



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Contracts Reading, Writing & Negotiating

Code	City	Hotel	Start	End	Price	Language - Hours
CO-523	Vienna (Austria)	Hotel Meeting Room	2026-08-31	2026-09-04	5450 €	En - 25

Course Introduction:

Contracts are a fundamental part of business transactions and legal agreements. Understanding how to read, draft, and negotiate contracts effectively is crucial for professionals involved in business, procurement, legal, and administrative roles. This comprehensive training course will provide participants with the knowledge and skills required to interpret contractual language, draft clear and enforceable contracts, and negotiate favorable terms while ensuring legal compliance and risk management.

Through theoretical instruction, case studies, and hands-on exercises, participants will develop the expertise to navigate complex contract structures, identify potential pitfalls, and strengthen their negotiation strategies.

Course Objectives:

- Understand the fundamental principles of contract law and legal enforceability.
- Analyze and interpret key contractual terms and conditions.
- Draft precise and legally sound contracts for various business needs.
- Identify risks, liabilities, and dispute resolution mechanisms in contracts.
- Negotiate contracts effectively to achieve favorable outcomes.
- Apply industry best practices in contract management and compliance.

Target Audience:

- Legal Professionals and Contract Managers
- Procurement and Supply Chain Specialists



- Business Executives and Managers
- Administrative and Compliance Officers
- Project Managers and Consultants
- Anyone involved in contract drafting, review, and negotiation

Training Methodology:

- Interactive lectures and discussions
- Hands-on contract drafting exercises
- Case studies and real-world contract analysis
- Group discussions and role-playing negotiation scenarios
- Legal document review and risk assessment workshops

Course Outline

Introduction to Contract Law

- Basics of contract formation (offer, acceptance, consideration)
- Legal enforceability and types of contracts
- Key elements of a valid contract
- Common contract pitfalls and how to avoid them

Understanding Contractual Terminology

- Definitions and key legal phrases in contracts
- Obligations, warranties, indemnities, and liabilities
- Exclusion clauses and their implications
- Standard terms vs. negotiated terms

Drafting Contracts - Key Principles

- Structuring a well-drafted contract



- Writing clear and concise contract clauses
- Avoiding ambiguity and misinterpretation
- Using templates and contract management software

Negotiating Contracts Effectively

- Strategies for successful contract negotiation
- Understanding counterparties' interests and leverage
- Techniques for handling difficult negotiations
- Role-playing contract negotiation scenarios

Risk Management in Contracts

- Identifying and mitigating contract risks
- Dispute resolution mechanisms (mediation, arbitration, litigation)
- Force majeure and unforeseen circumstances clauses
- Case study: Analyzing a high-risk contract

Commercial and Procurement Contracts

- Service agreements and procurement contracts
- Supplier contracts and performance management
- Payment terms, penalties, and breach of contract
- Real-world examples of procurement contract failures

Employment and Confidentiality Agreements

- Employment contracts and legal obligations
- Confidentiality, non-compete, and non-disclosure agreements
- Intellectual property rights in contractual agreements
- Drafting practical employment contract clauses



Contract Compliance and Regulatory Requirements

- Ensuring contracts meet industry-specific regulations
- Data protection and GDPR compliance in contracts
- Ethical considerations in contract execution
- Compliance audits and contract risk assessment

International Contracts and Cross-Border Considerations

- Differences between domestic and international contracts
- Jurisdiction and governing law in international agreements
- Cultural considerations in contract negotiations
- Case study: Managing cross-border contract disputes



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant will receive comprehensive training materials, including theoretical content, practical exercises, and supporting resources, provided in both printed and digital formats. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily Coffee Break provided during the sessions to ensure participants comfort.