

€ TRAINING

Contract Excellence for Non Legal
Professionals





Contract Excellence for Non Legal Professionals

Introduction:

This training program is designed to equip non-legal professionals with the essential knowledge and skills required to understand, draft, and manage contracts effectively. It empowers them to navigate contract complexities, mitigate risks, and ensure successful contract execution.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamental principles of contract law.
- Identify key components and clauses in contracts.
- Draft clear and concise contract terms.
- Manage contract performance and compliance.
- Resolve common contract disputes effectively.

Targeted Audience:

- Project Managers.
- Business Executives.
- Procurement Officers.
- Sales and Marketing Professionals.
- Administrative Managers.
- Operations Managers.

Program Outline:

Unit 1:

Basics of Contract Law:

- Overview of contract law principles.
- Essential elements of a valid contract.

- Different types of contracts and their purposes.
- Legal terms and jargon commonly used in contracts.
- Real-life examples and case studies.

Unit 2:

Key Contract Components:

- Identification of critical contract components.
- Understanding contract clauses and their significance.
- Commonly used contract templates and structures.
- The importance of clarity and precision in contract language.
- Practical exercises in identifying and analyzing contract clauses.

Unit 3:

Effective Contract Drafting:

- Techniques for drafting clear and effective contract terms.
- Avoiding common pitfalls in contract drafting.
- Ensuring compliance with relevant laws and regulations.
- Drafting specific clauses: payment terms, delivery schedules, confidentiality, etc.

Unit 4:

Contract Management and Compliance:

- Monitoring contract performance and obligations.
- Tools and techniques for contract management.
- Handling amendments and contract modifications.
- Ensuring compliance with contract terms and conditions.
- Case studies on effective contract management.

Unit 5:

Resolving Contract Disputes:

- Common causes of contract disputes.
- Methods for dispute resolution: negotiation, mediation, arbitration, litigation.
- Drafting dispute resolution clauses.
- Strategies for preventing and resolving disputes amicably.
- Examples of dispute resolution in practice.