COURSE BROCHURE

Contract Drafting Skills

A hands-on workshop in drafting commercial contracts with precise language and clear structure, from definitions and operative clauses to boilerplate and draft review.

Code	HT-LGL-102
Category	Contracts & Legal Affairs
Duration	1 week
Level	Intermediate
City	Dubai

Introduction

One misplaced word, an incomplete definition or a wrong cross-reference can cost an organization a long dispute, which makes disciplined drafting the first line of defense before any negotiation or litigation.

Objectives

- Build the full structure of a commercial contract with its parts and schedules
- Draft precise definitions and use them consistently throughout the text
- Distinguish in the wording between obligation, right, condition and discretion
- Write operative clauses and boilerplate in clear, unambiguous language
- Review a draft contract for ambiguity, inconsistency and faulty cross-references

Who should attend

- In-house legal advisers and legal researchers
- Contract writers in procurement and sales departments
- Contract officers who prepare first drafts
- Lawyers in their first years of practice

Skills you will develop

- Contract structuring
- Definitions and clause drafting
- Boilerplate drafting
- Draft review and editing

Learning Outcomes

- Redraft a set of defective clauses and explain the reason for each change
- Prepare a definitions list for a services contract linked to where each term is used
- Build a personal checklist for reviewing any draft before it goes out
- Draft a complete services agreement from an agreed term sheet

Course Outline

Day 1: Anatomy of a Contract

- The parts of a contract, from the preamble and recitals to the schedules and signature block

- Clause order, logical sequence and precedence of documents
- Comparing well-drafted and poorly drafted sample contracts

Day 2: Words and Definitions

- Building definitions and defined terms while avoiding circular definitions
- Words of obligation, permission and condition and the effect of each
- Calculating periods and dates and avoiding common ambiguous phrases

Day 3: Operative Clauses

- Drafting the scope of work, deliverables and acceptance criteria
- Drafting payment terms, conditions precedent and deadlines
- Internal cross-references, numbering and schedules

Day 4: Risk Allocation Clauses and Boilerplate

- The technical drafting of warranty, liability limitation and termination clauses
- Force majeure, governing law and dispute resolution clauses
- Notices, assignment, entire agreement and severability

Day 5: Review and Bilingual Contracts

- Contracts executed in two languages and the prevailing language clause
- Reviewing, tracking changes and preparing a comments table
- Applied project: drafting a complete services agreement from a term sheet, followed by peer review

Training methodology

Rewriting exercises on clauses taken from flawed sample contracts
Individual drafting followed by peer review between participants
Side-by-side comparison of Arabic and English wording of the same clause
A review checklist that participants extend throughout the week

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Dubai	3 – 7 May 2027	AR	EUR 4,500
Dubai	1 – 5 November 2027	EN	EUR 4,500

Fees are per participant.

Contact us

Email info@harbor4training.com

Address istanbul Turkey

To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/contract-drafting-skills