



*Training Course:  
Contract law for non lawyers*

*13 - 17 July 2026  
Madrid (Spain)*

## Training Course: Contract law for non lawyers

Training Course code: PC4103 From: 13 - 17 July 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

This workshop simplifies contract law for non-lawyers by breaking down complex concepts into practical, understandable terms. Participants will gain foundational knowledge in contract formation, negotiation, risk identification, contract content, and procedures for contract termination and breach.

### Course Objectives

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

- Understand contractual terms and their impact on business operations
- Explore the key elements of commercial contracts
- Analyse commercial risks and opportunities in their own business context
- Propose appropriate risk mitigation strategies
- Review third-party contracts effectively
- Identify areas requiring specialist legal advice or Board-level approval
- Use internal and external legal resources efficiently

### Target Audience

- Individuals who interact with contracts in their role
- Managers, project leads, procurement, and administrative staff
- Anyone seeking a foundational understanding of contract law

### Course Outline

#### Day 1 - Understanding Contracts and Commercial Relationships

- Objectives for today and benefits to the business
- Memory game to reinforce learning
- Exercise: Buying a commodity
- Consequences of confusion - pitfalls of poor contract understanding
- Defining commercial relationships
- Exercise: Mapping a typical deal for your business
- Exercise: Identifying legal terms for each area of the relationship

#### Day 2 - Roles, Responsibilities, and Payment Terms

- Vendor responsibilities and the importance of clear specifications and change control
- Purchaser responsibilities, delivery obligations, and intellectual property considerations
- Timing and milestones for payment
- Defining acceptance criteria and readiness for invoicing
- Taxes and payment-related challenges
- Exercise: Comparing vendor and purchaser acceptance provisions

#### Day 3 - Contract Risks, Remedies, and Termination

- Warranties and warranty remedies
- Limiting liability and indemnities
- Confidentiality and liquidated damages
- Applicable law and dispute resolution
- Termination clauses and survival provisions
- Exercise: Comparing vendor and purchaser warranty provisions
- Exercise: Navigating through a contract

#### Day 4 - Recap and Resources

- Review of key contract components
- Recap of course objectives
- Introduction to online training resources for continued learning

## 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
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### 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

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