objective and collective causes 4.5.3. Unjustified dismissal 	4.6. Conflicts in labor relations4.6.1. Labor conciliation prior to litigation4.6.2. Labor inspection4.6.3. The social jurisdiction	4.7. Social Security 4.7.1. TGSS and INSS 4.7.2. IT and IP 4.7.3. Quotations 4.7.4. Displaced	 4.8. Payroll preparation 4.8.1. Wage and salary items in the payroll 4.8.2. Personal income tax withholdings 4.8.3. Social Security contributions 			
 4.9. Special Social Security Schemes 4.9.1. Special Regime for Self-Employed or Self-Employed Workers 4.9.2. Special regime for coal mining 4.9.3. Other former special regimes already included in the General Regime 	 4.10. Public Employment Service 4.10.1. Notification of the term and termination of employment contracts 4.10.2. Unemployment benefits 4.10.3. Occupational Social Services 					



You will be able to catch up on the latest developments in civil management, with special emphasis on the control of contracts in the work environment"



This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.



tech 30 | Methodology

TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

tech 32 | Methodology

Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



Methodology | 33 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:



Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.



This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



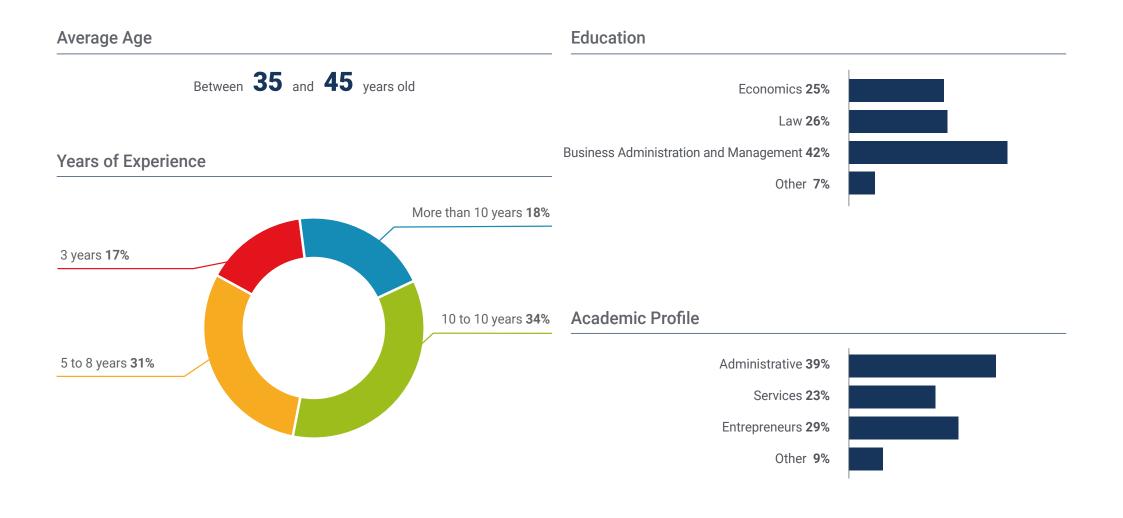


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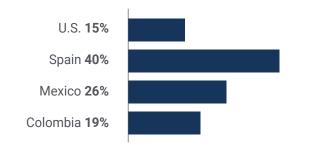




tech 38 | Our Students' Profiles



Geographical Distribution





María Pérez Rosales

Legal and financial manager of a law firm

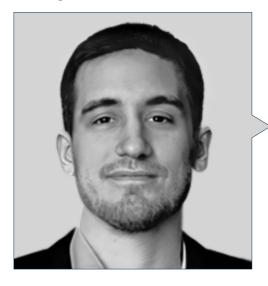
"I started this program at a time when my professional career was a bit stagnant. I felt that I needed to add a badge to my academic resume that would allow me to stand out in any recruitment process, while helping me to expand my knowledge and hone my leadership skills. Luckily, I came across this magnificent university, which, since I finished this Postgraduate Diploma, I recommend to all those professionals who are looking for a significant job improvement"





tech 42 | Course Management

Management



Mr. Miguel Ángel De la Rosa Fernández

- Expert Lawyer in Public Administration and Tax Law
- Partner and administrator of Intext Asociados
- Partner and manager of R. Estate Advisers Madrid
- Mortgage management lawyer at Exequator SL
- Master's Degree in Tax Law from Centro de Estudios Financieros
- Master's Degree in Legal Practice from the Complutense University of Madrid
- Graduate in Legal Sciences in Public Administration
- Law degree from Madrid Complutense University

Professors

Mr. Miguel Ángel Guzmán

- Lawyer at Finsolutia SLU
- Civil and Banking Litigation Lawyer in Ejaso ETL
- Teacher at the Complutense University of Madrid
- Teacher at the Spanish Association of Municipal Veterinarians.
- Law Degree from the Complutense University of Madrid.
- Master's Degree in Mediation from Universidad Internacional de La Rioja
- Master's Degree in the Practice of Law from the Universidad Internacional de La Rioja
- MBA and Master's Degree in Big Data and Business Intelligence from the European Business School of Barcelona.
- Superior Technician in Prevention of Professional Risks

Mr. Pablo Castresana Pedraza

- Legal Counsel and Project Manager in M&A Operations in Aleática
- Lawyer in the Corporate and M&A Department at Gómez Acebo & Pombo Abogado
- Lawyer in the Corporate and Commercial Department at Ejaso ETL Global
- Lawyer in the Litigation and Arbitration Department at Ontier Spain
- Degree in Business Administration from Rey Juan Carlos Univeristy.
- Degree in Law from Rey Juan Carlos Univeristy.
- Master's Degree in Civil Jurisprudence at the Escuela de Técnica Jurídica de Madrid.
- Master's Degree in Corporate Legal Consultancy at the Instituto de Empresa Law School in Madrid.







The job improvement you will be able to access after completing this program will bring with it a considerable salary increase, comparable to the business responsibility you will be able to assume.

Are you ready to take the leap? Excellent professional development awaits you

TECH's Postgraduate Diploma in Legal Management is an intensive program that prepares you to face challenges and business decisions in the field of legislative management. The main objective is to promote your personal and professional growth. Helping you achieve success.

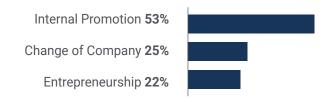
If you want to improve, make a positive change at a professional level and network with the best, then this is the place for you.

You will be able to supervise any task of statuary and structural modification, getting your team to carry out a successful merger of companies.

When the change occurs



Type of change



Salary increase

The completion of this program represents a salary increase of more than **25,22%** for our students.

Salary before

€57,900

A salary increase of

25,22%

Salary after

€72,500





tech 50 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



Growth of talent and intellectual capital

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.



Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.



Building agents of change

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.



Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.





Project Development

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.



Increased competitiveness

This program will equip students with the skills to take on new challenges and drive the organization forward.







tech 54 | Certificate

This **Postgraduate Diploma in Legal Management** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Diploma** issued by **TECH Technological** University via tracked delivery*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Diploma, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Program: **Postgraduate Diploma in Legal Management**Official No. of Hours: **600 h.**



^{*}Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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