



*Training Course:  
Contract from A-Z*

*11 - 15 November 2024  
Geneva (Switzerland)*

## Training Course: Contract from A-Z

Training Course code: PC235436 From: 11 - 15 November 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

The "Contract from A-Z" training program is a comprehensive five-day course designed to provide participants with a thorough understanding of the principles and practices involved in creating, negotiating, managing, and resolving disputes related to contracts. This program covers the entire lifecycle of a contract, from its initial formation to its conclusion, and is tailored to equip attendees with the essential skills and knowledge required to handle contracts effectively in a professional setting.

### Objectives

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

- Understand the fundamental concepts and legal principles underlying contracts.
- Identify and draft key elements and clauses of a contract.
- Apply effective negotiation strategies to secure favorable contract terms.
- Manage contracts efficiently using best practices and modern tools.
- Ensure compliance with legal and regulatory requirements.
- Resolve contract disputes using various methods of dispute resolution.
- Analyze real-world case studies to gain practical insights into contract management and dispute resolution.

### Target Audience

This training program is ideal for:

- Legal professionals, including lawyers and paralegals, who wish to deepen their knowledge of contract law.
- Contract managers and administrators responsible for overseeing contract processes within their organizations.
- Procurement and purchasing officers involved in negotiating and managing contracts with suppliers and vendors.

- Business owners and entrepreneurs who regularly enter into contracts and want to ensure they are well-versed in contract essentials.
- Project managers and team leaders who manage projects that involve contractual agreements.
- Anyone interested in gaining a comprehensive understanding of contracts and their practical application in the business world.

## Training Program Outline

### Day 1: Introduction to Contracts

- Welcome and Introduction
  - Overview of the training program
  - Objectives and expected outcomes
- Basics of Contracts
  - Definition and importance of contracts
  - Key elements of a valid contract: offer, acceptance, consideration, intention to create legal relations, and capacity
- Types of Contracts
  - Written vs. oral contracts
  - Standard form contracts vs. negotiated contracts

### Day 2: Contract Formation and Negotiation

- Contract Formation
  - Detailed discussion on the elements of a contract
  - The process of offer and acceptance
  - Consideration: what it is and why it matters
- Contract Negotiation
  - Preparation for negotiation: research, strategy, and planning
  - Techniques for effective negotiation

- Common pitfalls and how to avoid them

### Day 3: Contract Drafting

- Principles of Contract Drafting
  - Clarity, precision, and simplicity
  - Avoiding ambiguity and legalese
- Structure of a Contract
  - Common sections of a contract: recitals, definitions, terms and conditions, representations and warranties, covenants, indemnities, and termination clauses
- Drafting Key Clauses
  - Payment terms, delivery terms, confidentiality clauses, dispute resolution, and liability clauses

### Day 4: Contract Management and Compliance

- Contract Management
  - Importance of contract management
  - Tools and software for contract management
  - Key performance indicators KPIs for contract management
- Ensuring Compliance
  - Regulatory and legal compliance
  - Monitoring and auditing contracts
  - Handling contract amendments and renewals

### Day 5: Dispute Resolution and Review

- Dispute Resolution
  - Common causes of contract disputes
  - Methods of dispute resolution: negotiation, mediation, arbitration, and litigation
- Case Studies
  - Review of real-world contract disputes and resolutions

- Lessons learned and best practices
- Final Review and Q&A
  - Recap of the training program
  - Open floor for questions and discussions
  - Feedback and evaluation

## Registration form on the Training Course: Contract from A-Z

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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,  
Egypt.