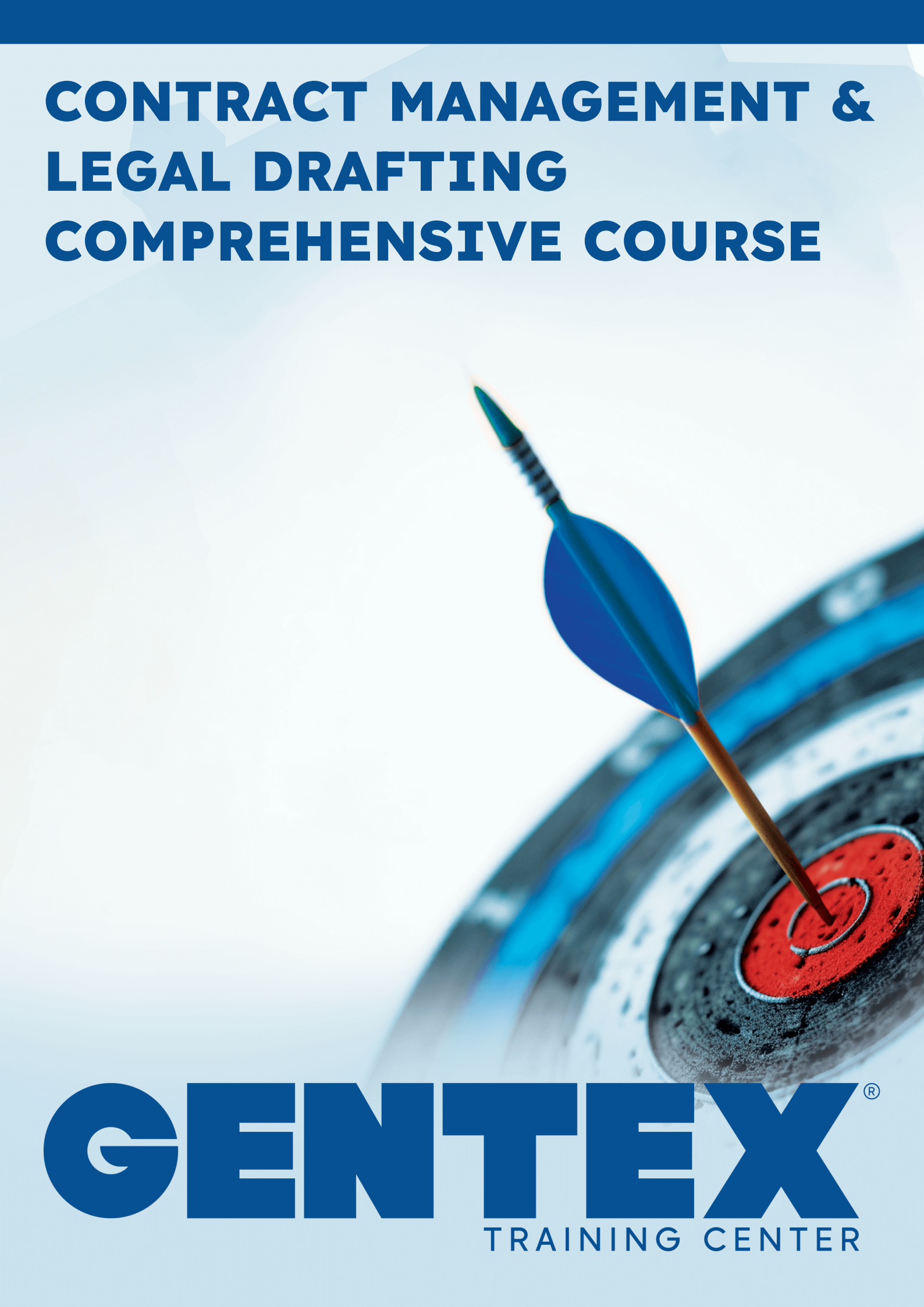
# CONTRACT MANAGEMENT & LEGAL DRAFTING COMPREHENSIVE COURSE



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

# Introduction

Contract Management & Legal Drafting Comprehensive Course builds complete knowledge of contract management from requirement definition through to closeout, together with the legal drafting that protects interests. Participants study contract architecture and drafting conventions, then work on the clauses that decide outcomes: warranties, indemnities, limitation of liability, force majeure and termination. Furthermore, the course covers performance management, variations, claims, notices and dispute resolution routes. In addition, learners build a contractual risk matrix, use review checklists and draft real clauses. As a result, they leave able to manage and draft contracts with confidence and control.

# Contract Management & Legal Drafting Comprehensive Course Objectives

- Explain the contract life cycle from request to closeout.
- Structure a commercial contract from recitals through schedules and annexes.
- Draft precise definitions and consistent defined terms.
- Draft payment, delivery, acceptance and service level terms.
- Draft warranties, representations, indemnities and guarantees.
- Construct limitation of liability and exclusion clauses that hold up.
- Apply force majeure, termination, renewal and exit provisions.
- Manage variations, notices and time-bar requirements.
- Build a contractual risk matrix and contract review checklists.
- Evaluate dispute resolution routes and negotiate contested provisions.

# Course Methodology

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

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- Clause-drafting and redrafting workshops with peer review.
- Contract administration workshops on live award-to-closeout scenarios.
- Risk matrix exercises that map each risk to a mitigating clause.
- Redlining and negotiation practice on counterparty drafts.
- Templates, model clauses and checklists retained after the course.

## Who Should Take This Course

- Contract managers, administrators and officers.
- In-house counsel and commercial legal advisors.
- Procurement and vendor contract specialists.
- Project and commercial managers.
- Risk and compliance officers reviewing terms.
- Paralegals and legal support professionals.

## Contract Management & Legal Drafting Comprehensive Course Outlines

## Day 1: Contract Life Cycle and Drafting Fundamentals

- Contract life cycle stages and the role of each party.
- Requirement definition, scopes of work and acceptance criteria.
- Contract architecture: parties, recitals, operative parts, schedules.
- Order of precedence and incorporation of documents.
- Definitions, defined terms and consistency checks.
- Drafting conventions: shall, must, may and reasonable endeavours.
- Common structural faults that create disputes.

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## Day 2: Legal Provisions and Risk Allocation

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

## Day 3: Administration, Performance and Change

- 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 plans.

## Day 4: Termination, Dispute Clauses and Settlement

- Liquidated damages and the penalty rule.
- Force majeure, change in law and business interruption.
- Termination for cause, for convenience and survival clauses.
- Dispute escalation ladders and multi-tiered resolution clauses.
- Governing law, jurisdiction and arbitration clause drafting.

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- Negotiation, mediation and expert determination.
- Documenting amendments, waivers and settlement agreements.

## Day 5: Review, Closeout and Applied Practice

- Contract review checklists and risk flags at each stage.
- Redlining counterparty drafts and preparing fallback positions.
- Managing renewals, automatic rollovers and termination calendars.
- Version control and delegated approval workflows.
- Contract closeout, discharge and file retention.
- Applied workshop: managing a full contract from start to finish.
- Peer review and feedback on final outputs.

## Conclusion

By successfully completing Contract Management & Legal Drafting Comprehensive Course, participants will gain complete working knowledge of the contract life cycle, legal provision drafting, performance and change administration and dispute mechanisms. They will also have acquired the ability to map risk to clauses, review counterparty drafts and negotiate wording that holds under scrutiny. Gentex Training Center delivers the programme as a comprehensive applied workshop, so learners work on real contracts throughout.

## FAQs for the Contract Management & Legal Drafting Comprehensive Course

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

It covers contract management from requirement definition to closeout, together with the legal drafting that protects interests. Topics include contract architecture, definitions, payment and delivery terms, warranties, indemnities, liability limits, termination and dispute resolution.

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

You learn to manage contracts efficiently and to draft provisions that survive challenge. 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 Comprehensive Course"?

Contract lifecycle management, legal clause drafting, contractual risk allocation and clause mapping, and claims, disputes and settlement management.

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

A contractual risk matrix, contract review checklists, standard clause sets for warranties, indemnities and limitation of liability, force majeure and liquidated damages provisions, obligation registers and notice tracking, standard forms including FIDIC, NEC4 and JCT, and governing law and arbitration clause templates.

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

Professionals use it to draft supply and services agreements, manage obligations, payments, variations, notices and claims, and close out and archive contracts. Participants manage a full contract from start to finish in the closing workshop.