

Course Name: Contracts: (Reading, Writing & Negotiating)

Reference Code: Co Ma105

About the course:

In this course:

Guidance and practice in formulating, amending and negotiating key contract terms

How to use contract provisions to reduce business risks and the risk of disputes

Use the appropriate formula to protect your company's interests

Effective claims management and dispute resolution

Principles widely used in international contracting

Course Objective:

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

- Demonstrate the ability to draft, negotiate and amend contracts
- Recognise key contracting issues
- Appreciate how contract clauses can be used to mitigate risk
- Perform more skilfully in negotiating claims and disputes
- Use the most effective and commercial ways to resolve disputes

Who Should attend?.

This training course is suitable to a wide range of contracts professionals but will greatly benefit:

1- Contract Administrators, Contract Managers and Contract Professionals

2- Supply officers, Buyers, Purchasing Professionals and Procurement Officers

Kingdom of Saudi Arabia

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- 3- Project Coordinator's, Project Managers and other Project Professionals
- 4- Claims Personnel, including legal advisers
- 5- Contract Strategists and Business Audit Officers.

Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and practice sessions.

- ☑ Relevant computer simulations and videos .
- ☑ Copies of all presentation material.
- ☑ Variety of Learning Methods.
- ☑ Pre-test and final test.
- ☑ Case Study
- ☑ Training Groups.
- ☑ Presentation.
- ☑ Lectures

Course Outline:

Day One: Commercial Use and Structure of Contracts

- Function, Formation and Validity of Contracts
- Types of Law, Judicial and Arbitral Systems
- Choice of Law, Forum and Jurisdiction
- Different Types of Contract

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- Contract Structure and Format
- Incorporation and Precedence of Documents

Day Two: Contract Drafting as Writing

- Style and Type of Language
- Common Words and Phrases
- General Pitfalls
- Defined Terms
- Principal Sections
- Boilerplate Provisions

Day Three: Main Contract Clauses

- Delivery, Performance and Acceptance
- Title and Risk
- Programming and Completion
- Variations and Changes
- Price and Payment Terms
- Security and Withholding Rights

Day Four: Other Key Clauses

- Force Majeure
- Intellectual Property
- Indemnities and Insurance
- Suspension and Termination
- Bonds, Guarantees, Warranties
- Damages and Limits/Exclusions of Liability

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Day Five: Negotiation and Resolution of Disputes

- Negotiation – Tools and Techniques
- Dispute Resolution clauses
- Litigation
- Arbitration
- Enforcement
- Alternative Dispute Resolution (ADR)

Time: 08:00 AM -03:00 PM **Numbers of hours:** 35 Hours

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