

# € TRAINING

Contract Excellence for Non Legal  
Professionals



25 - 29 November 2024  
Geneva (Switzerland)



# Contract Excellence for Non Legal Professionals

REF: U272 DATE: 25 - 29 November 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## 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.