MERCURY

# Contracts and Legal Documents: From Drafting to Execution

17 – 21 May 2027
Lisbon (Portugal)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

# Contracts and Legal Documents: From Drafting to Execution

**Ref:** 16463_1084028 **Date:** 17 – 21 May 2027 **Location:** Lisbon (Portugal) **Fees:** 5600 Euro

## Introduction:

Contracts and legal documents are the foundation of commercial and professional relationships, ensuring mutual understanding, legal protection, and business continuity. This Contracts and Legal Documents: From Drafting to Execution course provides participants with an in-depth understanding of the legal principles, drafting techniques, and execution procedures that underpin effective agreements. Participants will explore the full life cycle of contracts — from initial drafting and negotiation to execution, compliance, and enforcement.

The Contracts and Legal Documents: From Drafting to Execution program emphasizes clarity, precision, and legal soundness in written documents, equipping learners with the skills to minimize risks and prevent disputes. Through theoretical learning and applied case analysis, the training aims to strengthen participants' ability to draft legally compliant and enforceable contracts. Ultimately, it empowers professionals to operate confidently within both domestic and international business contexts.

## Targeted Groups:

This Contracts and Legal Documents: From Drafting to Execution training targets professionals seeking specialized knowledge and skills:

- Legal officers and advisors are involved in contract preparation and review.
- Corporate counsels managing commercial and operational agreements.
- Procurement and contract management specialists.
- Compliance and risk management professionals.
- Business executives and entrepreneurs are handling business negotiations.
- Project managers oversee contractual obligations.
- Administrative professionals supporting contract documentation.
- Government and NGO personnel are responsible for legal documentation and agreements.

## Course Objectives:

Participants will achieve the following objectives by completing the Contracts and Legal Documents From Drafting to Execution course:

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- Understand the essential legal principles governing contracts and agreements.
- Develop the ability to draft clear, precise, and enforceable legal documents.
- Analyze contractual clauses for risk, obligations, and liabilities.
- Identify and correct weaknesses or ambiguities in contract terms.
- Learn effective negotiation techniques to achieve fair and balanced outcomes.
- Apply best practices in contract review, approval, and execution processes.
- Recognize the differences between domestic and international contract requirements.
- Strengthen legal writing skills to ensure professional and compliant documentation.
- Master the stages of contract implementation and performance monitoring.

## Targeted Competencies:

Participants will gain the following competencies during the Contracts and Legal Documents: From Drafting to Execution program:

- Legal drafting and documentation proficiency.
- Analytical thinking and interpretation of contractual terms.
- Risk identification and legal compliance evaluation.
- Communication and negotiation in a contractual context.
- Document management and execution coordination.
- Understanding of dispute prevention and resolution mechanisms.
- Ability to interpret international contractual standards.
- Strategic decision-making in contract-related operations.

## Studying Scenarios:

In this Contracts and Legal Documents: From Drafting to Execution training, participants will develop their skills through the analysis of the following scenarios:

- Drafting a service agreement between two corporate entities.
- Reviewing a supplier contract to identify potential risks.
- Modifying standard terms in a construction contract.
- Assessing a confidentiality agreement for enforceability.
- Handling breach-of-contract claims and their documentation.
- Managing the execution of international contracts.
- Analyzing case studies of successful and failed contractual negotiations.

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## Course Content:

### Unit 1: Foundations of Contract Law and Legal Documentation:

- Definition, nature, and essential elements of a valid contract.
- Legal capacity, consent, and consideration principles.
- Classification of contracts: unilateral, bilateral, and multilateral agreements.
- Distinction between contracts, memoranda, and legal instruments.
- The role of documentation in corporate governance and compliance.
- Legal implications of oral versus written agreements.
- Understanding jurisdiction, governing law, and dispute resolution clauses.
- Importance of ethical standards in contract preparation.

### Unit 2: Drafting Effective Contracts and Legal Documents:

- Structure and components of a well-drafted contract.
- Using clear and concise legal language.
- Drafting essential clauses: scope, obligations, warranties, and indemnities.
- Writing precise definitions to prevent ambiguity.
- Developing conditions precedent and subsequent.
- Techniques for avoiding common drafting pitfalls.
- Balancing risk through limitations of liability and termination clauses.
- Formatting and referencing supporting documents and annexes.

### Unit 3: Reviewing, Negotiating, and Amending Contracts:

- Step-by-step process of reviewing draft contracts.
- Identifying hidden risks and unfavorable terms.
- Negotiation strategies to achieve mutual agreement.
- Recording modifications and maintaining version control.
- Legal and procedural considerations in contract amendments.
- Reviewing standard form contracts and templates.
- Internal and external stakeholder collaboration in contract negotiations.
- Documenting and approving final versions for execution.

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## Unit 4: Execution, Performance, and Compliance Management:

- Procedures for contract execution and validation.
- Understanding signatures, seals, and digital authentication.
- Managing timelines, deliverables, and milestones.
- Monitoring performance and contract compliance.
- Handling extensions, renewals, and terminations.
- Role of contract administrators and legal officers.
- Recordkeeping and documentation retention policies.
- Reporting and audit mechanisms for contractual performance.

## Unit 5: Risk Management, Disputes, and International Contracting:

- Common sources of contractual risk and dispute.
- Identifying and managing breach-of-contract situations.
- Legal remedies and dispute resolution options.
- Drafting arbitration and mediation clauses effectively.
- Understanding international commercial terms Incoterms.
- Managing cross-border contracts and international jurisdiction issues.
- Cultural and regulatory considerations in global contracts.
- Case studies of dispute prevention and successful settlements.

# Final Insights & Key Takeaways:

By the end of this course, participants will possess the knowledge and skills to confidently draft, review, and execute contracts that protect organizational interests. They will identify risks, ensure compliance, and maintain professional legal standards across all stages of the contractual process.