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Course Name

Legal Drafting and Contract Review Essentials

Sector Name

Legal and Corporate Law

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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.

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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

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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

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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

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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

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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.)

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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

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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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 11, 2027	Oct. 15, 2027	5 days	2150.00 $	Virtual , Online
July 19, 2027	July 23, 2027	5 days	4250.00 $	UAE , Dubai
June 13, 2027	June 17, 2027	5 days	4250.00 $	KSA , Riyadh
Jan. 3, 2027	Jan. 7, 2027	5 days	4250.00 $	Bahrain , Manama

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