



Legal and Corporate Law

# **Writing Effective Legal Documents and Commercial Contracts**

## Course Introduction

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This comprehensive **5-day BOOST** course is tailored for professionals involved in the drafting, review, and negotiation of legal documents, particularly commercial contracts. The course covers essential legal writing techniques and in-depth understanding of various contractual clauses, such as indemnity, force majeure, and confidentiality, ensuring compliance, clarity, and legal soundness. Participants will gain hands-on experience drafting contracts and legal documents while learning strategies to manage risks and mitigate potential disputes. By the end of the program, participants will be equipped to create, review, and negotiate contracts with confidence and legal proficiency, enhancing their contribution to business operations, compliance, and successful negotiations.

This training addresses the full lifecycle of legal documents, from initial draft to contract review, and focuses on practical aspects of legal document creation, enhancing clarity, compliance, and negotiation. Real-world examples and exercises will empower participants to identify risks, improve their legal drafting skills, and ensure that contracts meet business needs and legal standards.

## Target Audience

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- Legal Professionals – Lawyers, Legal Counsel, Paralegals.
- Contract Managers and Procurement Officers.
- Compliance Officers and Risk Managers.
- Business Development Managers and Operations Managers.
- Senior Managers or Executives involved in business transactions and partnerships.
- HR Professionals dealing with employment contracts and agreements.

# Learning Objectives

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- Comprehend the fundamentals of legal writing, focusing on precision, clarity, and structure.
- Draft effective, clear, and enforceable contracts across different sectors.
- Apply key contract clauses to mitigate risks, including indemnity, dispute resolution, and confidentiality provisions.
- Master the art of negotiating legal terms and translating outcomes into enforceable clauses.
- Conduct a comprehensive review of legal documents, ensuring legal compliance and consistency.
- Navigate complex contract provisions with ease, including limitation of liability, termination, and performance guarantees.
- Understand the critical role legal documents play in facilitating business operations and maintaining compliance.

# Course Outline

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- **Day 01**

## **Introduction to Legal Writing and Document Structuring**

- Fundamentals of Legal Writing
- Key principles of effective legal writing: clarity, conciseness, and formality.
- How to avoid ambiguity in legal documents and using precise language.

## **Overview of Legal Documents**

- Differentiating between types of legal documents: contracts, agreements, memorandums.

- Understanding the structure of legal documents: preamble, clauses, appendices, and concluding provisions.

## **Drafting Basics**

- Commonly used legal terminology and how to simplify legal language without losing meaning.

### **• Day 02**

## **Essential Elements of Commercial Contracts**

- Types of Commercial Contracts  
Focus on various contract types including service agreements, supply contracts, and partnership agreements.
- Identifying the purpose of each contract and their specific clauses.

## **Key Clauses in Contracts**

- The role and function of major contractual clauses, including offer, acceptance, consideration, and force majeure.
- Special provisions such as warranties, indemnity clauses, and dispute resolution methods.

## **Contract Interpretation and Legal Compliance**

- Principles of contract interpretation, avoiding ambiguity, and ensuring compliance with local laws.
- Understanding and navigating risks embedded in contracts.

### **• Day 03**

## **Effective Negotiation and Clause Drafting**

- Negotiating Legal Terms
- Preparing for contract negotiations: tools and techniques.
- Key strategies for effective contract negotiation.

## **Incorporating Negotiated Terms into Drafts**

- Turning negotiation results into well-drafted legal terms.
- Handling difficult negotiations and adjusting terms accordingly

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## **Risk Mitigation Through Clauses**

- How to use contractual terms to mitigate business and legal risks.
- Limitation of liability, dispute resolution clauses, and the importance of confidentiality clauses.

### **• Day 04**

## **Drafting and Reviewing Legal Documents**

- Practical Contract Drafting Session
- Writing, editing, and refining contract drafts in real-time scenarios.
- Identifying and eliminating common mistakes in contract drafting.

- **Document Review Techniques**

- How to conduct an effective contract review: focusing on accuracy, clarity, and compliance.
- Methods for cross-checking terms to ensure consistency and prevent future disputes.

### **• Day 05**

## **Advanced Contract Clauses and Final Drafting Review**

- Advanced Clauses and Performance Guarantees  
In-depth analysis of clauses like performance guarantees, deadlines, and consequences of breach.
- Developing contracts with built-in dispute resolution mechanisms.

## **Handling Breaches and Remedies**

- Addressing potential breaches through clear provisions and defining remedies.

- Enforcement methods for non-compliant parties.

## Confirmed Sessions

FROM	TO	DURATION	FEEs	LOCATION
April 6, 2025	April 10, 2025	5 days	4250.00 \$	KSA - Riyadh
June 30, 2025	July 4, 2025	5 days	5950.00 \$	switzerland - Geneva
Nov. 10, 2025	Nov. 14, 2025	5 days	4250.00 \$	UAE - Dubai