Global Horizon
TRAINING CENTER

Training Course:
Contract from A-Z

25 - 29 January 2027
Casablanca (Morocco)

Training Course:
Contract from A-Z

Training Course code: PC235436 From: 25 - 29 January 2027 Venue: Casablanca (Morocco) - Training Course Fees: 4725 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

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.