Drafting Contracts & Writing Scope of Work: 1-Week Course

12 – 16 April 2027
Accra (Ghana)

UK Traininig
PARTNER



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Why This Course

Effective contract drafting and management are essential skills for legal and business professionals seeking to minimize risk, ensure compliance, and drive successful project outcomes. This intensive 1-week program equips participants with practical knowledge and hands-on experience in creating clear, enforceable contracts, developing detailed scopes of work, and managing contractual relationships efficiently. Through a blend of theory, exercises, and real-world case studies, attendees will gain confidence in handling complex contractual matters.

What You'll Learn and Practice

By attending this course, you will be able to:

- Master the fundamentals of contract drafting, structure, and essential clauses.
- Develop clear, comprehensive scopes of work for projects and services.
- Apply best practices in contract management across the lifecycle.
- Identify and mitigate contractual risks proactively.
- Negotiate, review, and revise contract terms to protect organizational or client interests.

The Program Flow

Day 1: Foundations of Contract Drafting

- Key elements and structure of effective contracts
- Legal writing principles for clarity and precision
- Common contract clauses and their applications
- Drafting exercises and peer review sessions

Day 2: Advanced Contract Drafting Techniques

- Drafting complex clauses indemnification, limitation of liability
- Addressing contingencies and allocating risk
- International contract considerations
- Leveraging technology for efficient contract drafting



Day 3: Mastering Scope of Work Writing

- Essential elements of a well-defined scope of work
- Setting clear project objectives and deliverables
- Establishing timelines, milestones, and performance metrics
- Practical exercises to craft actionable scopes

Day 4: Contract Management Essentials

- Lifecycle management of contracts from initiation to closure
- Monitoring compliance and managing amendments
- Strategies for handling contract disputes and resolutions
- Ensuring accountability and performance tracking

Day 5: Practical Application and Case Studies

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

Individual Impact

Participants will leave this program with:

- A personal contract drafting toolkit, including templates and checklists.
- The ability to create comprehensive scopes of work for real projects.
- Practical skills to manage contracts systematically throughout their lifecycle.
- Confidence in negotiating and revising contract terms to safeguard interests.

Organizational Impact

Organizations will benefit from:

- Reduced contractual risk and enhanced compliance.
- More precise and enforceable contracts that protect business interests.
- Improved efficiency in managing contracts and project deliverables.
- Teams capable of applying structured contract management practices to complex agreements.



Training Methodology

- Interactive lectures and scenario-based exercises
- Hands-on workshops and drafting sessions
- Case studies reflecting real-world contract challenges
- Practical application of drafting, negotiation, and management techniques

Beyond the Course

By the end of this 1-week program, participants will be ready to:

- Draft clear, enforceable contracts with integrated scopes of work.
- Apply contract management best practices across projects and departments.
- Negotiate and revise terms confidently to minimize risk.
- Use practical tools and checklists to streamline contract operations.

