

Drafting Contracts and Writing Scope of Work &
Contracts Management Professional

London (UK)

17 - 21 November 2025

UK Training

PARTNER



Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 17 - 21 November 2025 City: London (UK) Fees: 4400 Pound

Introduction

The Drafting Contracts and Writing Scope of Work & Contracts Management Professional Course is designed to provide participants with the skills and knowledge necessary to effectively draft and manage contracts in a variety of industries. The course is ideal for individuals who are involved in procurement, contract administration, or legal support roles.

Course Objectives

- Provide participants with a comprehensive understanding of contract law principles.
- Equip participants with the skills necessary to draft clear, concise, and effective contracts.
- Improve contract administration processes and reduce legal risks.
- Enhance participants' ability to effectively manage contracts throughout their lifecycle.
- Develop contract management professionals who can contribute to the success of their organization.

Course Outlines

Day 1: Introduction to Contract Law and Contract Types

- Overview of contract law principles.
- Common law vs civil law systems.
- Types of contracts and their characteristics.
- Contract formation and essential elements.
- Contract interpretation and termination.

Day 2: Drafting Clear and Effective Contracts

- Key considerations when drafting contracts.
- Defining the scope of work and deliverables.
- Pricing and payment terms.
- Warranties and representations.
- Liability and indemnification clauses.

Day 3: Writing Scope of Work and Specifications

- Understanding the importance of the scope of work and specifications.
- Creating clear and concise scope of work documents.
- Defining the roles and responsibilities of the parties involved.
- Developing specifications that meet project requirements.
- Ensuring alignment between the scope of work and contracts.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

Day 4: Contract Administration and Performance Management

- Managing the contract lifecycle.
- Monitoring and evaluating contract performance.
- Identifying and managing contract changes.
- Ensuring compliance with contractual obligations.
- Handling contract disputes and claims.

Day 5: Contracts Management Best Practices

- Developing effective contract management strategies.
- Establishing effective communication and collaboration with stakeholders.
- Leveraging technology to enhance contract management processes.
- Developing contract management policies and procedures.
- Continuous improvement in contract management practices

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

