MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

WRITING EFFECTIVE LEGAL DOCUMENTS & COMMERCIAL CONTRACTS

""Enhancing Clarity, Precision, and Legal Risk Mitigation in Contract Drafting""

Schedule

Date	Venue	Fees (Face-to-Face)
01 – 05 Mar 2026	Online	USD 1500 per delegate
27 – 31 Jul 2026	Dubai, UAE	USD 3495 per delegate
11 – 15 Oct 2026	Doha, Qatar	USD 3495 per delegate
08 – 12 Nov 2026	Riyadh, KSA	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Well-drafted legal documents and commercial contracts are essential tools for minimizing disputes, protecting organizational interests, and ensuring enforceability. Poorly written clauses can lead to ambiguity, loopholes, and costly litigation.

This intensive 5-day course equips legal, commercial, and procurement professionals with practical techniques for drafting clear, enforceable, and risk-aware legal texts. Whether you are preparing NDAs, service agreements, partnership contracts, or procurement terms, this program will sharpen your drafting, review, and negotiation capabilities using real-life examples and international best practices.

Objectives

By the end of this course, participants will be able to:

- Draft clear, unambiguous, and enforceable legal documents and contracts
- Structure contracts to manage legal and commercial risks effectively
- Identify and correct weaknesses in existing contractual terms
- Apply plain English drafting techniques for better clarity and precision
- Understand key legal principles governing contract enforceability and interpretation

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Why Attend

- Learn the language, tone, and structure of effective legal drafting
- Strengthen contract clauses to avoid future disputes
- Understand common pitfalls and legal liabilities in poorly drafted agreements
- Gain practical tools and templates used by experienced in-house counsel
- Improve communication between legal, procurement, and commercial teams

Target Audience

This program is designed for:

- In-house legal counsel and contract lawyers
- Procurement and commercial managers
- Contract administrators and officers
- Project managers handling contract drafting or reviews
- Business professionals involved in agreement negotiation and execution

Individual Benefits

Key competencies that will be developed include:

- Legal drafting and clause construction skills
- Understanding of legal terminology and contract architecture
- Risk spotting and mitigation through wording and structure
- Enhanced confidence in reviewing, redlining, and editing legal texts
- Familiarity with cross-border legal considerations and dispute clauses

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Stronger, clearer contracts with reduced legal risk
- Improved negotiation leverage and documentation control
- Lower incidence of contractual ambiguity and litigation
- Greater alignment between legal, commercial, and operational objectives
- Increased speed and quality in contract preparation and review

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Legal principles, drafting standards, and risk allocation
- Case Studies – Dispute scenarios stemming from poorly written contracts
- Workshops – Hands-on drafting, redlining, and editing of clauses and agreements
- Peer Exchange – Collaborative reviews and critique of participant drafts
- Tools – Drafting templates, clause libraries, and formatting guides

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Course Outline

Training Hours: 7:30 AM – 3:30 PM

Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00 (for in-person)

Delivery Format: Online (Live) | Platform: Zoom, WebEx or Microsoft Teams (for virtual dates)

Day 1: Foundations of Legal Drafting and Contract Architecture

- Module 1: Principles of Legal Drafting (07:30 – 09:30) • Objectives and risks in legal documentation • Plain English vs legalese • Structuring content for clarity and enforceability
- Module 2: Anatomy of a Commercial Contract (09:45 – 11:15) • Essential elements: recitals, obligations, conditions, representations • Use of schedules, annexes, exhibits • Cross-referencing and definitions
- Module 3: Drafting Clear Clauses (11:30 – 01:00) • Active vs passive voice in contract language • Ambiguity, redundancy, and consistency traps • Clause formatting and punctuation
- Module 4: Workshop – Drafting Introductory Clauses (02:00 – 03:30) • Practice session on drafting recitals and interpretation clauses

Day 2: Managing Risk and Obligations in Contract Language

- Module 5: Drafting Obligations and Conditions (07:30 – 09:30) • “Shall” vs “may” vs “must” – obligation hierarchy • Conditions precedent and subsequent • Performance standards and best efforts
- Module 6: Liability, Indemnity, and Insurance Clauses (09:45 – 11:15) • Common pitfalls in indemnity wording • Limitation of liability and consequential losses • Drafting insurance requirements
- Module 7: Payment and Delivery Terms (11:30 – 01:00) • Payment milestones and invoicing terms • Delivery, acceptance, and risk transfer • Late payment remedies
- Module 8: Group Exercise – Drafting Risk and Payment Clauses (02:00 – 03:30) • Collaborative drafting and feedback session

Day 3: Drafting Remedies, Termination & Boilerplate Clauses

- Module 9: Termination Clauses and Exit Strategies (07:30 – 09:30) • Termination for cause, convenience, default • Cure periods and notice requirements • Drafting exit obligations
- Module 10: Remedies and Dispute Resolution (09:45 – 11:15) • Liquidated damages vs penalties • Governing law, jurisdiction, and arbitration • Escalation and mediation clauses
- Module 11: Boilerplate Clauses and Their Importance (11:30 – 01:00) • Entire agreement, force majeure, waiver, severability • Precedence clauses and amendment terms • Confidentiality and IP clauses
- Module 12: Clause Drafting Drill (02:00 – 03:30) • Redline exercise with real contract sample

Day 4: Reviewing, Editing, and Negotiating Contracts

- Module 13: Reviewing Contracts with a Legal Eye (07:30 – 09:30) • Spotting red flags and inconsistencies • Clause-by-clause walkthrough methodology • Common editing errors and omissions
- Module 14: Negotiation Considerations in Drafting (09:45 – 11:15) • Drafting for negotiation flexibility • Dealing with cross-jurisdictional issues • Redrafting based on compromise
- Module 15: International Contracting Practices (11:30 – 01:00) • UNIDROIT, CISG, and international terms • Language clauses and enforceability issues • Governing law risks in cross-border deals
- Module 16: Workshop – Draft Review Challenge (02:00 – 03:30) • Group review and negotiation of a sample contract

Day 5: Advanced Drafting Skills and Application

- Module 17: Customizing Contracts for Sector-Specific Needs (07:30 – 09:30) • Drafting for construction, services, licensing, and procurement • Incorporating KPIs and performance-based terms
- Module 18: Templates, Clause Libraries, and Automation (09:45 – 11:15) • Building internal clause banks • Using MS Word styles and automation tools • Version control and collaboration
- Module 19: Final Drafting Simulation (11:30 – 01:00) • Capstone exercise: draft and revise a full short-form agreement
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Module 20: Course Wrap-Up and Certification (02:00 – 03:30) • Final Q&A and individual feedback • Action plans for applying skills in the workplace • Issuance of certificates

Certification

Participants will receive a Certificate of Completion in Writing Effective Legal Documents & Commercial Contracts, demonstrating their proficiency in legal drafting, contract design, and risk-informed contract management across diverse commercial contexts.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

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