MAWA EVENTS

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

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

CONTRACT PREPARATION FOR NON-LAWYERS

"Drafting, Reviewing, and Managing Contracts with Confidence and Clarity"

Schedule

Date	Venue	Fees (Face-to-Face)
13 – 15 May 2026	Dubai, UAE	USD 2495 per delegate
08 – 10 Sep 2026	Manama, Bahrain	USD 2495 per delegate

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

Introduction

Contracts are the backbone of business transactions, yet many professionals involved in drafting, reviewing, or managing contracts are not legally trained. Poorly written or misunderstood contracts can expose organizations to unnecessary risks, disputes, or losses. This practical course empowers non-lawyers to prepare clear, enforceable contracts while avoiding common pitfalls.

In this 3-day intensive program, participants will learn how to structure contracts, use precise language, identify critical clauses, and assess risks. Real-life examples and interactive exercises ensure practical learning and immediate application in the workplace.

Objectives

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

- Understand the structure and key elements of commercial contracts
- Draft basic contracts and clauses using clear and effective language
- Identify and interpret common legal terms, obligations, and liabilities
- Evaluate risks, warranties, indemnities, and termination provisions
- Collaborate more effectively with legal teams and contract counterparts

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Why Attend

- Gain practical tools for reviewing, drafting, and negotiating contracts
- Avoid misunderstandings and legal disputes through better documentation
- Learn how to recognize red flags and hidden risks in contract terms
- Improve communication with legal departments and external parties
- Increase confidence when dealing with contractual obligations and negotiations

Target Audience

This program is designed for:

- Project managers, engineers, and procurement professionals
- Finance, HR, and operations staff who deal with contracts
- Entrepreneurs and SME owners
- Admin and commercial personnel responsible for agreements
- Any non-legal staff involved in contract preparation or review

Individual Benefits

Key competencies that will be developed include:

- Confidence in drafting and reviewing contract terms
- Understanding of legal terminology and contract mechanics
- Risk assessment and clause negotiation skills
- Documentation accuracy and consistency
- Improved ability to manage contractual relationships

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced legal risk and contract-related disputes
- Improved contract quality and clarity
- Greater efficiency in contract preparation and review
- Better internal coordination between business units and legal teams
- Increased compliance with contractual obligations and deadlines

Instructional Methodology

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

- Strategy Briefings – Core legal principles, contract law basics, and terminology
- Case Studies – Examples of contract disputes and drafting errors
- Workshops – Clause writing, contract analysis, and redline exercises
- Peer Exchange – Practical tips and feedback from diverse roles
- Tools – Sample templates, clause libraries, and contract checklists

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Course Outline

DETAILED 3-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Contracts and Legal Principles

- Module 1: Understanding Contract Fundamentals (07:30 – 09:30) • What makes a contract legally binding? • Key elements: offer, acceptance, consideration, capacity • Oral vs. written agreements and enforceability
- Module 2: Contract Structures and Types (09:45 – 11:15) • Common contract formats: service, supply, consultancy, NDAs • Parties, duration, deliverables, and obligations • Intro to boilerplate clauses
- Module 3: Legal Language and Interpretation (11:30 – 01:00) • Legalese vs. plain English • Interpreting definitions, shall/will/may, and ambiguities • Role of annexes, schedules, and exhibits
- Workshop – Clause Dissection and Simplification (02:00 – 03:30) • Break down sample clauses • Rewrite for clarity and consistency

Day 2: Drafting and Reviewing Contract Clauses

- Module 1: Core Clauses in Every Contract (07:30 – 09:30) • Scope of work, payment terms, delivery obligations • Performance milestones and KPIs • Confidentiality and data protection
- Module 2: Managing Risk Through Key Clauses (09:45 – 11:15) • Warranties and representations • Limitation of liability and indemnity clauses • Insurance and compliance obligations
- Module 3: Termination, Disputes, and Force Majeure (11:30 – 01:00) • Exit clauses and breach of contract • Termination for cause vs. convenience • Dispute resolution and governing law
- Workshop – Contract Redline & Risk Spotting (02:00 – 03:30) • Identify potential risks in sample contract • Propose revisions and negotiate alternatives

Day 3: Application, Templates, and Best Practices

- Module 1: Negotiating Terms and Working with Lawyers (07:30 – 09:30) • Preparing for contract discussions • Do’s and don’ts of contract negotiations • Escalating complex issues to legal advisors
- Module 2: Managing Contract Lifecycle and Compliance (09:45 – 11:15) • Approval workflows and sign-off protocols • Contract storage, renewal tracking, and performance review • Monitoring obligations and KPIs
- Module 3: Templates and Process Optimization (11:30 – 01:00) • Using contract templates and clause libraries • Customization vs. standardization • Ensuring alignment with company policies
- Final Workshop – Drafting and Review Simulation (02:00 – 03:30) • Prepare and review a contract based on a business scenario • Group feedback and course wrap-up

Certification

Participants will receive a Certificate of Completion in Contract Preparation for Non-Lawyers, validating their ability to draft, interpret, and manage contracts effectively and confidently, without formal legal training.

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.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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