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

1 – 5 March 2027
Prague (Czech)



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Ref: 321716_168643 **Date:** 1 – 5 March 2027 **Location:** Prague (Czech) **Fees:** 5200 GBP

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.

