



PM309: Drafting Contracts in English

Training Description:

This training course equips participants with the knowledge and skills necessary to draft clear, concise, and legally sound contracts in English. Through interactive discussions, practical exercises, and real-world scenarios, participants will gain a comprehensive understanding of contract law fundamentals, essential clauses, and best practices in legal writing.

By attending this intensive training course, participants will gain valuable skills and knowledge to confidently draft and manage contracts in English, fostering stronger business relationships and minimizing legal risks.

Training Objectives:

By the end of the training, participants will be able to learn:

- ✓ Identify the key elements of a valid and enforceable contract
- ✓ Understand fundamental contract law principles in English common law jurisdictions
- ✓ Grasp the structure and purpose of standard contract clauses
- ✓ Develop proficiency in drafting clear and concise legal language
- ✓ Gain practical experience in drafting various types of commercial contracts

Training Designed for:

This course is intended for Business professionals who negotiate and enter contracts (sales, marketing, procurement), Project managers involved in contract administration, Entrepreneurs and startup founders, Non-legal professionals need to understand basic contract principles and International business personnel working in English-speaking environments.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ **Module 1: Introduction to Contract Law**
 - Definition and elements of a contract
 - Formation of a contract (offer, acceptance, consideration)
 - Contractual capacity
 - Contractual terms (express, implied)
 - Interpretation of contracts
- ❖ **Module 2: Legal Writing for Contracts**
 - Principles of clear, concise, and unambiguous legal writing
 - Avoiding ambiguity and loopholes

- Use of plain language in legal documents
- Drafting techniques for different contract clauses
- ❖ **Module 3: Standard Contract Clauses**
 - Recitals (background and purpose)
 - Definitions (clarifying key terms)
 - Obligations and responsibilities (performance, delivery)
 - Representations and warranties
 - Indemnification and limitation of liability
 - Termination clauses
 - Dispute resolution mechanisms
- ❖ **Module 4: Drafting Different Types of Contracts**
 - Sales contracts (goods, services)
 - Non-disclosure agreements (confidentiality)
 - Service agreements
 - Employment contracts
 - Leases
- ❖ **Module 5: Practical Drafting Exercises**
 - Participants will work on drafting exercises for various contract types under instructor guidance.
 - Review and discussion of real-world contract examples.
- ❖ **Module 6: Negotiation and Contract Management**
 - Introduction to contract negotiation strategies
 - Effective communication for contract clarity
 - Contract administration and risk mitigation
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615