CONTRACT DRAFTING FOR NON-LAWYERS



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GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Contract Drafting for Non-Lawyers Training Course gives managers, buyers and project staff the confidence to read, draft and negotiate contracts without a legal background. Participants start with how contracts are formed and what makes terms enforceable, then learn plain-language drafting that removes ambiguity. Furthermore, the course works through the clauses that carry the most risk: payment, delivery, warranties, liability limits, termination and confidentiality. In addition, learners redraft weak wording, build checklists and practise negotiating terms with suppliers. As a result, they leave able to handle routine agreements themselves and to know when to escalate.

Contract Drafting for Non-Lawyers Course Objectives

- Explain contract formation, consideration and intention to create legal relations.
- Identify the documents that make up a contract and their order of precedence.
- Draft clauses in plain language that reduce ambiguity.
- Write clear payment, delivery and acceptance terms.
- Draft warranties, service levels and performance obligations.
- Recognise and limit liability, indemnity and insurance exposure.
- Draft termination, extension and renewal provisions.
- Apply confidentiality, data protection and intellectual property clauses.
- Use checklists to review supplier and customer agreements.
- Negotiate commercial terms with suppliers and internal stakeholders.

Course Methodology

- Instructor-led sessions in plain language, with no legal jargon.
- Clause-drafting workshops using everyday business scenarios.
- Redrafting exercises that turn weak clauses into clear ones.

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- Contract review practice with structured checklists and peer feedback.
- Negotiation role-plays on price, delivery and liability terms.
- Checklists, model clauses and plain-language guides retained after the course.

Who Should Take This Course

- Procurement and purchasing professionals.
- Project, operations and service managers.
- Sales, business development and account managers.
- Finance, credit control and administration staff.
- HR and facilities professionals handling supplier contracts.
- Anyone who reviews or signs commercial agreements.

Contract Drafting for Non-Lawyers Course Outlines

Day 1: How Contracts Work

- What makes an agreement legally binding.
- Offer, acceptance, consideration and intention.
- Terms, conditions and the difference between them.
- Contract documents and order of precedence.
- Pre-contractual statements and their effect.
- Common myths about verbal and email agreements.
- When to escalate a matter to legal counsel.

Day 2: Plain-Language Drafting

- Why plain language reduces disputes.

- Choosing the right verb: shall, must, may and will.
- Avoiding ambiguity, jargon and double negatives.
- Definitions and consistent terminology.
- Structuring a contract: parties, scope, obligations, schedules.
- Numbering, cross-references and version control.
- Proofreading techniques and quality checks.

Day 3: Core Commercial Clauses

- Payment terms, invoicing and late payment interest.
- Delivery, acceptance, inspection and rejection.
- Scope of work, specifications and deliverables.
- Warranties, guarantees and service levels.
- Price adjustment and currency provisions.
- Confidentiality and data protection obligations.
- Intellectual property ownership and licences.

Day 4: Liability, Termination and Risk Control

- Limitation of liability and exclusion clauses.
- Indemnities explained in simple terms.
- Insurance requirements and certificates.
- Liquidated damages and service credits.
- Termination for breach, convenience and insolvency.
- Force majeure and business continuity wording.
- Retention of title and security provisions.

Day 5: Review, Negotiation and Practice

- Contract review checklists and risk flags.
- Preparing a negotiation plan and fallback positions.
- Negotiating price, delivery and liability terms.
- Handling amendments, waivers and variations.
- Managing renewals, extensions and exit clauses.
- Applied workshop: reviewing and amending a live agreement.
- Peer review and feedback on drafted clauses.

Conclusion

By successfully completing Contract Drafting for Non-Lawyers, participants will gain a practical command of contract structure, plain-language drafting and the commercial clauses that drive risk. They will also have acquired the confidence to review agreements, negotiate terms and spot the warning signs that require legal advice. Gentex Training Center delivers the programme as a hands-on drafting workshop, so learners work on real clauses throughout.

FAQs for the Contract Drafting for Non-Lawyers course

Q1 What is the "Contract Drafting for Non-Lawyers" course about?

It teaches how to read, draft and negotiate commercial contracts without a legal background. Topics include contract formation, plain-language drafting, payment and delivery terms, warranties, liability limits, termination and confidentiality.

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Q2 What are the key benefits of the "Contract Drafting for Non-Lawyers" course?

You learn to handle routine agreements yourself and to spot risky wording before signing. The course speeds up contract turnaround, reduces reliance on legal review for simple matters and improves outcomes when negotiating with suppliers and customers.

Q3 What skills will I gain from the "Contract Drafting for Non-Lawyers" course?

Plain-language contract drafting, contract review and risk flagging, commercial term negotiation, and contract administration and amendment handling.

Q4 What tools, methods, or standards are covered in the "Contract Drafting for Non-Lawyers" course?

Plain-language drafting principles and verb conventions, standard clause sets for payment, delivery, warranties and confidentiality, limitation of liability and indemnity wording, service level and liquidated damages provisions, contract review checklists, and clause banks with fallback positions.

Q5 How is the "Contract Drafting for Non-Lawyers" course applied in real-world practice?

Professionals use it to draft purchase and service agreements, review counterparty drafts, negotiate commercial terms and manage amendments and renewals. Participants review and amend a live agreement in the closing workshop.