



Course Name

ADVANCED CONTRACT DRAFTING SKILLS: EFFECTIVE CONTRACT WRITING

This 5-Day Boost Training Course Is Designed To Help Participants Gain An Advanced And Comprehensive Skills For Drafting And Negotiating A Successful Contract While Ensuring The Protection And Best Interest Of The Organization.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- | | | |
|---|---|-------------------------------------|
| 01 Interactive Engaging Courses | 04 Global Training Centers | 07 Advanced Reporting System |
| 02 Recognized Certificates | 05 In-House & Customized Courses | |
| 03 Wide Range Of Training Subjects | 06 Internationally Certified Instructors | |



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





COURSE INTRODUCTION

ADVANCED CONTRACT DRAFTING SKILLS: EFFECTIVE CONTRACT WRITING



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Contracts Are The Foundation Of The Business World, And May Be Simple Or Extremely Complex. This May Include Sales Agreements, Real Estate Purchase Contracts, Employment Contracts, Confidentiality Agreements, Finder's Agreements, Or Insurance Contracts. As The Business Realm Is Getting More Complex, Ensuring Smooth And Uninterrupted Operations Coupled With Long-Term Relationships With All Parties Is Vital. This 5-Day Boost Training Course Is Designed To Help Participants Gain An Advanced And Comprehensive Skills For Drafting And Negotiating A Successful Contract While Ensuring The Protection And Best Interest Of The Organization.

OBJECTIVES

AT THE END OF THE TRAINING COURSE, PARTICIPANTS WILL BE ABLE TO:

- ✓ Identify the key factors to consider when drafting a contract.
- ✓ Gain comprehensive skills in drafting clear, structured, practical and concise contract.
- ✓ Apply techniques of clear writing to express legal concepts and avoid basic contract drafting errors which invalidate contracts.
- ✓ Use clear specific words and phrases to set out obligations and benefits.
- ✓ Know and apply International best Practices for contract writing.
- ✓ Approach drafting and legal writing with increased confidence.

TRAINING METHODOLOGY

This Training Course Is Designed To Be Interactive And Participatory, And Includes Various Learning Tools To Enable The Participants To Operate Effectively And Efficiently In A Multifunctional Environment Such As Lectures, Presentations, And Roundtable Discussions.





Course Outline

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THE ESSENTIALS OF DRAFTING

- ✓ Understanding the Objective
- ✓ Knowledge of the Counter-Party
- ✓ The Eco-System
- ✓ Standard Terms & Conditions
- ✓ Tender/Bid Documents
- ✓ Influence of Relative Bargaining Power
- ✓ Drafting the Various Clauses
- ✓ Binding & Non-Binding Agreements
- ✓ The difference between an Unincorporated and Incorporated JV.
- ✓ Understanding the meaning & purpose of Consortiums.
- ✓ Due Diligence
- ✓ Risk
- ✓ Recitals
- ✓ Formation of a JVC
- ✓ Corporate Governance – Board and Management
- ✓ Dead Lock Resolution
- ✓ Golden Share
- ✓ Veto Rights
- ✓ Transfer Restrictions
- ✓ Understanding ROFR/ROFO/DRAG/TAG/PUT/CALL
- ✓ Dispute Resolution
- ✓ Boiler Plate Clauses
- ✓ Schedules & Annexures
- ✓ Termination



FORMATION OF CONTRACT AND MANAGING RISKS

- ✓ The Building Blocks Concept
- ✓ Scope of Work (SOW)
- ✓ Variations
- ✓ Consequential Damages
- ✓ Breach/Material Breach
- ✓ Liquidated Damages
- ✓ Indemnities





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- ✓ Guarantees
- ✓ Termination
- ✓ Force Majeure / Hardship
- ✓ Subrogation
- ✓ Third Party Liability

DRAFTING CLEAR AND CONCISE CONTRACTS

- ✓ Drafting the front of the contract
- ✓ Introductory and lead in clause
- ✓ Drafting Definitions
- ✓ Contract Language
- ✓ Contract Interpretation
 - Understand How Contracts Are Interpreted In Case Of Ambiguity
 - Importance Of Priority Of Documents



INTERNATIONAL BEST PRACTICES

- ✓ Level Agreement
 - An introduction to service level agreements
 - Measuring the performance of service provision and effective performance-based measures
- ✓ Memorandum of Understanding
- ✓ Letter of Intent
- ✓ Non-Disclosure Agreement



PRESENTATION ON NEGOTIATION SKILLS (THE APPROACH)

- ✓ Dos & Don'ts
- ✓ Elements of Negotiation
- ✓ BATNA & ZOPA
- ✓ Why & When Negotiations Fail
- ✓ Re-Negotiation of a Concluded Contract: Is this possible?
- ✓ Factors of Successful Negotiation
- ✓ Negotiation Practices





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**ADVANCED CONTRACT DRAFTING SKILLS: EFFECTIVE
CONTRACT WRITING**

T H A N K Y O U

For any clarification or information. Please do not hesitate to contact us

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offers and discounts ...

