



*Training Course:  
Contract law for non lawyers*

*3 - 7 March 2025  
Accra (Ghana)*

## Training Course: Contract law for non lawyers

Training Course code: PC4103 From: 3 - 7 March 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € 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,  
Egypt.