



*Training Course:  
Contract law for non lawyers*

*17 - 21 June 2024  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Contract law for non lawyers

Training Course code: PC4103 From: 17 - 21 June 2024 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course  
Fees: 5250 € Euro

### Introduction

By deciphering complex concepts into manageable terms, this workshop provides non-lawyers with a foundation in contract law. Participants will gain a basic understanding of contract formation, negotiations, potential pitfalls, contract content including exemptions and terms as well as ending contracts and contract terminations and breaches.

### Course Objectives of Contract Law for non lawyers

- Understand contractual terms and their impact on the business
- Explore key elements of commercial contracts
- Analyse commercial risks and opportunities in terms of your own business environment
- Be able to propose appropriate means to mitigate risks
- Discover how to review third party contracts effectively
- Learn how to identify areas that require specialist legal advice or Board-level approval
- Find out how to use internal or external legal resources more effectively

### Who should Attend

While this course would especially benefit those who come into contact with contracts, it is for anybody wanting to gain a basic understanding of contract law.

### Course Outline of Contract Law for non lawyers

- Objectives for today - setting out our objectives for delegates and their benefit to your business
- A Memory Game - get those grey cells working!
- Exercise: Buying a commodity
- Consequences of Confusion - the pain of getting it wrong
- Defining Commercial Relationships - the fundamental markers
- Exercise: Define a typical deal for your business

- Exercise: Which legal terms define each area of the relationship?
- Who Does What When?

- Vendor Responsibilities
- The importance of clear specifications and change control
- Purchaser Responsibilities
- Delivery
- Intellectual Property
- The importance of timing

- When Does Payment Occur?

- Defining Milestones
- Good Acceptance Criteria
- Readiness for Invoicing
- Taxes and other payment headaches

- Exercise: Comparing vendor and purchaser acceptance provisions
- What Happens if Things Go Wrong?

- Warranties and warranty remedies
- Limiting liability
- Indemnities
- Confidentiality
- Liquidated Damages
- Applicable law and dispute resolution
- Termination
- Survival provisions

- Exercise: Comparing vendor and purchaser warranty provisions
- Exercise: Finding your way around a contract
- Recap: Review of key contract components
- Review of Objectives
- Introduction to the Online Training Resources

## Registration form on the Training Course: Contract law for non lawyers

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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