



*Training Course:
Contract from A-Z*

*17 - 21 February 2025
Geneva (Switzerland)*

Training Course: Contract from A-Z

Training Course code: PC235436 From: 17 - 21 February 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5750 € 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

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Person Responsible for Training and Development

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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