

Drafting Contracts and Writing Scope of Work &  
Contracts Management Professional

*Vienna (Austria)*

*4 - 8 November 2024*

UK Training

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# Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 4 - 8 November 2024 City: Vienna (Austria) 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 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

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

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### 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.

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