

Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Madrid (Spain)

2 - 6 February 2026

UK Training

PARTNER



Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 2 - 6 February 2026 City: Madrid (Spain) Fees: 4400 Pound

Introduction

The Drafting Contracts and Writing Scope of Work & Contracts Management Professional Course is meticulously designed to equip professionals with the knowledge and skills required to draft, interpret, and manage contracts effectively across various industries. This course is an excellent choice for individuals involved in procurement, contract administration, or legal support roles who aim to enhance their expertise in contracts management.

Participants will delve into the intricacies of drafting contracts, writing scope of work, and developing strong contract management strategies. By completing this contracts management training, attendees will gain a competitive edge, reduce legal risks, and contribute significantly to their organization's operational success.

Course Objectives

By the end of this course, participants will:

- Gain a comprehensive understanding of contract law principles applicable in different jurisdictions.
- Develop advanced contract writing skills for drafting clear and concise agreements.
- Enhance their ability to create and manage scope of work documents aligned with project requirements.
- Improve skills in contract administration and ensure compliance throughout the contract lifecycle.
- Explore best practices in contracts management to optimize processes and mitigate risks.
- Earn recognition as a skilled professional in contracts management certification.

Course Outlines

Day 1: Introduction to Contract Law and Contract Types

- Overview of contract law principles and frameworks.
- Understanding common law vs. civil law systems.
- Exploring different types of contracts and their unique features.
- Key elements in contract formation and interpretation.
- Termination clauses and their significance in contracts management.

Day 2: Drafting Clear and Effective Contracts

- Essential considerations for drafting contracts effectively.
- Crafting precise scope of work and deliverables.
- Setting pricing and payment terms to avoid ambiguities.
- Incorporating warranties and representations for clarity.
- Drafting robust liability and indemnification clauses to mitigate risks.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on the board. The text 'UK Training PARTNER' is overlaid on the image.

UK Training
PARTNER

Day 3: Writing Scope of Work and Specifications

- Importance of well-defined scope development in contracts.
- Step-by-step guidance on writing scope of work documents.
- Assigning roles and responsibilities within project agreements.
- Developing specifications to meet diverse project needs.
- Ensuring seamless alignment between scope of work and contract terms.

Day 4: Contract Administration and Performance Management

- Understanding the contract lifecycle and key phases.
- Tools for monitoring and evaluating contract performance.
- Managing amendments and changes in contractual agreements.
- Strategies to ensure compliance with contractual obligations.
- Resolving contract disputes effectively to avoid escalations.

Day 5: Contracts Management Best Practices

- Establishing strategies for professional contract management.
- Enhancing communication and collaboration with stakeholders.
- Utilizing technology to improve contracts management processes.
- Developing contracts management policies and documentation.
- Embracing continuous improvement in contracts management practices.

Why Attend this Course: Wins & Losses!

- Master contract writing skills and become proficient in drafting professional contracts.
- Learn to craft and align detailed scope of work documents with project objectives.
- Mitigate risks and reduce disputes with effective contracts management strategies.
- Gain globally recognized credentials through contracts management certification.
- Enhance your professional portfolio with specialized expertise in project scope development and contracts administration.

Conclusion

The Drafting Contracts and Writing Scope of Work & Contracts Management Professional Course offers an unparalleled opportunity for professionals seeking to advance their expertise in contracts management. With a curriculum that focuses on drafting contracts, writing effective scopes of work, and mastering contract management best practices, participants will leave the course empowered to manage complex contractual relationships with confidence and precision.

Invest in your professional growth by joining this comprehensive contracts management course. Enhance your career, minimize risks, and position yourself as a leader in the field of contracts management and project scope development. Enroll now to unlock a future of opportunities!

A graphic of a chessboard with several pawns. In the foreground, a large gold king piece stands prominently. Behind it, several silver and gold pawns are positioned on the squares. The background features a series of concentric white circles on a dark background.

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)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training
PARTNER

Blackbird Training Cities

AFRICA



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



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



المؤسسة العامة للتأمينات الاجتماعية
General Organization for Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
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

Artificial Intelligence (AI)
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

