

€ TRAINING

The Essentials of Contracting





The Essentials of Contracting

Introduction:

This training program offers participants a foundational understanding of contract principles and best practices. It empowers them to effectively create, analyze, and manage contracts, ensuring legal compliance and fostering successful business relationships.

Program Objectives:

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

- Understand the fundamental principles of contracting.
- Draft clear and enforceable contracts.
- Negotiate contract terms to protect business interests.
- Manage the execution and performance of contracts.
- Address and resolve common contract issues.

Targeted Audience:

- Business Managers.
- Entrepreneurs.
- Contract Administrators.
- Legal Assistants.
- Procurement Officers.
- Personnel involved in contract management.

Program Outline:

Unit 1:

Contract Formation:

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

- Different types of contracts and their applications.
- Common terms and clauses in contracts.
- Practical examples of contract formation.

Unit 2:

Drafting Effective Contracts:

- Techniques for clear and concise contract drafting.
- Structuring contracts for clarity and enforceability.
- Key clauses in contracts: warranties, indemnities, and termination.
- Avoiding common drafting errors and pitfalls.
- Practical exercises in contract drafting.

Unit 3:

Negotiation Strategies:

- Effective strategies for contract negotiation.
- Identifying and prioritizing key negotiation points.
- Techniques for achieving mutually beneficial outcomes.
- Ethical considerations in contract negotiations.

Unit 4:

Contract Execution:

- Steps for properly executing contracts.
- Managing contract performance and obligations.
- Monitoring compliance with contract terms.
- Handling amendments and modifications to contracts.
- Best practices for contract execution and management.

Unit 5:

Resolving Contract Issues:

- Common issues and disputes in contracts.
- Techniques for resolving contract disputes.
- Legal remedies and enforcement of contract terms.
- Utilizing alternative dispute resolution methods.
- Case studies on contract dispute resolution.