

CONTRACT DRAFTING & REVIEW



GENTEX[®]
TRAINING CENTER



Introduction

Contract drafting and review are at the heart of legal practice, especially for paralegals and junior counsel who support organizations in safeguarding their interests. A well-drafted contract is more than words on paper; it defines relationships, responsibilities, and remedies. Poorly drafted contracts, on the other hand, can lead to disputes, financial losses, and reputational damage. This five-day course, offered by Gentex Training Center, equips participants with the practical knowledge and skills to draft, review, and refine contracts with clarity and precision.

Participants will learn to identify key clauses, avoid common pitfalls, and apply best practices in drafting contracts that reflect the intent of the parties while meeting legal standards. The program combines practical exercises, case studies, and discussions to help legal professionals strengthen their confidence in handling contracts in their daily work.

Contract Drafting & Review Course Objectives

- Developing a clear understanding of contract structures, essential clauses, and legal terminology.
- Enhancing the ability to draft contracts that reduce risks, ensure compliance, and protect client or organizational interests.
- Strengthening critical review skills to identify ambiguities, inconsistencies, and potential risks in contracts.
- Gaining practical experience in editing and revising draft agreements to improve clarity, enforceability, and fairness.
- Building confidence in applying legal concepts to real-world situations faced by paralegals and junior counsel.
- Applying industry best practices and techniques for drafting commercial and service contracts.



Course Methodology

The course combines interactive lectures, group discussions, hands-on drafting exercises, and case study analysis to ensure participants apply what they learn directly to practical scenarios.

Who Should Take This Course

This course is tailored for members of legal teams in the following roles:

- Paralegals
- Junior Counsel
- Legal support staff involved in contract preparation and review

Contract Drafting & Review Course Outlines

Day 1: Fundamentals of Contract Drafting

- Importance of contracts in legal and business contexts
- Key principles of contract law applied to drafting
- Structure of a contract: essential elements and standard format
- Understanding legal terminology and definitions

Day 2: Essential Clauses and Their Functions

- Preamble, recitals, and definitions
- Obligations of the parties: rights, duties, and conditions
- Representations, warranties, and indemnities
- Confidentiality, non-compete, and dispute resolution clauses



Day 3: Drafting and Reviewing Techniques

- Writing style: clarity, precision, and consistency
- Identifying ambiguous language and how to correct it
- Drafting enforceable clauses that align with legal standards
- Practical exercises: drafting short agreements and clauses

Day 4: Risk Management in Contracts

- Common drafting errors and how to avoid them
- Allocating risk through limitation of liability and indemnification clauses
- Reviewing contracts from the perspective of different stakeholders
- Case study: analyzing real-world contracts for risk

Day 5: Practical Application and Case Studies

- Drafting service agreements, supply contracts, and employment terms
- Peer review and group critique of drafted contracts
- Simulating client instructions and applying them to drafting tasks
- Final workshop: producing a well-structured and reviewed contract

Conclusion

By successfully completing the Contract Drafting & Review course with Gentex Training Center, participants will acquire the skills to draft and review contracts with greater confidence and precision. They will be able to identify risks, use clear language, and create agreements that support organizational objectives while reducing legal uncertainties. This knowledge will empower paralegals and junior counsel to play a stronger role in their legal teams and contribute effectively to organizational success.