

# € TRAINING

Introduction to Business Contracts



16 - 20 September 2024  
Geneva (Switzerland)



# Introduction to Business Contracts

REF: U287 DATE: 16 - 20 September 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## Introduction:

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

## Program Objectives:

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

- Grasp the essential principles of business contracts.
- Draft clear, precise, and enforceable business contracts.
- Conduct negotiations to safeguard business interests.
- Oversee the execution and performance of business contracts.
- Identify and resolve common contractual issues.

## Targeted Audience:

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

## Program Outline:

### Unit 1:

#### Key Elements of Business Contracts:

- Understanding offer, acceptance, consideration, and mutual assent.
- Distinguishing between different types of business contracts.

- Identifying common terms and clauses in business contracts.
- Exploring real-world examples of business contracts.
- Practical exercises to reinforce understanding.

## Unit 2:

### Crafting Effective Business Contracts:

- Principles of clear and concise contract drafting.
- Structuring contracts to enhance readability and enforceability.
- Drafting essential clauses: warranties, indemnities, confidentiality.
- Avoiding ambiguous language and common drafting errors.

## Unit 3:

### Strategic Negotiation Techniques:

- Preparing for contract negotiations.
- Key strategies for successful negotiation outcomes.
- Balancing power dynamics and interests.
- Handling difficult negotiation scenarios.

## Unit 4:

### Ensuring Successful Contract Execution:

- Steps to execute contracts properly.
- Monitoring and managing contract performance.
- Addressing non-compliance and breaches.
- Implementing contract amendments and modifications.
- Discussion on best practices for execution and performance management.

## Unit 5:

### Resolving Contractual Disputes:



- Common causes of disputes in business contracts.
- Effective techniques for dispute resolution.
- Exploring legal remedies and enforcement mechanisms.
- Utilizing mediation, arbitration, and litigation.
- Case studies on dispute resolution in business contracts.