Mastering Contracting Skills: A Comprehensive 1-Week Course

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Tokyo (Japan)



Mastering Contracting Skills: A Comprehensive 1-Week Course

Ref: 20222882_21249220 Duration: Tokyo (Japan) Fees: 5900 GBP

Course Description

This comprehensive 1-week course equips professionals with essential contracting skills. Participants will learn contract formation, negotiation strategies, risk management techniques, and best practices for successful agreement execution and management. The course combines theoretical knowledge with practical applications to enhance contracting expertise.

Learning Objectives

- Understand key principles of contract law and formation
- Develop effective negotiation strategies for various contract types
- Learn to identify and mitigate contractual risks
- Master techniques for drafting clear and enforceable contract terms
- Gain proficiency in contract administration and performance management
- Understand dispute resolution mechanisms in contracting

Course Modules

Day 1: Fundamentals of Contract Law and Formation

- Introduction to contract law and legal principles
- Elements of a valid contract
- Contract types and structures
- Pre-contractual considerations and documentation

Day 2: Negotiation Strategies and Techniques

- Negotiation preparation and planning
- Key negotiation tactics and styles
- Managing difficult negotiations
- Ethical considerations in contract negotiation

Day 3: Risk Management in Contracting

- Identifying and assessing contractual risks
- Risk allocation and mitigation strategies
- Indemnification and limitation of liability clauses
- Insurance and bonding requirements



Day 4: Contract Drafting and Review

- Structuring and organizing contract documents
- Drafting clear and unambiguous contract terms
- Common contract clauses and their implications
- Contract review and approval processes

Day 5: Contract Administration and Dispute Resolution

- Contract performance monitoring and management
- Change management and contract modifications
- Handling breaches and defaults
- Dispute resolution mechanisms and strategies

Practical Wins for Participants

- Ability to confidently negotiate and draft various types of contracts
- Enhanced skills in identifying and mitigating contractual risks
- Improved contract administration and performance management capabilities
- Strategies for effectively resolving contractual disputes and conflicts

