

Contracts Management Training Course:

CONTRACTS: READING, WRITING & NEGOTIATING

From 19/12/2022 to 23/12/2022

Richmond Istanbul Taksim Hotel, Istanbul, Turkey

3950 \$ (10% Special Discount for Groups)

Why Attend?

This Contracts: Reading, Writing and Negotiating training course offers strategies and techniques to appreciably enhance your ability to develop better contracts, and better solutions to disputes. Business professionals need to understand what a contract permits or requires the parties to do, or prevents them from doing, and the consequences of failure. Too often, the wording used in legal agreements is not properly understood by those who are making the key contractual decisions. There may also be problems in assessing amendments proposed by the other party, and determining whether they are reasonable, or will damage your company's position.

This training course will feature:

- Guidance and practice in drafting, amending and negotiating principal contract clauses
- How to use contract provisions to manage commercial risk, and reduce the risk of disputes
- Use of appropriate wording to protect your company's interests
- Effective management of claims and resolution of disputes
- Principles widely used in international contracting

Course Methodology

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. Delegates will be encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis. The training course also includes high levels of participant discussion, group interaction, delegate group exercises and case studies using existing contemporary English language contracts in many jurisdictions.

Course Objectives

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

- Deploy their negotiation skills to create better agreements.
- Demonstrate the ability to draft and amend contract documents.
- Recognise key contract management issues.
- Appreciate how contract clauses can be used to avoid, reduce or transfer risk.
- Perform more skilfully in managing claims and disputes.

The Course Content & Outline

Day One: The Commercial Use of Contracts

- The purpose of Legal Agreements.
- Turning Agreements into Binding Contracts.
- Controlling Risk using Different Types of Contract.
- Contract Models and Templates.
- Interim agreements: Letters of Intent and similar tools.
- Choice of Law, Forum and Jurisdiction.

Day Two: Contract Drafting as Writing

- The drafting process.
- Developing a suitable Contract Structure.
- Defined Terms and Principal Sections.
- Boilerplate Provisions.
- Style and Type of Language.
- Common Words and Phrases.

Day Three: Rights and Obligations – the Main Clauses

- Delivery, Performance and Acceptance.

- Clauses that manage Risk.
- Contract change terms.
- Price and Payment.
- Bonds, Guarantees, Warranties.
- Intellectual Property rights.

Day Four: How can Things Go Wrong?

- Contract Default.
- Liquidated Damages and Penalties.
- Limits/Exclusions of Liability.
- Force Majeure.
- Indemnities and Insurance.
- Suspension and Termination.

Day Five: Negotiation and Resolution of Disputes

- Negotiation – Tools and Techniques
- Dispute Resolution clauses
- Litigation and Arbitration
- Mediation and other Alternative Dispute Resolution methods
- Tips and traps in contract development
- Training course summary and review

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