

CONTRACTS MANAGEMENT | CON-001

Contract Drafting and Review Skills

Contact

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Course content

Why Attend

Well-drafted contracts prevent disputes by setting clear obligations, allocating risk and providing workable mechanisms for change. Poorly drafted terms create ambiguity, cost and conflict.

This Aractech course develops practical skills in structuring and drafting commercial contracts, writing clear obligations, definitions, payment and performance terms, liability and indemnities, termination and dispute clauses, and systematically reviewing contracts for risk. Participants draft and review clauses in workshops.

Course Methodology

- Drafting workshops
- Clause review exercises
- Case studies
- Peer review
- Checklists

Course Objectives

- Structure commercial contracts logically
- Draft clear obligations and definitions
- Write payment, performance and change clauses
- Understand liability, indemnity and insurance terms
- Draft termination and dispute resolution clauses
- Review contracts systematically for risk

Target Audience

- Contract managers and administrators
- Procurement professionals

Course content

- Commercial managers
- Legal assistants and in-house lawyers

Course outline

Detailed course outline

Day-by-day outline for Contract Drafting and Review Skills.

| Day 1 - Contract Foundations

- 09:00-09:45 | Contract formation
- 09:45-10:30 | Contract structure
- 10:30-11:00 | Precedence
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Precedence (continued)
- 11:45-12:30 | Plain language drafting
- 12:30-14:00 | Exercise: Contract structure review

| Day 2 - Core Commercial Terms

- 09:00-09:45 | Scope and deliverables
- 09:45-10:30 | Payment terms
- 10:30-11:00 | Performance standards
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Performance standards (continued)
- 11:45-12:30 | Variations
- 12:30-14:00 | Workshop: Drafting core terms

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Day 3 - Risk Allocation

- 09:00-09:45 | Liability caps
- 09:45-10:30 | Indemnities
- 10:30-11:00 | Insurance
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Insurance (continued)
- 11:45-12:30 | Warranties
- 12:30-14:00 | Exercise: Risk clause review

Day 4 - Termination and Disputes

- 09:00-09:45 | Termination rights
- 09:45-10:30 | Force majeure
- 10:30-11:00 | Dispute resolution
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Dispute resolution (continued)
- 11:45-12:30 | Governing law
- 12:30-14:00 | Case study: Dispute from ambiguity

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| Day 5 - Contract Review

- 09:00-09:54 | Review checklists
- 09:54-10:48 | Red flags
- 10:48-11:00 | Negotiation positions
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Negotiation positions (continued)
- 12:12-13:06 | Amendments
- 13:06-14:00 | Capstone: Full contract review

Seminar dates

Available seminar dates

Live dates and pricing for Contract Drafting and Review Skills generated from the course details page.

Date	Location	Format	Fee
2 - 6 November 2026	London	Classroom	€2,315
21 - 25 December 2026	Amsterdam	Classroom	€2,830
18 - 22 January 2027	Amsterdam	Classroom	€2,830
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	Geneva	Classroom	€4,315
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Rome	Classroom	€3,460
21 - 25 June 2027	Munich	Classroom	€3,225
19 - 23 July 2027	Geneva	Classroom	€4,315
16 - 20 August 2027	Amsterdam	Classroom	€2,830

Seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Amsterdam	Classroom	€2,830
18 - 22 October 2027	Istanbul	Classroom	€1,978
15 - 19 November 2027	Geneva	Classroom	€4,315
20 - 24 December 2027	Barcelona	Classroom	€2,815
2 - 6 November 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
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