

aractech

Global Learning for Operational Leaders

CONTRACTS MANAGEMENT | CM-011

Negotiating, Drafting & Understanding Contracts

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Course content

Why Attend

Course Introduction

This Negotiating, Drafting & Understanding Contracts training course provides a comprehensive overview of the three essential stages of contracting: negotiating the deal, documenting it effectively, and managing contract performance. Participants will gain insights into best practices across various industries, which can add significant value to their own contract management processes.

Course Methodology

Course Objectives

Target Audience

Course outline

Detailed course outline

Day-by-day outline for Negotiating, Drafting & Understanding Contracts.

Day 1 - Negotiating the Agreement you Want

- The context of commercial arrangements
- Negotiating Principles for contracts
- Setting contractual objectives
- The most important negotiable elements
- Achieving an appropriate balance of commercial risks
- Relationship between negotiation and contract drafting

Day 2 - Drafting the Contract You've Negotiated

- What constitutes a contract? – the essential elements
- Form, Ingredients and Basic Structure
- What are the Contract documents? constructing the jigsaw puzzle
- Working with standard forms and model agreements
- Using contract qualification to amend the other side's draft
- Temporary contractual arrangements: Letters of Intent and other interim agreements

Day 3 - Understanding Contractual Rights and Obligations

- Operative provisions and performance obligations
- Title, Risk and Payment provisions
- Liabilities, indemnities and the duty to insure
- Limitation and exclusion of liability, force majeure and waiver
- Remedies for default, damages and penalties

Course outline

Detailed course outline

Day-by-day outline for Negotiating, Drafting & Understanding Contracts.

Day 4 - Managing the Contract You've Signed

- Finalising the contract and getting started
- Kick-off meetings: Setting and managing expectations
- Creating a contractual performance environment
- Handling Contract Variations: changing the scope of work
- Dealing with under-performance - defaults, delay and disruption
- Payment issues – including in international trade

Day 5 - Resolving Contractual Claims and Disputes

- Managing contractor claims
- Recognising potential problems and dealing with issues as they arise
- Governing Law of the contract and dispute resolution
- Using contract-based resolution – referring disputes to an Adjudicator
- External dispute resolution – Litigation and Arbitration
- Modern alternatives – Mediation, Expert Determination and other methods

Seminar dates

Available seminar dates

Live dates and pricing for Negotiating, Drafting & Understanding Contracts generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Barcelona	Classroom	€2,695
22 - 26 June 2026	Paris	Classroom	€3,150
13 - 17 July 2026	Frankfurt	Classroom	€2,275
17 - 21 August 2026	Barcelona	Classroom	€2,695
21 - 25 September 2026	London	Classroom	€2,940
19 - 23 October 2026	Rome	Classroom	€2,975
2 - 6 November 2026	Munich	Classroom	€2,415

Live online option

Online delivery is available at €1,250.