

Drafting Contracts and Writing Scope of Work &
Contracts Management Professional

Madrid (Spain)

3 - 7 February 2025

UK Training

PARTNER



Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 3 - 7 February 2025 City: Madrid (Spain) Fees: 4200 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 contracts 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

UK Training

PARTNER



Day 3

Writing Scope of Work and Specifications

- Understanding the importance of 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 scope of work and contracts

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

Note: The course could be modified or customized based on the specific needs of the participants or organization.

Blackbird Training Cities

Europe



Zurich (Switzerland)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Moscow (Russia)
(Malaysia)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



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 Refinement

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

 training@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

