XCELERATE TRAINING INSTITUTE

your learning & development partner

CONTRACT MANAGEMENT & LAW

Contract Drafting and Legal Writing Training Course

Writing Clear, Enforceable and Risk-Aware Commercial Contracts

DURATION	LANGUAGE	FORMAT	COURSE CODE
5 days	English or Arabic	Classroom / Online	CM-102

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 ?????? 2027	Paris	Classroom	€4?800
12 – 16 ????? 2027	Live online	Online (live)	€1?200
24 – 28 ???? 2027	Singapore	Classroom	€5?500
2 – 6 ????? 2027	Amman	Classroom	€3?800
18 – 22 ?????? 2027	Live online	Online (live)	€1?200
8 – 12 ?????? 2027	Amsterdam	Classroom	€4?800

Register or ask a question

Online: x8ti.com/course/contract-drafting-and-legal-writing-training-course/

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Contract Drafting and Legal Writing Training Course

Introduction

Poorly drafted contracts are one of the main causes of commercial disputes. Ambiguous wording, missing clauses and inconsistent definitions can cost organisations far more than the value of the deal.

This practical course teaches participants to draft and review commercial contracts in clear, precise language. It covers contract structure, key clauses, definitions, risk allocation and the differences between common law drafting and civil law practice in the Gulf.

Learning Objectives

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

- Structure a commercial contract logically and consistently
- Draft clear definitions, obligations and conditions
- Write and review key clauses such as payment, liability, termination and disputes
- Identify ambiguity and drafting errors
- Allocate risk through indemnities, limitations and warranties
- Apply plain-language principles to legal documents

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Participants draft and redline real contract clauses and review each other's work with trainer feedback.

Benefits for Your Organisation

- Fewer disputes caused by unclear contracts
- Better protection of commercial interests
- Faster contract review and approval
- Consistent contract templates across departments

Benefits for You

- Practical drafting skills you can use immediately
- Confidence reviewing contracts from counterparties
- A checklist of essential clauses
- Clearer, more persuasive legal writing

Who Should Attend

This course is designed for:

- In-house lawyers and legal assistants

- Contract and procurement professionals
- Commercial and business development managers
- Project managers who handle contracts
- Compliance officers

Course Outline

Day 1: Foundations of Contract Drafting

- Elements of a valid contract
- Common law and civil law approaches in the Gulf
- Contract structure and layout
- Recitals, parties and definitions
- Plain-language drafting principles

Day 2: Obligations and Commercial Terms

- Drafting obligations: shall, will and may
- Conditions precedent and subsequent
- Price, payment and invoicing clauses
- Delivery, acceptance and performance standards
- Change and variation clauses

Day 3: Risk Allocation

- Warranties and representations
- Indemnities
- Limitation and exclusion of liability
- Insurance and guarantees
- Force majeure and hardship

Day 4: Termination, Disputes and Boilerplate

- Termination rights and consequences
- Governing law and jurisdiction
- Arbitration and dispute resolution clauses
- Confidentiality and data protection
- Boilerplate clauses that matter

Day 5: Review and Negotiation

- Reviewing and redlining contracts
- Spotting ambiguity and gaps
- Bilingual Arabic-English contracts
- Using templates and clause libraries
- Final drafting exercise

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Registration Form

Contract Drafting and Legal Writing Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page