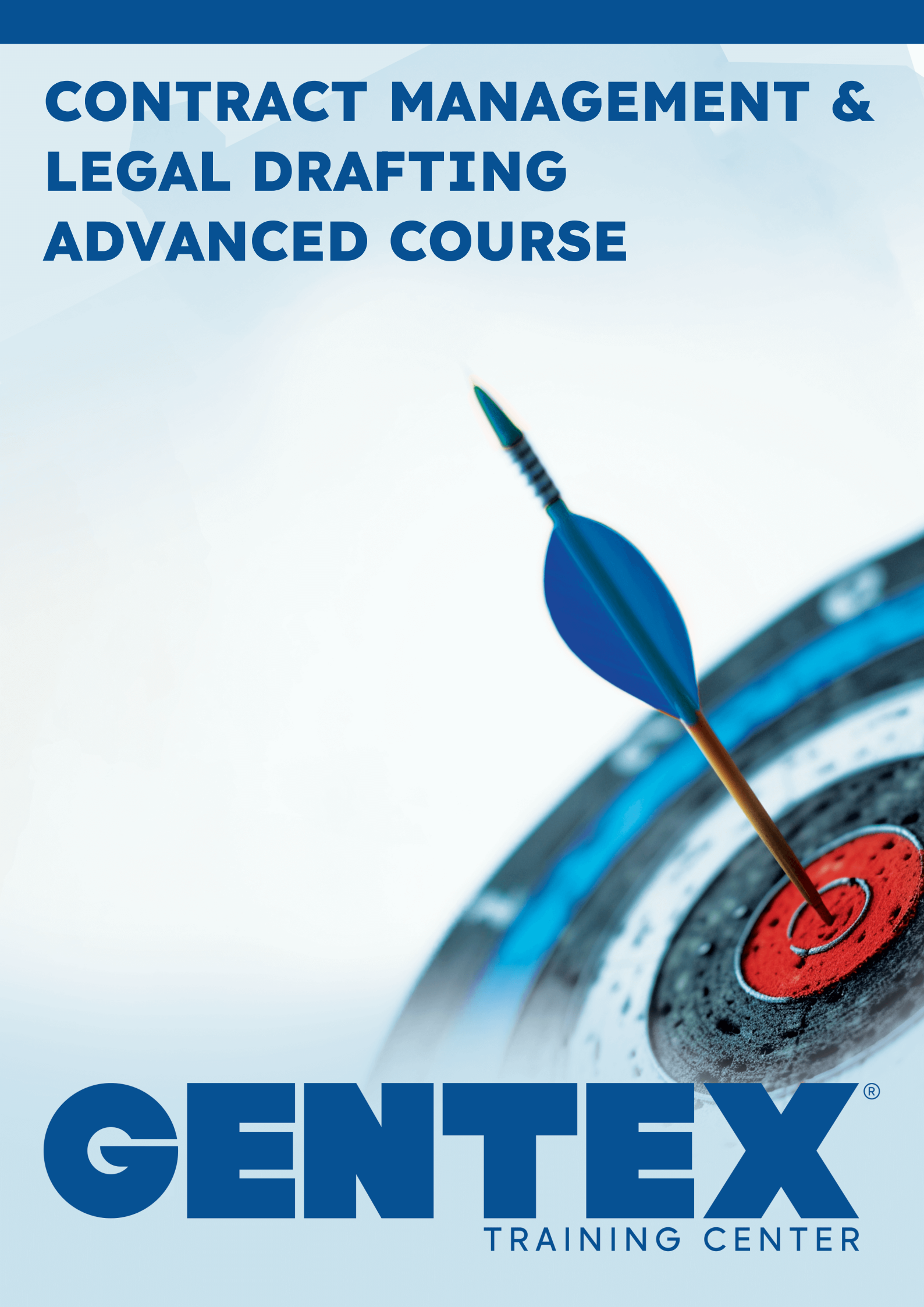
CONTRACT MANAGEMENT & LEGAL DRAFTING ADVANCED COURSE



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Introduction

Contract Management & Legal Drafting Advanced Course develops the technical depth that senior contract professionals need to control complex agreements from award to closeout. Participants study contract architecture, drafting conventions and the legal provisions that decide outcomes: warranties, indemnities, limitation of liability, force majeure and termination. Furthermore, the course covers performance management, variations, claims, notices and dispute procedures. In addition, learners redraft weak clauses, build a contractual risk matrix and negotiate contested provisions. As a result, they leave able to administer demanding contracts and produce drafting that withstands scrutiny.

Contract Management & Legal Drafting Advanced Course Objectives

- Structure complex commercial contracts from recitals through schedules and annexes.
- Draft precise definitions and consistent defined terms across documents.
- Allocate risk deliberately through liability, indemnity and insurance clauses.
- Draft warranties, representations and remedy hierarchies.
- Construct limitation of liability and exclusion clauses that hold up.
- Apply FIDIC, NEC4, JCT and ICC clause models where relevant.
- Manage performance through obligations, milestones and acceptance criteria.
- Administer variations, change control and notice procedures.
- Apply claims, time-bar and dispute escalation mechanisms correctly.
- Review, redline and negotiate counterparty drafts systematically.

Course Methodology

- Instructor-led sessions built on real contracts, decided cases and awards.

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- Clause-by-clause drafting and redrafting workshops with peer review.
- Contract administration workshops using live project scenarios.
- Risk matrix exercises that map each risk to a mitigating clause.
- Negotiation simulations on liability, indemnity and termination terms.
- Model clauses, drafting guides and checklists retained after the course.

Who Should Take This Course

- Contract managers and senior contract administrators.
- In-house counsel and commercial legal advisors.
- Procurement and vendor contract specialists.
- Project and commercial managers on complex contracts.
- Claims and dispute resolution advisors.
- Compliance and risk officers reviewing contractual terms.

Contract Management & Legal Drafting Advanced Course Outlines

Day 1: Contract Architecture and Drafting Standards

- Contract structure: parties, recitals, operative parts and schedules.
- Order of precedence and incorporation of documents.
- Definitions, defined terms and consistency across schedules.
- Drafting conventions: shall, must, may and reasonable endeavours.
- Ambiguity, interpretation rules and contra proferentem.
- Standard forms compared: FIDIC, NEC4 and JCT.
- House drafting guides and template governance.

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Day 2: Legal Provisions and Risk Allocation

- Risk allocation principles and control-based transfer.
- Warranties, representations and covenants distinguished.
- Indemnity construction and its interaction with warranties.
- Limitation of liability: caps, exclusions and carve-outs.
- Consequential loss and indirect damage definitions.
- Insurance, bonds and performance security provisions.
- Building a contractual risk matrix mapped to clauses.

Day 3: Contract Administration and Performance

- Obligation registers, milestones and acceptance criteria.
- Payment mechanisms, certificates and valuation procedures.
- Variation procedures and change control discipline.
- Notice requirements, time bars and condition precedent.
- Records, correspondence and evidence management.
- Subcontracting, flow-down and approval chains.
- Performance review meetings and corrective action.

Day 4: Claims, Termination and Dispute Clauses

- Delay, disruption and cost claim structures.
- Liquidated damages and the penalty rule.
- Force majeure, hardship and change in law.
- Termination for cause, for convenience and survival clauses.
- Dispute escalation ladders and multi-tiered resolution clauses.

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- Governing law, jurisdiction and arbitration clause drafting.
- Settling and documenting amendments and waivers.

Day 5: Review, Negotiation and Applied Drafting

- Contract review checklists and risk flags at each stage.
- Redlining counterparty drafts and fallback positions.
- Negotiating liability, indemnity and termination terms.
- Version control and delegated approval workflows.
- Testing clauses against failure and exit scenarios.
- Applied workshop: drafting and negotiating a full agreement.
- Peer review and feedback on final drafts.

Conclusion

By successfully completing Contract Management & Legal Drafting Advanced Course, participants will gain a precise technical command of contract architecture, legal provision drafting, performance administration and dispute mechanisms. They will also have acquired the discipline to map risk to clauses, manage change properly and negotiate wording that holds under scrutiny. Gentex Training Center delivers the programme as a drafting and administration studio, so learners work on real clauses throughout.

FAQs for the Contract Management & Legal Drafting Advanced Course

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Q1 What is the "Contract Management & Legal Drafting Advanced Course" about?

It covers how to manage complex contracts and draft the legal provisions they depend on. Topics include contract architecture, definitions, liability and indemnity clauses, performance administration, variations, claims, termination and dispute clauses.

Q2 What are the key benefits of the "Contract Management & Legal Drafting Advanced Course"?

You learn to draft provisions that survive challenge and to administer contracts without losing control of obligations. The course improves risk allocation, tightens notice and change discipline and reduces exposure to avoidable claims and disputes.

Q3 What skills will I gain from the "Contract Management & Legal Drafting Advanced Course"?

Commercial and legal contract drafting, contractual risk allocation and clause mapping, contract administration and change control, and claims, termination and dispute clause management.

Q4 What tools, methods, or standards are covered in the "Contract Management & Legal Drafting Advanced Course"?

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The FIDIC, NEC4 and JCT standard forms, limitation of liability and indemnity drafting models, warranties and remedy hierarchies, force majeure and liquidated damages provisions, obligation registers and notice tracking, a contractual risk matrix, and governing law and arbitration clause templates including ICC rules.

Q5 How is the "Contract Management & Legal Drafting Advanced Course" applied in real-world practice?

Professionals use it to draft supply and services agreements, administer contracts through variations and claims, run notice procedures and negotiate contested provisions. Participants draft and negotiate a full agreement in the closing workshop.