



Consulting and Training | Reach New Heights

**Course Name**

# Legal Drafting and Contract Review Essentials

---

**Sector Name**

Legal and Corporate Law

**Document Type**

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

## Legal Drafting and Contract Review Essentials

### Course Introduction

In today's complex regulatory and business environment, the ability to draft clear, enforceable, and risk-mitigated legal documents is a critical competency. Poorly drafted contracts can lead to disputes, financial loss, and reputational damage.

At **BOOST Consulting and Training**, we understand the growing need for practical, business-oriented legal capabilities across organizations. This program, **Legal Drafting and Contract Review Essentials**, has been carefully designed to equip professionals with the essential skills required to draft, analyse, and review contracts with confidence and precision.

The course focuses on real-world applications, enabling participants to identify legal risks, strengthen contractual protections, and ensure compliance with applicable laws and organizational standards. Participants will engage in hands-on exercises, case studies, and contract simulations to enhance their drafting accuracy and review effectiveness.

## Legal Drafting and Contract Review Essentials

### Target Audience

- ✓ Legal officers and in-house counsel
- ✓ Contract managers and contract administrators
- ✓ Procurement and supply chain professionals
- ✓ Project managers and commercial managers
- ✓ Compliance and risk management professionals
- ✓ Government and semi-government employees involved in contracts
- ✓ Anyone responsible for drafting, reviewing, or managing contracts

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

## Legal Drafting and Contract Review Essentials

### Learning Objectives

- ✓ Understand the fundamental principles of legal drafting
- ✓ Structure contracts in a clear, logical, and enforceable manner
- ✓ Draft key contractual clauses with precision and clarity
- ✓ Identify legal risks, ambiguities, and loopholes in contracts
- ✓ Apply best practices in reviewing and negotiating contract terms
- ✓ Ensure compliance with legal frameworks and organizational policies
- ✓ Enhance communication with legal teams and stakeholders
- ✓ Minimize disputes through effective contract wording

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

## Legal Drafting and Contract Review Essentials

### Course Outline

#### ✓ DAY 01

##### **Fundamentals of Legal Drafting**

- ✓ Principles of effective legal writing
- ✓ Characteristics of well-drafted contracts
- ✓ Common drafting mistakes and how to avoid them
- ✓ Legal terminology and plain English drafting
- ✓ Structure of contracts (sections, clauses, schedules)
- ✓ Introduction to contract lifecycle

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

## Legal Drafting and Contract Review Essentials

### Course Outline

#### ✓ Day 02

##### **Contract Structure and Key Clauses**

- ✓ Essential elements of a valid contract

##### **Drafting:**

- ✓ Definitions and interpretation clauses
- ✓ Scope of work / obligations
- ✓ Payment and pricing terms
- ✓ Term and termination clauses
- ✓ Boilerplate clauses:
  - ✓ Force majeure
  - ✓ Governing law and jurisdiction
  - ✓ Confidentiality

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



## Legal Drafting and Contract Review Essentials

### Course Outline

#### ✓ Day 03

##### **Advanced Drafting Techniques**

- ✓ Drafting clear obligations and responsibilities
- ✓ Risk allocation in contracts
- ✓ Indemnities and liability clauses
- ✓ Limitation of liability
- ✓ Warranties and representations
- ✓ Drafting for different contract types (services, procurement, etc.)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

## Legal Drafting and Contract Review Essentials

### Course Outline

#### ✓ Day 04

##### **Contract Review and Risk Analysis**

- ✓ Systematic contract review approach
- ✓ Identifying red flags and hidden risks
- ✓ Reviewing third-party contracts
- ✓ Compliance checks (legal & organizational)
- ✓ Negotiation fundamentals in contract review

Managing contract amendments and variations

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

## Legal Drafting and Contract Review Essentials

### Course Outline

#### ✓ Day 05

##### **Practical Application and Case Studies**

- ✓ End-to-end contract drafting exercise
- ✓ Reviewing complex agreements
- ✓ Common disputes and how drafting prevents them
- ✓ Best practices in contract management
- ✓ Checklist for drafting and reviewing contracts
- ✓ Action planning for workplace application

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)

## Legal Drafting and Contract Review Essentials

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 11, 2026	Oct. 15, 2026	5 days	2150.00 \$	Virtual , Online
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Dubai
June 7, 2026	June 11, 2026	5 days	4250.00 \$	KSA , Riyadh
April 4, 2027	April 8, 2027	5 days	4250.00 \$	Egypt , Cairo

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

[info@boostuae.com](mailto:info@boostuae.com) [info@boostorg.com](mailto:info@boostorg.com)

Generated by BoostLab •

