Contract Management & Legal Drafting: Mastering Agreements

2027 □□□□□□ 17 – 13
Accra (Ghana)



Contract Management & Legal Drafting: Mastering Agreements

Ref: 2023411_138449 – **Date:** 13 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Why This Course

Effective contract management is vital for protecting organizational interests, minimizing risk, and enabling successful business relationships. In today's competitive environment, professionals must be able to negotiate, draft, and manage contracts with precision and confidence—regardless of their legal background. A well-crafted contract ensures clarity, reduces disputes, and strengthens long-term partnerships.

The Contract Management & Legal Drafting Program is an intensive 1-week course designed to build strong capability in contract lifecycle management, negotiation, legal drafting, and dispute resolution. Through practical exercises, real-world examples, and industry best practices, participants will gain the skills needed to create enforceable agreements and manage contractual obligations effectively across diverse sectors.

What You'll Learn and Practice

By completing this program, participants will be able to:

- Understand key legal principles governing contract formation and enforcement
- Draft clear, concise, and legally sound agreements
- Apply negotiation strategies to secure better contractual outcomes
- Manage contracts effectively throughout their lifecycle
- Identify, assess, and mitigate contractual risks
- Address disputes through structured resolution methods and enforcement strategies

The Program Flow

Day 1 - Fundamentals of Contract Management

- Core principles of contract law and essential legal concepts
- Elements of a valid contract and common contract structures
- Types of contracts and their industry applications
- Overview of the contract lifecycle: creation, execution, monitoring, closeout



Day 2 - Negotiation Strategies & Techniques

- Preparing for successful contract negotiations
- Communication strategies for persuasive and effective negotiation
- Managing challenging negotiation scenarios and maintaining leverage
- Documenting negotiation discussions, outcomes, and agreements

Day 3 - Legal Drafting Essentials

- Contract structure, layout, and logical organization
- Drafting clear, unambiguous, and enforceable clauses
- Common terms and conditions used in commercial agreements
- Practical legal drafting techniques for non-legal professionals

Day 4 - Contract Performance & Risk Management

- Techniques for monitoring and evaluating contract performance
- Identifying contractual risks and implementing mitigation strategies
- Managing changes, variations, and modifications to contracts
- Termination provisions, exit strategies, and handling contract closeout

Day 5 - Dispute Resolution & Contract Enforcement

- Recognizing breaches and determining appropriate responses
- Alternative dispute resolution ADR: negotiation, mediation, arbitration
- When litigation is necessary - strategies and implications
- Enforcing contractual rights, remedies, and obligations

Practical Wins for Participants

Participants will leave the program with the ability to:

- Draft legally sound, clear, and enforceable contracts
- Negotiate more effectively to secure favorable outcomes
- Manage contracts with improved efficiency and oversight
- Navigate disputes and enforce contractual rights with confidence

Organizational Impact

Organizations will benefit through:

- Reduced contractual risks and minimized disputes
- Stronger, more reliable business agreements
- Enhanced negotiation capabilities across departments
- More efficient contract administration and compliance



Training Methodology

This program integrates:

- Real-world contract samples and case studies
- Drafting workshops and negotiation role-plays
- Group exercises and scenario-based learning
- Expert-led discussions on legal, commercial, and operational issues

Beyond the Course

Participants will return prepared to:

- Lead contract negotiations with clarity and strategic insight
- Draft comprehensive agreements that protect organizational interests
- Strengthen contract governance and risk management processes
- Support smoother, more productive commercial relationships

