



*Training Course:
Contract Drafting & Review Course for
Paralegals and Junior Counsel*

*21 - 25 September 2025
Doha (Qatar)*

Training Course: Contract Drafting & Review Course for Paralegals and Junior Counsel

Training Course code: PC236272 From: 21 - 25 September 2025 Venue: Doha (Qatar) - Training Course Fees: 4500 € Euro

Introduction

This training program, designed by Global Horizon Training Center, aims to provide paralegals and junior counsel with the essential knowledge and skills needed for effective contract drafting and review. Contracting is a cornerstone of legal practice and corporate operations, shaping the relationships between organizations, partners, clients, and suppliers. Poorly drafted contracts often lead to disputes, delays, and financial losses.

Through this course, participants will gain a clear understanding of contract fundamentals, master the art of drafting precise and enforceable clauses, and develop a critical eye for reviewing contracts to identify risks and errors. With practical exercises, real-world examples, and guidance from experienced trainers, this program bridges theory and practice to empower junior legal professionals to support their organizations more effectively.

Objectives

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

1. Understand the fundamental principles and components of contracts.
2. Draft legally sound and clearly structured contractual clauses.
3. Apply best practices in contract review to detect ambiguities, inconsistencies, and risks.
4. Recognize and avoid common drafting errors.
5. Enhance skills in negotiation support, claims awareness, and contract risk management.
6. Strengthen their role as legal support professionals in assisting senior counsel and management.

Course Methodology

The program uses a practical, hands-on approach, combining:

- Interactive lectures to explain concepts and legal principles.
- Case studies drawn from real contract disputes and examples.
- Workshops and group exercises on drafting and reviewing clauses.

- Role-playing simulations for negotiation and review scenarios.
- Templates and checklists to be used in daily practice by paralegals and junior counsel.

Organizational Impact

Organizations that invest in this course will benefit by:

- Reducing contractual risks through better-drafted and thoroughly reviewed agreements.
- Increasing efficiency by equipping junior staff to support contract preparation and review tasks.
- Strengthening compliance with legal standards and best practices.
- Enhancing communication and collaboration between paralegals, junior counsel, and senior legal teams.
- Lowering the likelihood of costly disputes, claims, and delays.

Target Audience

This program is designed for:

- Paralegals working in legal departments or law firms.
- Junior Counsel / Legal Associates at the early stages of their careers.
- Legal assistants and contract administrators supporting drafting and review functions.
- Procurement and contracts staff with responsibility for documentation and negotiation support.

Outlines

Day 1: Foundations of Contracts and Drafting

- Introduction to contracts: definition, purpose, and importance.
- Differences between agreements, contracts, and deeds.
- Essential elements of a valid contract.
- Roles and responsibilities of paralegals and junior counsel in contract management.

- Basics of contract drafting: clarity, precision, and structure.
- Workshop: Analyzing a simple contract and identifying key parts.

Day 2: Drafting Core Clauses and Avoiding Errors

- Understanding standard contractual clauses scope, obligations, terms, termination, confidentiality.
- How to draft enforceable and unambiguous clauses.
- Common drafting mistakes and how to avoid them.
- Language in contracts: legal vs. plain language.
- Practical drafting exercise: Writing and improving selected clauses.
- Group discussion: Pitfalls in real contract examples.

Day 3: Reviewing and Analyzing Contracts

- Step-by-step methodology for reviewing contracts.
- Identifying risks, inconsistencies, and gaps.
- Reviewing commercial terms, liability, indemnity, and warranties.
- Tools and checklists for effective contract review.
- Workshop: Reviewing a sample contract and preparing a report for senior counsel.

Day 4: Negotiation Support and Contract Risk Management

- Role of paralegals/junior counsel in negotiation preparation.
- Understanding negotiation strategies from a support perspective.
- Risk allocation in contracts and how to identify red flags.
- Claims and change orders: overview and paralegal's role in documentation.
- Case study: Supporting negotiation by summarizing risks and recommendations.

Day 5: Advanced Drafting Practices and Practical Application

- Drafting standards and techniques for complex clauses.
- Addressing dispute resolution, governing law, and jurisdiction.
- Filling contractual gaps and handling force majeure.
- Drafting and reviewing clauses related to compliance and ethics.
- Final simulation: Drafting and reviewing a full short-form contract in teams.
- Wrap-up, feedback, and key takeaways for professional development.

Registration form on the Training Course: Contract Drafting & Review Course for Paralegals and Junior Counsel

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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