

Drafting Contracts & Writing Scope of Work: 5-Day Course

Supply Chain & Logistics
Maldives (Maldives)
14 - 18 Jul 2025

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Drafting Contracts & Writing Scope of Work: 5-Day Course

Ref: 321716_144771 **Date:** 14 - 18 Jul 2025 **Location:** Maldives (Maldives) **Fees:** 4700 Euro

Course Description

This comprehensive 5-day course equips legal and business professionals with essential skills in contract drafting, scope of work writing, and contract management. Participants will learn to create clear, enforceable contracts, develop detailed scopes of work, and effectively manage contractual relationships. Through practical exercises and expert instruction, attendees will gain confidence in handling complex contractual matters.

Learning Objectives

- Master the fundamentals of contract drafting and structure
- Develop proficiency in writing clear and comprehensive scopes of work
- Understand key contract management principles and best practices
- Learn to identify and mitigate contractual risks
- Gain practical skills in negotiating and revising contract terms

Course Modules

Day 1: Foundations of Contract Drafting

- Contract structure and essential elements
- Legal writing principles for clarity and precision
- Common contract clauses and their functions
- Drafting exercises and peer review

Day 2: Advanced Contract Drafting Techniques

- Drafting complex clauses indemnification, limitation of liability
- Addressing contingencies and risk allocation
- International contract considerations
- Using technology in contract drafting

Day 3: Mastering Scope of Work Writing

- Elements of an effective scope of work
- Defining project objectives and deliverables
- Establishing timelines and milestones
- Crafting clear performance metrics

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight nearby. The board has a checkered pattern, and there are concentric circles in the background.

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Day 4: Contract Management Essentials

- Contract lifecycle management
- Monitoring and ensuring contract compliance
- Managing contract changes and amendments
- Dispute resolution strategies

Day 5: Practical Application and Case Studies

- Negotiation techniques for contract terms
- Reviewing and revising sample contracts
- Analyzing real-world contract disputes
- Final project: Drafting a complete contract with scope of work

Practical Wins for Participants

- Create a personal contract drafting toolkit with templates and checklists
- Develop a comprehensive scope of work for a real-world project
- Establish a systematic approach to contract management in your organization
- Build confidence in negotiating and revising contract terms to protect client interests

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