

# € TRAINING

Drafting Contracts and Writing Scope of  
Work

A group of four smiling business professionals (two men and two women) in a meeting room. They are wearing white shirts and are seated around a table. The background is blurred, showing a modern office environment. A large blue curved graphic element is overlaid on the top right and bottom right of the image.

16 - 20 September 2024  
Kuala Lumpur (Malaysia)



# Drafting Contracts and Writing Scope of Work

REF: U846 DATE: 16 - 20 September 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction:

This training program provides participants with the essential knowledge and skills to create clear, concise, and enforceable contracts and detailed scopes of work. It empowers them to develop strong contractual agreements and scopes of work that align with project goals and client expectations.

## Program Objectives:

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

- Understand the fundamentals of contract law and its practical applications.
- Develop skills for drafting clear and enforceable contracts.
- Learn techniques for writing detailed and precise scopes of work.
- Gain insights into the structure and components of various types of contracts.
- Enhance strategies for managing and enforcing contractual obligations.

## Targeted Audience:

- Legal Professionals.
- Contract Managers.
- Project Managers.
- Business Executives.
- Procurement Specialists.
- Entrepreneurs.

## Program Outline:

### Unit 1:

#### Fundamentals of Contract Law:

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

- Types of contracts and their legal implications.
- Understanding contract terms and conditions.
- Case studies on foundational contract law concepts.

## Unit 2:

### Effective Techniques for Drafting Contracts:

- Key components of a well-drafted contract.
- Language and clarity in contract drafting.
- Common clauses and their purposes indemnity, confidentiality, termination.
- Avoiding ambiguities and potential pitfalls in drafting.
- Practical exercises on drafting contract clauses.

## Unit 3:

### Writing Comprehensive Scopes of Work

- Importance of a detailed scope of work in contracts.
- Elements of a clear and precise scope of work.
- Techniques for defining project deliverables, timelines, and responsibilities.
- Aligning the scope of work with project goals and client expectations.
- Case studies on effective scope of work documents.

## Unit 4:

### Identifying and Mitigating Contractual Risks:

- Risk assessment in contract management.
- Common contractual risks and how to address them.
- Techniques for drafting risk mitigation clauses.
- Case studies on managing contractual risks.
- Discussions on real-world risk scenarios and solutions.

## Unit 5:

### Managing and Enforcing Contractual Obligations:

- Best practices for contract administration.
- Monitoring compliance with contract terms.
- Handling breaches and disputes.
- Legal remedies and enforcement options.
- Case studies on contract enforcement and dispute resolution.