

Drafting Contracts and Writing Scope of Work &
Contracts Management Professional

Cape Town (South Africa)

10 - 14 November 2025

UK Training

PARTNER



Drafting Contracts and Writing Scope of Work & Contracts Management Professional

Code: SC28 From: 10 - 14 November 2025 City: Cape Town (South Africa) Fees: 3300 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 contract 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.

Day 3: Writing Scope of Work and Specifications

- Understanding the importance of the 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 the scope of work and contracts.

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

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