

**CHARTERED**   
INSTITUTE OF PROFESSIONAL CERTIFICATIONS

# DRAFTING KEY COMMERCIAL CONTRACTS AND REVIEWING CRUCIAL TERMS AND CONDITIONS FOR NON- LAWYERS

**Fully Accredited  
By:**

Chartered Institute of  
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CPD  
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# PROGRAM OVERVIEW

Contracts form the foundation of every successful business relationship. One organization can lose countless thousands of dollars over a simple technicality if their contract is not phrased well enough. Effective contract management can build a powerful business relationship and pave the road to greater profitability over the long term, but only if it is managed correctly.

Led by Beverley Honig, **an award-winning lawyer and author of “Making Contracts Work”**, this program will show you an in-depth understanding of the contract preparation cycle and how to review the important elements in your contract. You will gain a thorough understanding of how to **draft contracts with tighter provisions that will ensure greater protection for your stakeholders and modify clauses so that they are clear, consistent, and enforceable**. This program will also explore **adding critical clauses that will protect you** and your organization in cases of breaches and mediation tactics when your contract is in dispute. Using a combination of theory with real-life practices, you will also gain advanced negotiation skills and **strengthen your knowledge of complex contractual terms** including indemnities, warranties, and exclusion clauses.

By the end of this course, you will be well prepared to draft effective and clear contracts that minimize your organization's risk in contractual disputes, as well as resolve disputes between your organization and its business partners.

## ACCREDITATIONS



4.8



4.6



# KEY SKILLS YOU WILL GAIN

## From This Program



**CONTRACT LAW  
CONTRACT FORMATION  
CONTRACT PREPARATION  
REVIEWING CRITICAL CONTRACTS TERMS AND  
CONDITIONS**

**LEGAL CONTRACT PRINCIPLES  
DRAFTING CONTRACT KPIS  
DISCOVER STANDARD FORM CONTRACTS  
CONTRACTUAL RISK MANAGEMENT**

**CONTRACT RISK  
LIABILITY RISK PROTECTION  
NEGOTIATING KEY CLAUSES  
REMEDIAL CLAUSES AND DAMAGES**

**CONTRACT TERMINATION  
EXAMINE PAYMENT CLAUSES  
WARRANTIES AND REPRESENTATIONS  
CONTRACT PERFORMANCE MANAGEMENT**

**DISPUTE RESOLUTION  
MANAGING DAMAGES**





# YOUR FACULTY DIRECTOR

## Beverley Honig

Internationally Qualified Lawyer and Author of Best-Selling Book “Making Contracts Work”

Beverley Honig is a world-renowned speaker, lawyer, and author. She is a recipient of the prestigious **Top 100 Women for Influence award by The Australian Financial Review**. Currently listed in Who’s Who in Business in Australia, Beverley was also inducted into the Businesswoman Hall of Fame in 2016.

She has over 20 years’ experience as an internationally qualified lawyer who has worked in Australia, the United Kingdom, and Middle East. She also serves as a **Judge for the Essential Services Commission Appeals** and is the **Chairman of Greenville Developments** and **Director of Australia Chamber of Commerce** for over 20 years.

Beverley has also **authored several bestselling textbooks**, including “Making Contracts Works” and was a **distinguished Lecturer at the University of Melbourne and Queensland University of Technology Business School**. She is currently the CEO of an award-winning business consultancy, which has been honored by the Prime Minister of Israel for its outstanding contribution in forging international trade links.



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# PROGRAM AGENDA

## MODULE 1: CONTRACT FORMATION

- What makes a good commercial contract?
- Essential ingredients of a commercial contract
- Creating commercial arrangements

## MODULE 2 - CONTRACT FORMATION (CONTINUE)

- Preliminary agreements and process contracts
- Legal contract principles for contract drafting
- Drafting and reviewing crucial terms
- Clarifying the essence of the contract
- Express vs implied terms
- Clarity and risk protection

## MODULE 3 - EXAMINING CRITICAL CLAUSES

- Intellectual Property clauses: Practicalities, what are you buying/selling?
- Indemnities, warranties
- Force majeure and COVID-19

## MODULE 4 - BENEFITS AND USES OF STANDARD FORM CONTRACTS

- Standard form contracts and standard terms
- Different types of standard contracts, by industry and international trade
- Getting it right

## MODULE 5 - RISK MANAGEMENT WITHIN THE CONTRACT

- Reviewing contracts to identify and interpret contract risk
- Warranties
- Indemnity clauses for protection and impact
- Exclusion of liability

## MODULE 6 - INSURANCE OF CONTRACTS

- Insurance clauses
- Identifying contract risk
- Jurisdiction and drafting issues of insurance clauses





# PROGRAM AGENDA

## MODULE 7 - TERMINATION OF CONTRACTS

- Different types of termination
- Good faith
- Convenience
- Unconscionability

## MODULE 8 - BANK GUARANTEES AND PAYMENT CLAUSES

- Legal application regarding bank guarantees
- Examining practical issues

## MODULE 9 - DAMAGES EXAMINED

- Liquidated VS unliquidated damages
- General damages, consequential loss, normal loss
- Exclusion clauses
- Negligence, impact of conduct

## MODULE 10 - MANAGING CONTRACT PERFORMANCE AND DISPUTE RESOLUTION

- Performance of contracts
- Breach of contract and remedies
- Obligations to mitigate
- Exemption of liabilities
- Negotiation
- Mediation and arbitration

# YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certification's programs are unique as they provide you with professional charter designation and mark that can be used across your lifetime once you have completed our programs.

After successfully attending this program, you will be awarded the certification in **Contracts Drafting and Management** that can be used in your resume, CV, and other professional credentials. This certification is industry-recognized with lifelong validity.

Globally demanded and recognized, this designation will help you distinguish your skillsets and you have attained expertise and critical knowledge in drafting key commercial contracts and reviewing crucial terms and conditions. This program is developed by Chartered Institute of Professional Certifications and the content of this program has been certified by CPD Certification Service as conforming to continuing professional principles.



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390

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# CONTACT US TODAY

We Thank You for Your Ongoing Support  
of Our Programs

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