



*Training Course:  
Commercial Contract For Non-Lawyers*

*22 - 26 December 2024*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Commercial Contract For Non-Lawyers

Training Course code: PC235438 From: 22 - 26 December 2024 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3250 € Euro

### Introduction

Commercial contracts are the backbone of business transactions, defining rights, obligations, and expectations between parties. Understanding these contracts is crucial for professionals across various roles, even if they are not legal experts. This intensive 5-day training program is designed to equip non-lawyers with the knowledge and skills necessary to confidently navigate commercial contracts, from drafting and negotiation to contract management and dispute resolution.

### Objectives

- **Comprehensive Understanding:** Gain a thorough understanding of commercial contracts' fundamental principles and elements.
- **Advanced Drafting Skills:** Develop proficiency in drafting clear, precise, and enforceable contract terms and clauses.
- **Effective Negotiation Techniques:** Learn strategies for negotiating favorable contract terms while managing risks and maintaining relationships.
- **Contract Management Mastery:** Acquire skills to administer contracts, monitor performance, and resolve disputes effectively.
- **Practical Application:** Apply learned concepts through case studies, simulations, and practical exercises to reinforce learning and improve decision-making.

### Target Audience

This program is ideal for professionals who regularly engage in business transactions or contract-related activities but do not have a legal background. It is particularly beneficial for:

- **Business Managers and Executives:** Responsible for overseeing contracts and ensuring compliance.
- **Project Managers:** Involved in negotiating and managing contracts for project execution.
- **Procurement and Supply Chain Professionals:** Engaged in purchasing, vendor management, and contract administration.
- **Entrepreneurs and Small Business Owners:** Need to understand and draft contracts to protect their

interests and minimize legal risks.

## Training Program Outline

### Day 1: Foundations of Commercial Contracts

- Overview of commercial contracts
- Importance of contracts in business operations
- Legal principles governing contracts
- Key elements of a contract: Offer, acceptance, consideration, legality, capacity, and consent

### Day 2: Contract Formation and Structure

- Understanding contract formation
- Types of contracts: Express vs. implied, bilateral vs. unilateral
- Drafting essentials: Structuring contracts effectively
- Practical exercise: Drafting simple contract clauses

### Day 3: Advanced Contract Drafting Techniques

- Clarity and precision in contract language
- Handling boilerplate clauses effectively
- Drafting specific clauses: Indemnification, warranties, limitations of liability
- Practical exercise: Drafting and reviewing complex contract clauses

### Day 4: Negotiation and Risk Management

- Techniques for Effective Contract Negotiation
- Identifying and managing contract risks
- Negotiating key terms: Price, scope, deliverables, timelines
- Case study: Simulated negotiation exercises

#### Day 5: Contract Administration and Dispute Resolution

- Implementing contracts: Execution and performance
- Monitoring contract performance and compliance
- Resolving disputes: Mediation, arbitration, litigation
- Case studies and role-playing: Handling contract disputes

## Registration form on the Training Course: Commercial Contract For Non-Lawyers

**Training Course code:** PC235438 **From:** 22 - 26 December 2024 **Venue:** Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel **Training Course Fees:** 3250 € Euro

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.