

Drafting Contracts and Writing Scope of Work &
Contracts Management Professional

Geneva (Switzerland)

2 - 6 June 2025

UK Training

PARTNER



Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 2 - 6 June 2025 City: Geneva (Switzerland) 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

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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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