

# Contract Excellence for Non-Legal Professionals Training

26 – 30 April 2027  
London (UK)

UK Training

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## Contract Excellence for Non-Legal Professionals Training

**Ref:** 322150\_187570 **Date:** 26 – 30 April 2027 **Location:** London (UK) **Fees:** 5400 GBP

### Why This Course

Contracts are part of everyday business decisions, even for professionals without a legal background. Yet unclear terms, hidden risks, or weak negotiation can lead to costly mistakes and disputes. Understanding how contracts work is no longer optional—it's a critical business skill.

This intensive 5-day program is designed specifically for non-legal professionals. It simplifies complex legal concepts and focuses on practical skills, helping participants confidently read, manage, and negotiate contracts while minimizing risks.

### What You'll Learn and Practice

By joining this program, you will:

- Understand how contracts are structured and what makes them legally valid.
- Identify and manage risks within contractual agreements.
- Apply practical negotiation techniques to secure better terms.
- Recognize common contractual pitfalls and avoid them.
- Manage contract changes and resolve disputes effectively.

### The Program Flow

#### Day 1: Fundamentals of Contracting

- Understanding the role and importance of contracts in business.
- Identifying the key elements of valid agreements.
- Exploring different types of contracts and their uses.
- Reviewing the contract formation process and best practices.

#### Day 2: Risk Assessment and Management

- Identifying common risks in contracts.
- Applying strategies to allocate and manage risk.
- Understanding liability and protection clauses.
- Reviewing insurance and financial safeguards.

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is checkered, and the pieces are gold and silver.

### **Day 3: Contract Negotiation and Drafting**

- Preparing for negotiations with confidence.
- Understanding key contract clauses and their impact.
- Drafting clear and practical contract terms.
- Avoiding common drafting mistakes.

### **Day 4: Contract Performance and Changes**

- Managing contract execution and obligations.
- Handling changes, variations, and amendments.
- Addressing unexpected situations and disruptions.
- Managing contract termination effectively.

### **Day 5: Dispute Resolution and Contract Close-out**

- Identifying and addressing contract breaches.
- Applying structured approaches to resolve disputes.
- Negotiating settlements and practical solutions.
- Closing contracts and capturing lessons learned.

### **Individual Impact**

- Build confidence in understanding and managing contracts.
- Improve your negotiation and decision-making skills.
- Strengthen your ability to identify and manage risks.
- Enhance your overall business and commercial awareness.

### **Organizational Impact**

- Reduce contractual risks and misunderstandings.
- Improve the quality of negotiations and agreements.
- Strengthen contract compliance and performance.
- Support better business decisions across teams.

### **Training Methodology**

This program focuses on practical, easy-to-apply learning through:

- Real-world contract examples and case studies.
- Interactive discussions and group exercises.
- Practical negotiation and scenario-based activities.
- Tools and templates for immediate use.

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A graphic illustration of a chessboard with several chess pieces. In the foreground, a large gold king piece stands prominently. Behind it, a silver pawn and a silver knight are visible. The board is checkered, and there are concentric circles in the background, suggesting a strategic or competitive theme.

## Beyond the Course

By the end of this program, participants will have the confidence and skills to handle contracts effectively without needing a legal background.

They will return ready to:

- Review and understand contract terms clearly.
- Negotiate better agreements with confidence.
- Identify and reduce contractual risks.
- Manage contracts and resolve issues effectively.

**This course empowers professionals to navigate contracts with clarity and confidence—supporting stronger agreements and better business outcomes.**

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