

Contract Management & Legal Drafting Advanced Course

Vienna (Austria)

6 - 10 October 2025

UK Training

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Introduction

The Contract Lifecycle Management course is a comprehensive training designed for professionals involved in the contract management process. This course covers the full spectrum of contract management, from negotiating the initial deal to drafting robust legal agreements, managing the contract's performance, and resolving disputes. It provides participants with practical insights into legal drafting and contract management best practices, ensuring they can effectively manage the lifecycle of contracts in any industry.

This training will allow you to understand how to structure a deal, draft legal documents efficiently, and manage the performance of contracts, whether for management agreements, property management contracts, or any other type of contract. The course will also offer valuable perspectives on contract management from the viewpoint of both parties involved, enhancing your strategic approach to contractual relationships.

Course Objectives

Upon completion of this course, participants will:

- Gain a thorough understanding of the contract lifecycle management, from negotiation to contract termination.
- Learn how to draft legal agreements using industry-specific practices and tools.
- Understand the fundamentals of contract management, including how to manage contracts through their entire lifecycle, ensuring compliance and performance.
- Use legal writing techniques to ensure clear, concise, and enforceable contracts.
- Master how to negotiate complex contracts, structure key terms, and handle amendments and qualifications.
- Learn strategies to avoid common legal pitfalls, such as vague language and ambiguity, in contract drafting.
- Understand how to manage and resolve disputes, both internally and through external dispute resolution mechanisms like mediation and arbitration.

Course Outlines

Day 1: Understanding the Deal Behind the Contract and Negotiating Terms

- What Constitutes a Contract? Understanding the basic ingredients and structure of a contract, and what makes it legally binding.
- The Context of Commercial Arrangements: How to approach contract lifecycle management in various commercial contexts.
- Innovative Commercial Solutions: Exploring alternatives like Partnering and BOOT contracts in contract management.
- Relationship Between Negotiation and Contract Drafting: Understanding how negotiation shapes the

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contract drafting process.

- Authority to Sign and Agency Principles: Ensuring that the right parties are authorized to enter into agreements.
- Formalities to Finalize the Contract: Legal requirements and best practices in closing a deal.

Day 2: Legal Drafting Techniques for Organizations and Factories

- Signs of a Well-Drafted Contract: How to identify the hallmarks of clear, effective legal drafting.
- Language of Drafting: The importance of terms like "Will," "Shall," and "Must" in legal document drafting.
- Legal Formalities for Binding Contracts: Key considerations for ensuring contracts are enforceable.
- Structure and Formation of Commercial Contracts: The standard formula for drafting effective commercial contracts.
- Boilerplate Clauses: Understanding the critical, yet often overlooked, clauses that can save businesses millions.
- Heads of Terms: The importance of preliminary documents in structuring agreements.
- Vague Words and Expressions in Commercial Contracts: Common pitfalls in contract drafting and how to avoid them.
- Cross-Border Contracts: Differences in contract management across borders, with examples like Distribution, Joint Venture, and Agency Agreements.

Day 3: Mastering Plain English in Legal Correspondence

- Good Legal Writing Practices: Moving away from legal jargon and simplifying contracts for clearer communication.
- Reducing Legalese: How to transition from legalese to Plain English in legal correspondence.
- Pitfalls in Legal Jargon: Identifying and avoiding unnecessary, archaic, and confusing legal terms.
- Strategies for Writing Effective Emails: Tips for crafting both short, concise emails and detailed, formal correspondence.
- Common Mistakes in Legal Writing: Recognizing problem words and phrases in legal documents, including idioms and ambiguous terms.

Day 4: Drafting Specific Clauses in Production and Services

- Operative Provisions and Performance Obligations: How to define clear roles and responsibilities in contracts.
- Risk, Payment, and Title Provisions: Structuring key clauses on risk transfer, payment terms, and title transfer.
- Contract Variations and Amendments: How to manage amendments to contracts and handle changes in scope.
- Termination, Suspension, and Remedies: Structuring termination clauses and remedies for breach of contract.
- Force Majeure, Limitation of Liability, and Waivers: Managing unforeseen events and minimizing liability.
- Law of the Contract and Dispute Resolution: Establishing jurisdiction and outlining dispute resolution mechanisms.

Day 5: Managing Contractual Disputes and Legal Rights

- Recognizing Potential Problems: How to identify and address issues before they escalate.
- Internal Dispute Resolution: Developing negotiation structures for resolving disputes within the organization.



- External Dispute Resolution: Understanding the mechanisms of litigation and arbitration, and the role of mediation in resolving disputes.
- Modern Alternatives to Dispute Resolution: A look at Adjudication and Expert Determination as alternatives to traditional legal processes.

Why Attend This Course: Wins & Losses!

This contract management training course is crucial for anyone involved in contract lifecycle management. Here's why you should attend:

- Comprehensive Understanding of Contract Lifecycle Management: Learn how to manage contracts efficiently from negotiation to execution and beyond. This contract management course will prepare you to handle contracts at every stage, ensuring compliance, managing risks, and mitigating disputes.
- Legal Drafting Skills: Master the art of legal drafting and learn how to craft legally binding agreements that are clear, concise, and enforceable.
- Practical Skills for Negotiations: Enhance your negotiation skills to create favorable terms that align with your organization's goals.
- Dispute Resolution Expertise: Gain valuable insights into dispute management, learning both internal and external strategies to resolve conflicts and minimize risks.
- Real-World Applications: The course uses real examples from insurance and factory contracts, providing participants with the practical tools and techniques they can immediately apply in their own work environment.

Conclusion

The Contract Lifecycle Management course provides a comprehensive overview of the key aspects of contract management, legal drafting, and dispute resolution. By attending this course, you will gain the skills to manage the contract management lifecycle from start to finish, draft clear and effective legal agreements, and address potential disputes efficiently.

Whether you are involved in property management contracts, management agreements, or complex business contracts, this course will equip you with the essential knowledge and techniques to manage contracts effectively and achieve optimal outcomes for your organization.

Join us and become a certified expert in contract management, boosting your career and your organization's ability to handle contracts efficiently and securely.



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