

## MOUs and Agreements

*Kuala Lumpur (Malaysia)*

*5 - 9 May 2025*

UK Traininig

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## MOUs and Agreements

Code: LD28 From: 5 - 9 May 2025 City: Kuala Lumpur (Malaysia) Fees: 4400 Pound

### Introduction

MOUs Memorandum of Understanding and Agreements are documents that outline the terms and conditions of a partnership or collaboration between two or more parties. The objectives of these documents are to establish a clear understanding of the roles and responsibilities of each party, to ensure that everyone is on the same page, and to set forth the terms and conditions of the partnership. These documents are commonly used in business, government, and international relations.

### Objectives

- Understanding Concepts
- Legal and Regulatory Knowledge
- Drafting and Negotiation Skills
- Analytical Skills
- Industry and Sector-specific Insights
- Practical Application
- Ethical and Professional Considerations
- Communication Skills
- Evaluation and Feedback

### Course Outlines

#### Day 1

##### Identify the Parties Involved

- Define who the parties are that will be entering into the MOU or agreement. This could include companies, organizations, or governments.
- Determine what each party will bring to the partnership or collaboration.

#### Day 2

##### Define the Scope of the Partnership

- Define the scope of the partnership or collaboration, including the objectives, goals, and deliverables.
- Determine what resources will be needed to achieve the objectives and goals.

#### Day 3



### Define the Terms and Conditions

- Define the terms and conditions of the partnership or collaboration, including timelines, budget, responsibilities, and reporting requirements.
- Determine what legal and regulatory requirements need to be addressed.

### Day 4

#### Draft the MOU or agreement

- Draft the MOU or agreement, incorporating the information gathered in the previous three days.
- Ensure that the document is clear, concise, and legally sound.

### Day 5

#### Review and Finalize

- Review the MOU or agreement with all parties involved.
- Make any necessary revisions and finalize the document.
- Sign and execute the MOU or agreement.





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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)

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