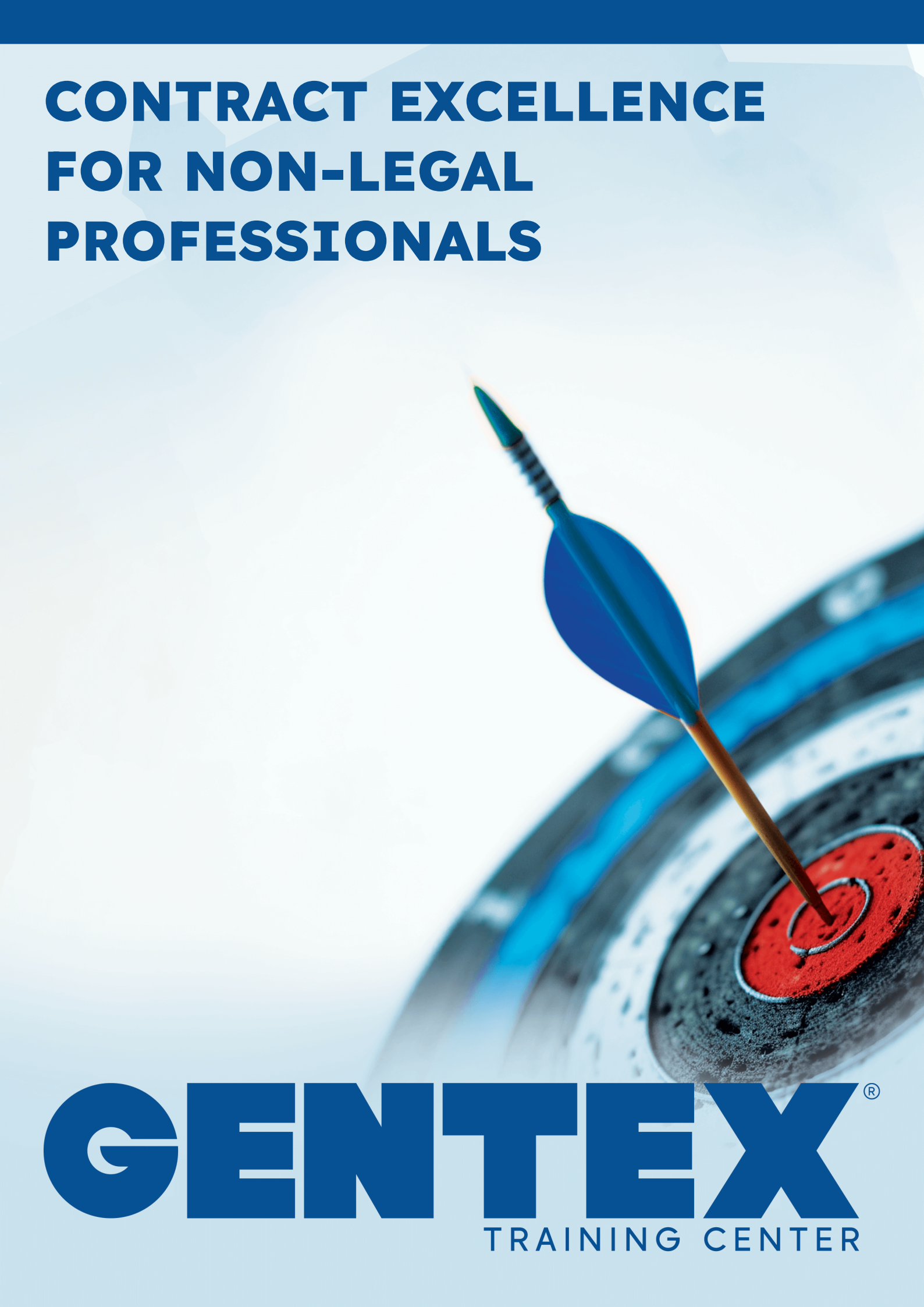
CONTRACT EXCELLENCE FOR NON-LEGAL PROFESSIONALS



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TRAINING CENTER

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Introduction

Contract Excellence for Non-Legal Professionals Training Course gives managers, buyers and project staff the practical ability to manage contracts from start to finish without a legal background. Participants begin with how a contract forms and what makes its terms enforceable, then move into requirement definition and plain-language drafting. Furthermore, they work on the payment, delivery, warranty, liability, termination and confidentiality clauses that carry most of the risk. In addition, learners build review checklists and approval workflows and practise negotiation and change management. As a result, they leave able to protect their organisation's interests and raise contract quality.

Contract Excellence for Non-Legal Professionals Course Objectives

- Explain contract formation, consideration and intention to create legal relations.
- Identify contract documents, their order of precedence and version control.
- Draft clauses in plain language and remove ambiguity and jargon.
- Write clear scopes of work, specifications and acceptance criteria.
- Draft payment, delivery, warranty and service level terms.
- Recognise liability, indemnity and insurance exposure.
- Apply termination, renewal, confidentiality and data protection clauses.
- Use checklists to review contracts and flag risk indicators.
- Manage amendments, waivers, notices and approval workflows.
- Negotiate commercial terms with suppliers and customers.

Course Methodology

- Instructor-led sessions in plain language, with no legal jargon.

- Clause-drafting workshops using everyday business scenarios.
- Contract review practice with structured checklists and peer feedback.
- Case studies on clauses that failed because of unclear wording.
- Negotiation role-plays on price, delivery and liability terms.
- Checklists, model clauses and approval workflows retained after the course.

Who Should Take This Course

- Procurement, purchasing and vendor management 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, signs or administers commercial agreements.

Contract Excellence for Non-Legal Professionals Course Outlines

Day 1: How Contracts Work

- What makes an agreement legally binding.
- Offer, acceptance, consideration and intention.
- Terms and conditions and the effect of each.
- 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.

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Day 2: Requirement Definition and Clear Drafting

- Translating a business need into clear requirements.
- Writing scopes of work, specifications and acceptance criteria.
- 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.

Day 3: Core Commercial Clauses

- Payment terms, milestones, invoicing and late payment interest.
- Delivery, acceptance, inspection and rejection.
- Warranties, guarantees and service levels.
- Price adjustment and currency provisions.
- Retention, set-off and performance security.
- Confidentiality, data protection and intellectual property.
- Force majeure and business continuity wording.

Day 4: Liability, Termination and Risk Control

- Limitation of liability and exclusion clauses explained simply.
- Indemnities and their relationship with warranties.
- Insurance requirements and certificates.
- Liquidated damages and service credits.
- Termination for breach, convenience and insolvency.

- Extension, renewal and exit clauses.
- Contract review checklists and risk indicators.

Day 5: Administration, Negotiation and Practice

- Managing obligations, renewals and termination calendars.
- Handling amendments, waivers and notices.
- Version control, approval workflows and e-signature.
- Preparing a negotiation plan and fallback positions.
- Negotiating price, delivery and liability terms.
- Applied workshop: reviewing, amending and negotiating a live agreement.
- Peer review and feedback on drafted clauses.

Conclusion

By successfully completing Contract Excellence for Non-Legal Professionals, participants will gain a practical command of contract formation, plain-language drafting, commercial clause management and risk control across the full contract life cycle. They will also have acquired the confidence to review agreements, negotiate terms and administer amendments and renewals efficiently. Gentex Training Center delivers the programme as a hands-on workshop on real clauses, so learners work on live agreements throughout.

FAQs for the Contract Excellence for Non-Legal Professionals course

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Q1 What is the "Contract Excellence for Non-Legal Professionals" course about?

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

Q2 What are the key benefits of the "Contract Excellence for Non-Legal Professionals" course?

You learn to run contracts efficiently end to end and to spot risky wording before signing. The course speeds up contract turnaround, reduces reliance on legal review for routine matters and improves negotiation outcomes with suppliers and customers.

Q3 What skills will I gain from the "Contract Excellence for Non-Legal Professionals" course?

Plain-language contract drafting, contract review and risk flagging, contract lifecycle and amendment management, and commercial term negotiation.

Q4 What tools, methods, or standards are covered in the "Contract Excellence for Non-Legal Professionals" course?

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Plain-language drafting principles and verb conventions, contract review checklists and risk indicator matrices, approval workflows and version control, standard clause sets for payment, delivery, warranties and confidentiality, limitation of liability and indemnity wording, and service level, renewal and exit provisions.

Q5 How is the "Contract Excellence for Non-Legal Professionals" course applied in real-world practice?

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