BLACKBIRD FOR TRAINING

Contract Management & Legal Drafting Comprehensive Course

4 – 15 April 2027
Sharm El-Sheikh (Egypt)

UK Traininig
PARTNER



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Introduction

In today's complex business environment, effective contract management is vital for ensuring that contractual obligations are met, risks are minimized, and disputes are avoided. This comprehensive training course is designed to guide participants through the contract management lifecycle from negotiation to contract performance management. It covers everything from understanding the essence of a contract management strategy to drafting legal documents, managing contract performance, and addressing potential disputes.

This course will equip participants with the tools necessary to handle contract management problems, draft legally sound documents, and execute successful contract management processes. Whether you're looking to enhance your skills in digital contract management or refine your understanding of legal drafting, this course offers essential knowledge for business professionals, managers, and legal advisors.

Course Objectives

By the end of the Contract Management and Legal Drafting course, participants will:

- Understand the contract management meaning and the contract management lifecycle.
- Gain the ability to negotiate and structure contracts effectively, using contract management principles.
- Develop skills to draft legally sound contracts, focusing on key legal drafting rules and terminology.
- Learn how to assess and manage risks, and how to develop an effective contract management strategy.
- Acquire practical knowledge of managing complex commercial contracts, including safety contract management and digital contract management.
- Learn the best practices for contract management transformation and overcoming common contract management problems.
- Understand dispute resolution techniques, including litigation, arbitration, and mediation.
- Gain insights into drafting specific clauses in contracts related to production, services, termination, and disputes.



Course Outlines

Day 1: What is the "Deal" Behind the Contract?

- Understanding the core elements of a contract: form, ingredients, and basic structure.
- The context of commercial arrangements and contract management strategy.
- Innovative solutions such as partnering and "BOOT" contracts.
- The relationship between negotiation and contract drafting.
- Authority to sign and agency principles in closing a deal.
- Formalities to finalize the contract.

Day 2: Negotiating and Drafting Contracts

- Key contract management principles for negotiating contracts.
- Strategies for negotiating in difficult and complex situations.
- Structuring complex documents: The hierarchy of terms and the role of precedent in international contracting.
- Modifying and qualifying standard contract forms.
- Amendments in contracts and addressing qualifications.

Day 3: Legal Drafting for Organizations & Factories

- Characteristics of a well-drafted contract and the importance of clear legal writing.
- Legal drafting language: Will v Shall v Must.
- Legal drafting definition and identifying the formalities for a binding contract.
- Importance of boilerplate clauses: How overlooking these clauses can be detrimental.
- Structure and formation of a commercial contract.

Day 4: The Preliminary Documents and Heads of Terms

- Effectively using Heads of Terms in contract formation.
- Identifying pitfalls in vague language and expressions in contracts.
- Cross-border contracts: Distribution, Joint Ventures, and Agency agreements.
- Share Purchase Agreements and allocating risks between the buyer and seller.
- Troubleshooting: Detecting and correcting errors in contracts.

Day 5: Plain English in Legal Correspondence

- Transitioning from legalese to plain English for clarity.
- The role of collocations and avoiding archaic, unnecessary legal jargon.
- Writing short, long, and formal emails in legal contexts.
- The importance of clear communication in contract management.



Day 6: Legal Writing Troubleshooting for Insurance & Other Sectors

- Challenges of using English idioms in legal writing.
- Cutting unnecessary words and ensuring consistent terminology.
- Avoiding ambiguity and vagueness in legal documents.
- Practical tips for contract management analysts in the insurance and manufacturing sectors.

Day 7: Misuse of Prepositions and Problematic Words in Contracts

- Identifying and correcting common issues with prepositions in dates and timeframes.
- Constantly litigated words and the importance of correct word choice.
- Strategies for rewriting sentences to eliminate gender-specific language and improve clarity.

Day 8: Drafting Specific Clauses in Production & Services

- Crafting operative provisions and performance obligations.
- Understanding title, risk, and payment provisions.
- Contract variations: transfer of rights, amendments, and scope of work.
- Termination, suspension, and remedies for default.
- Limitation of liability, force majeure, and dispute resolution clauses.

Day 9: Effective Contract Management

- Risk assessment and management in contract management.
- Assignment of responsibilities and kick-off meetings to manage expectations.
- Handling defaults, delays, disruptions, and claims management.
- Payment issues, including those related to international trade.
- Lessons learned from effective contract management practices.

Day 10: Dealing with Disputes

- Recognizing potential issues early and managing disputes as they arise.
- Legal rights and commercial outcomes in dispute resolution.
- Internal dispute resolution structures and strategies.
- External dispute resolution: litigation, arbitration, and alternative methods like adjudication, expert determination, and mediation.



Why Attend This Course: Wins & Losses!

- Gain a comprehensive understanding of contract management lifecycle and best practices in managing commercial contracts.
- Master legal drafting techniques to ensure contracts are clear, enforceable, and free from ambiguity.
- Learn how to draft and structure complex contracts, including production and services agreements.
- Risk management and strategic contract management insights, helping you avoid common pitfalls.
- Certification in contract management, enhancing career prospects and professional development.
- Practical advice on dispute resolution, including the latest alternatives such as adjudication and mediation.
- Master the tools of digital contract management, ensuring efficiency and modern practices in contract handling.

Conclusion

The Contract Management and Legal Drafting course provides participants with the knowledge, tools, and best practices necessary for effective contract management. By mastering the key components of legal drafting, contract negotiations, and dispute resolution, participants will be equipped to enhance their organization's contractual practices and ensure smoother operations.

Whether you're aiming for contract management certifications or simply improving your understanding of contract management principles, this course will provide invaluable insights into managing contracts in today’s fast-paced business environment.

