

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Legal Drafting and Contract Review for Non-Lawyers

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Many managers sign or negotiate contracts without legal training. This course teaches non-lawyers how to read and review contracts confidently: contract structure, key clauses, risk allocation, liability and indemnities, termination, dispute resolution, plain drafting techniques and when to involve lawyers.

Missing a risky clause can be very costly. You will learn to spot issues and draft clearly before contracts are signed.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Clause analysis exercises, contract review checklists, drafting practice and case studies.

Course objectives

By the end of this course, participants will be able to:
• Understand contract structure and formation
• Identify and interpret key clauses
• Assess risk allocation, liability and indemnities
• Review termination and dispute clauses
• Draft clear contract language
• Know when to escalate to legal counsel

Target audience

This course is suitable for:
• Managers and team leaders
• Procurement and sales staff
• Project managers
• Administrative staff handling contracts
• Business owners



Course content

Target competencies

Participants will develop competencies in:

- Contract reading
- Risk identification
- Clause interpretation
- Drafting
- Escalation judgement

Course outline

Day 1: Contract Basics

09:00–10:08	Formation and structure
10:08–11:00	Types of contracts
11:00–11:30	**Coffee break**
11:30–11:45	Types of contracts (continued)
11:45–12:53	Common mistakes
12:53–14:00	Exercise

Day 2: Key Clauses

09:00–10:08	Scope and obligations
10:08–11:00	Payment
11:00–11:30	**Coffee break**
11:30–11:45	Payment (continued)
11:45–12:53	Warranties
12:53–14:00	Review exercise

Day 3: Risk Clauses

09:00–10:08	Liability and indemnities
10:08–11:00	Insurance
11:00–11:30	**Coffee break**



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11:30–11:45	Insurance (continued)
11:45–12:53	Force majeure
12:53–14:00	Exercise

Day 4: Ending Contracts

09:00–10:08	Termination
10:08–11:00	Disputes
11:00–11:30	**Coffee break**
11:30–11:45	Disputes (continued)
11:45–12:53	Governing law
12:53–14:00	Case study

Day 5: Drafting

09:00–10:08	Plain drafting
10:08–11:00	Review checklists
11:00–11:30	**Coffee break**
11:30–11:45	Review checklists (continued)
11:45–12:53	Working with lawyers
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,890.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Rome Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Barcelona Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,840.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Rome Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Dubai Confirmed dates	1 Mar 2027	5 Mar 2027	**€3,150.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,540.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Frankfurt Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,650.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Vienna Confirmed dates	3 May 2027	7 May 2027	**€2,940.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	24 May 2027	28 May 2027	**€2,650.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,860.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,890.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**€3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Cape Town Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,890.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Vienna Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,940.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Dubai Confirmed dates	25 Oct 2027	29 Oct 2027	**€3,150.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Barcelona Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,840.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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