Contract Excellence for Non-Legal Professionals Training

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Seattle, Washington (USA)



Contract Excellence for Non-Legal Professionals Training

Ref: 20222150_183619_ben30 **Location:** Seattle, Washington (USA) **Fees:** 5900 GBP

Why This Course

Contracts are part of everyday business decisions, even for professionals without a legal background. Yet unclear terms, hidden risks, or weak negotiation can lead to costly mistakes and disputes. Understanding how contracts work is no longer optional—it's a critical business skill.

This intensive 1-week program is designed specifically for non-legal professionals. It simplifies complex legal concepts and focuses on practical skills, helping participants confidently read, manage, and negotiate contracts while minimizing risks.

What You'll Learn and Practice

By joining this program, you will:

- Understand how contracts are structured and what makes them legally valid.
- Identify and manage risks within contractual agreements.
- Apply practical negotiation techniques to secure better terms.
- Recognize common contractual pitfalls and avoid them.
- Manage contract changes and resolve disputes effectively.

The Program Flow

Day 1: Fundamentals of Contracting

- Understanding the role and importance of contracts in business.
- Identifying the key elements of valid agreements.
- Exploring different types of contracts and their uses.
- Reviewing the contract formation process and best practices.

Day 2: Risk Assessment and Management

- Identifying common risks in contracts.
- Applying strategies to allocate and manage risk.
- Understanding liability and protection clauses.
- Reviewing insurance and financial safeguards.



Day 3: Contract Negotiation and Drafting

- Preparing for negotiations with confidence.
- Understanding key contract clauses and their impact.
- Drafting clear and practical contract terms.
- Avoiding common drafting mistakes.

Day 4: Contract Performance and Changes

- Managing contract execution and obligations.
- Handling changes, variations, and amendments.
- Addressing unexpected situations and disruptions.
- Managing contract termination effectively.

Day 5: Dispute Resolution and Contract Close-out

- Identifying and addressing contract breaches.
- Applying structured approaches to resolve disputes.
- Negotiating settlements and practical solutions.
- Closing contracts and capturing lessons learned.

Individual Impact

- Build confidence in understanding and managing contracts.
- Improve your negotiation and decision-making skills.
- Strengthen your ability to identify and manage risks.
- Enhance your overall business and commercial awareness.

Organizational Impact

- Reduce contractual risks and misunderstandings.
- Improve the quality of negotiations and agreements.
- Strengthen contract compliance and performance.
- Support better business decisions across teams.

Training Methodology

This program focuses on practical, easy-to-apply learning through:

- Real-world contract examples and case studies.
- Interactive discussions and group exercises.
- Practical negotiation and scenario-based activities.
- Tools and templates for immediate use.



Beyond the Course

By the end of this program, participants will have the confidence and skills to handle contracts effectively without needing a legal background.

They will return ready to:

- Review and understand contract terms clearly.
- Negotiate better agreements with confidence.
- Identify and reduce contractual risks.
- Manage contracts and resolve issues effectively.

This course empowers professionals to navigate contracts with clarity and confidence—supporting stronger agreements and better business outcomes.

