MERCURY

Contracts: Reading, Writing, and Negotiating Training Seminar

27 June – 1 July 2027
Doha (Qatar)



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Contracts: Reading, Writing, and Negotiating Training Seminar

Ref: 8006_1058694 **Date:** 27 June – 1 July 2027 **Location:** Doha (Qatar) **Fees:** 5500 Euro

Introduction

Understanding contract law has become essential to conducting our daily business functions. Whether in purchasing, contract management, subcontracts, project management, general management, or sales, you are constantly involved with legal and contract principles, sometimes without even realizing it.

Too often, the wording used in Contracts needs to be adequately understood by those making decisions relating to those Contracts. Non-specialists are reluctant to get involved in drafting and amending the documents, which are critical to their company's success. There may also be problems in assessing amendments proposed by the other party and determining whether these are reasonable or are eroding your company's position.

Enhancing Contract Writing and Negotiation Skills

In this comprehensive contract negotiation and writing training, participants will delve into the nuances of crafting contracts with a creative writing contract aspect to ensure clarity and enforceability. They'll explore contractions in professional writing to ensure precision and avoid ambiguity.

As part of the contract negotiation skills training, they will navigate the contract negotiation process, engage in contract writing training, and examine best practices in reading contracts. Understanding Contracts course units will offer a deep dive into the complexities of contract structures and details, ensuring participants come away with robust contract negotiation training course insights.

The robust contract negotiation course outline will guide participants through the intricacies of contract negotiations, providing them with detailed frameworks and the skills necessary to excel in contract negotiation and writing. By examining real-world scenarios within the contract negotiation training seminar, attendees will gain hands-on experience and strategic approaches to managing successful contract negotiation processes.

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Targeted Groups

- Contract Administrators, Contract Professionals, and Project Coordinators.
- Specifiers, Buyers, Purchasing Professionals, and Procurement Officers.
- Contracts Managers.
- Project Managers.
- Engineers or Contracts Operatives.
- Persons want to extend their skills and knowledge to the contracting area to improve their profile.

Conference Objectives

At the end of this contract negotiation, reading and writing conference, the participants will be able to:

- Provide an understanding of contract structures and how and why contracts are drafted in particular ways.
- Enhance knowledge of the legal principles behind contracts.
- Provide an understanding of some of the main clauses in different types of agreements.
- Explain the commercial impact of particular provisions.
- Discuss the differences between similar clauses in different international standards.
- Show how to write contract clauses clearly to avoid conflict.
- Develop an understanding of when to accept and reject proposed amendments, including how to give clear reasons for such rejection.
- Practice amending documents to meet particular requirements, including using special conditions.
- Provide strategies and tactics for negotiating possible contract amendments.
- Explain how to use contract provisions to reduce the risk of disputes.
- Understand where disputes do arise.
- Show how the contract can be used to minimize these disputes.
- Learn some methods by which disputes are resolved in international contracting including non-traditional approaches, such as mediation.

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Targeted Competencies

At this contract negotiation, reading, and writing conference, the target competencies will be able to:

- Understanding contract wording.
- Drafting.
- Negotiating.
- Analyze complex documents and the inter-relationship between clauses.
- Commercial awareness.

Conference Content

Unit 1: How and Why Contracts Are Drafted?

- Why do we use contracts?
- Formation of a contract.
- Understand the critical elements of a contract.
- Oral or written?
- Electronic contracts.
- Learn about the terms and conditions of the contract.
- Agency issues.
- Learn about the basic structure of a contract.
- Incorporate documents by reference.
- Understand standard forms in the international and company.
- Form of agreement.
- What are the precedents of papers and their unique conditions?

Unit 2: Main Contract Clauses

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- Obligation to deliver/perform.
- Rework/re-performance.
- Risk of damage.
- Title.
- Understand compliance with law/change of law.
- Indemnities.
- Insurance.
- Third parties.
- Liability in negligence.
- Relationship with contract conditions.
- Variations and changes:

  - Scope of work.
  - Contract.

- Learn about product liability, defective goods, and rejection of goods.
- Intellectual property.
- Taxation.
- Suspension and termination.
- Acceptance and Certificates.
- Payment.
- Understand liquidated damages/penalties.
- Limits of liability.
- Guarantee/warranty/maintenance.
- Which law to apply in international contracts?

Unit 3: Other Documents

- Incorporate tender documents.
- Letters of intent or award.
- Letters of comfort or awareness.
- Side letters.
- Bank bonds and guarantees.
- Parent company guarantees.

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Unit 4: Writing Contracts

- Clarity of language.
- Legal terms.
- Definitions.
- Translation.
- Resolve conflict with a document or between sections.

Unit 5: Negotiation and Resolution of Disputes

- Contract negotiation.
- Dispute resolution clauses.
- Unequal bargaining positions.
- Learn about negotiation, compromise, and settlement.
- Litigation.
- Arbitration.
- Alternative methods of resolving disputes.
- Mediation.
- Conciliation.
- Early neutral evaluation.
- Expert determination.
- Mini-arbitration.
- Pendulum arbitration.