



Essentials of Contract Drafting

The contract document lays out the understanding between buyer and seller. It should do so clearly and unambiguously. This seminar explains the legal principles of contract drafting and studies some model forms of contract before moving on to discuss contracts drafted by delegates. This highly practical seminar helps delegates improve their drafting and give them confidence to agree or dispute various clauses. This seminar builds on the skills and understanding developed in 'Essentials of Contract Law'.

The programme

This one-day course is presented in plain English, avoiding the use of legal jargon. A number of case studies and practical examples are used to help delegates appreciate the legal principles and practice their drafting skills. The seminar covers:

- Legal principles underlying the contract
- Model forms of contract
- Incorporating specifications and other documents
- Drafting for a contract for the supply of goods
- Drafting for a contract for the supply of services
- Contract Amendments
- Review of delegates own contracts

Who should attend?

- Procurement and purchasing managers and senior procurement personnel.
- Contract managers
- Bid managers and sales executives
- Lawyers and others with an interested in continuing their professional development in contract law

Benefits of Attending

Having attended the seminar delegate will be able to:

- Understand the practical application of the legal principles of contract law
- Draft a contract for the supply of goods
- Draft a contract for the supply of services
- Appreciate when and how to dispute contract clauses
- Negotiate contract terms with confidence

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