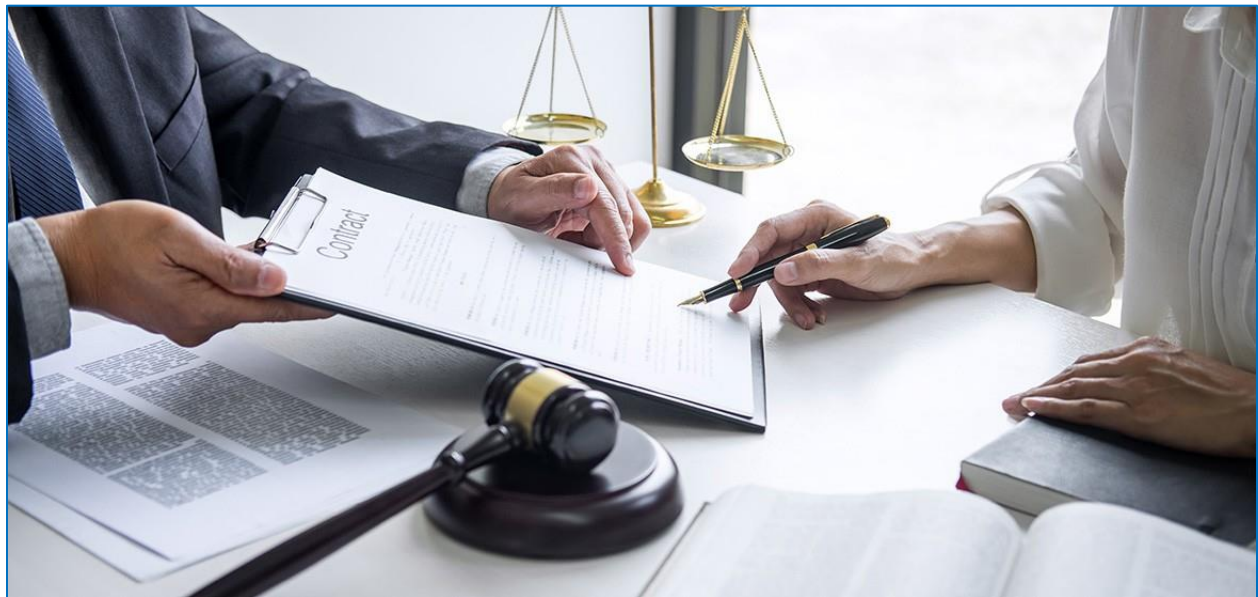




PM310: Contract Drafting and Understanding

Training Description:

Drafting, reading and understanding Contracts are important skills for professionals. Being unsure on the meaning and interpretation of a contractual term or provision is too risky for your business and work. Poorly drafted contracts do not provide protection and may lead to contractual disputes and litigation, arbitration or mediation.

This intensive training course will enhance the skills of participants to creating quality contracts by explaining how contracts are drafted, read and interpreted. Tried and tested methods and skills will be demonstrated in order to give participants the ability to create clear and effective contracts. At the end of the course, you will understand the meaning of each clause found in a commercial contract.

This training course will highlight:

- General principles of contract drafting
- Reviewing important clauses in the contract
- Types of contracts and special considerations
- Understanding standard contract terms and condition

Training Objectives:

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

- ✓ Equip attendees with the essential knowledge and skills that they need to draft, read and understand contracts
- ✓ Look at frame agreements and standard terms
- ✓ Explain what questions every contract should answer
- ✓ Introduce steps that make reviewing contracts easy
- ✓ Identify how to protect organisations interest and get the deal they want

Training Designed for:

This course is intended for Decision-makers involved in drafting, reviewing and understanding contract terms, Contracts, Project & Procurement Professionals, In-house Legal Advisers, Engineers and other technical professionals who are required to prepare technical specifications or plans and All those who are required to draft contract terms and work with and implement contracts.

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:

DAY ONE:

- ❖ **Module 1: Introduction to Contract Drafting**
 - Planning the contract

- Identifying the elements of the contract
- Identifying and planning to draft to reflect the deal
- Focusing on the right things and on the key terms
- The drafting process
 - Formulating a process
 - Drafting and reviewing
- Constructing a clause
 - Identifying and using techniques for structuring a clause
- Obligations or permissive provisions
 - Drafting clearly for obligations
 - Shall, must, may

DAY TWO:

❖ Module 2: Contract Drafting Methods

- Techniques
 - Identifying techniques for clear drafting
 - Using simple words and avoiding technical language
 - Omitting unnecessary words
 - Using and misusing plurals
 - Applying the subject-verb-object approach
 - Understanding when to use the active or passive voice
 - Using punctuation
- Applying other proven techniques
- Commonly litigated words and phrases

DAY THREE:

❖ Module 3: Interpreting Contracts

- Contract interpretation
 - Understanding the principles of contract interpretation
 - Identifying the effect of recent judgments on drafting commercial agreements
- The biggest mistakes people make when reviewing contracts and how to avoid them
- Questions to ask and have answers to when reviewing contracts
- Steps to quickly and easily review contracts
- What makes contracts legally binding
- The extent to which verbal contracts can be enforced

DAY FOUR:

❖ Module 4: Understanding Contracts

- Key terminologies in contracts
- Key provisions contained in B2B contracts
- Key price and payment concepts
- Exclusion clauses issues
- Significance of warranties and indemnities
- Contract termination methods
- B2B contract review and revision

DAY FIVE:

- ❖ **Module 5: Putting it All Together**
 - Checklists
 - Force Majeure
 - Handling Disputes
 - Case Study Exercises
 - Personal Action Planning
- ❖ 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 Certificate(s):

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

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 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:

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