

Drafting Contracts and Writing Scope of Work &  
Contracts Management Professional

*Munich (Germany)*

*21 - 25 October 2024*

UK Training

**PARTNER**



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

Code: SC28 From: 21 - 25 October 2024 City: Munich (Germany) Fees: 4700 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 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 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

izmir



Podgorica (Montenegro)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)

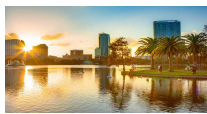


Milan (Italy)

### 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](mailto:training@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

