



*Training Course:
Writing Effective Legal Documents and
Commercial Contracts*

*22 September - 3 October 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Writing Effective Legal Documents and Commercial Contracts

Training Course code: PC236164 From: 22 September - 3 October 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan
Kuala Lumpur Training Course Fees: 9000 € Euro

Introduction

This 12-day intensive training program is developed by Global Horizon Training Center to equip legal professionals, contract managers, and commercial officers with the skills and knowledge needed to draft, review, and manage effective legal documents and commercial contracts. The program provides a comprehensive understanding of legal writing principles, contract structures, language precision, risk mitigation, and international commercial law practices. Participants will engage in practical exercises, case studies, and clause-by-clause analysis to sharpen their legal drafting skills in both domestic and international contexts.

Objectives

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

- Draft clear, concise, and enforceable legal documents and contracts.
- Apply principles of legal writing to reduce ambiguity and risk.
- Understand the structure and essential clauses of commercial contracts.
- Negotiate and amend contract terms effectively.
- Identify potential legal pitfalls and ensure compliance with applicable laws.
- Improve cross-border contract writing with international best practices.

Target Audience

- Legal advisors and in-house counsel
- Contract and commercial managers
- Procurement and sourcing professionals
- Paralegals and legal support staff
- Business development and compliance officers
- Anyone involved in reviewing or preparing legal and commercial documents

Organizational Impact

Organizations that send staff to this program can expect:

- Higher quality contracts with reduced disputes
- Improved internal compliance and contract risk management
- Increased efficiency in contract drafting and negotiations
- Better alignment between legal, procurement, and commercial teams

Training Outline

Day 1: Introduction to Legal Writing and Contract Fundamentals

- Key characteristics of legal writing
- Legal vocabulary, tone, and structure
- Overview of contract law principles
- Purpose and function of contracts

Day 2: Legal Writing Techniques for Clarity and Precision

- Plain English vs. Legalese
- Avoiding ambiguity, vagueness, and redundancy
- Drafting definitions and using terms consistently
- Sentence structure and punctuation in legal writing

Day 3: Structure and Format of Commercial Contracts

- Key components of a commercial contract
- Recitals, definitions, operative provisions, and boilerplate
- Pre-contractual documents: MOUs, LOIs, NDAs
- Contract lifecycle overview

Day 4: Essential Clauses in Commercial Contracts - Part 1

- Payment terms and pricing
- Delivery and performance obligations
- Representations and warranties
- Indemnity and liability clauses

Day 5: Essential Clauses in Commercial Contracts - Part 2

- Termination clauses
- Force Majeure and hardship provisions
- Dispute resolution: arbitration, litigation, mediation
- Governing law and jurisdiction

Day 6: Risk Allocation and Contract Negotiation Techniques

- Identifying and assessing contractual risks
- Drafting risk transfer clauses
- Contract negotiation strategies and tactics
- Managing stakeholders in contract negotiation

Day 7: Drafting Techniques for Specific Types of Contracts

- Sales contracts goods and services
- Licensing and IP agreements
- Consultancy and service-level agreements
- Construction and procurement contracts

Day 8: Legal Document Drafting Beyond Contracts

- Legal memos and opinions
- Company resolutions and shareholder agreements
- Board meeting minutes

- Policy documents and internal governance documents

Day 9: Reviewing, Amending, and Redlining Contracts

- Contract review checklist
- Editing and revising contract drafts
- Using redlining software and markup etiquette
- Document version control and finalization

Day 10: International Contracts and Cross-Border Considerations

- UNCITRAL Model Law and CISG overview
- Drafting contracts under English vs. civil law systems
- Language and cultural considerations
- Currency, tax, and jurisdiction clauses in global contracts

Day 11: Compliance, Ethics, and Regulatory Requirements

- Regulatory clauses and legal compliance
- Anti-bribery and anti-corruption provisions
- Confidentiality and data protection laws e.g., GDPR
- Ethical legal writing practices and avoiding malpractice

Day 12: Practical Workshop - Drafting and Reviewing Full Contracts

- Drafting a complete commercial contract from scratch
- Peer review and collaborative editing
- Clause-by-clause walkthrough with trainer
- Final Q&A, feedback, and take-home templates

Registration form on the Training Course: Writing Effective Legal Documents and Commercial Contracts

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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
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Easy Ways To Register

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