

Informa Connect

# Academy



## Contract Law Masterclass for Non-Lawyers

Learn to Better Manage Risk, Systematically Audit Contracts & Improve Dispute Resolution by Examining Advanced Elements of Contract Law & Contractual Obligations.



[Click here to visit website](#)



This course is a core unit in the Contract Management Professional Certification.



Use this course to help fulfil your Continuing Professional Development (CPD) educational requirements to retain your professional status.

## Course Overview

Second in our contract law series and our CMP Certification, this course is designed to address the most recent issues confronting executives in a contract process. You will examine the issues arising on formation and how to ensure parties maintain control when establishing their contractual obligations.

Learn to better manage risk, systematically audit contracts & improve dispute resolution by examining advanced elements of contract law & contractual obligations through this contract law for non-lawyers course. Become competent at assessing the legal advice you receive & interpreting it correctly to generate true value for your business.

This contract law masterclass for non-lawyers course will focus on how judges' deal with issues of interpretation of contracts and how to ensure that ambiguity is avoided in the documentation.

Under our contract law masterclass course, you will also learn to interpret recent decisions of judges and the impact of these decisions on contract law and its practice. The use of well-used clauses requires precise drafting to ensure the clauses achieve their desired purposes.

The instructor will spend detailed time teaching participants how to interpret examples and take their interpretative and analysis skills back to their workplace.

## Key Benefits

- Gain new tools, knowledge and means to handle and develop legally astute and advantageous contracts
- Implement strategies to ensure your contracts are plainly expressed and well risk-managed
- Protect your interests if things go wrong in the future
- Understand the force of your contractual obligations
- Identify clauses that can be used to effectively manage risk
- Recognise the optimal times to exert the power of the clauses in your contracts
- Appreciate what constitutes a good contract and why
- Ensure that your organisation has a high level of 'contractual governance'
- Understand the contractual implications of practical e-commerce



## Who Should Participate

This practical intermediate course is relevant for all those who have dealings with contracts in their everyday business environment.

This contract and legal document drafting course assumes at least a fundamental knowledge of the law. In order to discuss these more detailed concepts presented in this course, all participants must understand the basics.

It suits people who have a strong practical background and wish to explore some topical areas in more detail, making it ideal as legal training for non-lawyers.

Often people who have completed law degrees attend this course due to its strong practical focus and application.

### Job titles include, but not limited to:

- Contract administrators
- Contract coordinators
- Contract advisors
- Contract officers
- Contract managers
- Procurement and purchasing managers
- Logistics and supply chain personnel
- Project managers
- Commercial officer and managers

- General managers
- Business development managers
- CEOs
- Marketing managers
- Engineers
- Technical and operations personnel/managers
- Foremen
- Operations managers





## THE CMP CERTIFICATION FRAMEWORK

The CMP provides a robust method of up-skilling and recognising an individual's expertise and experience in contract management and procurement. Our combination of in-class teaching, facilitation, knowledge based testing and workplace evidence based examinations has been carefully crafted to not only teach knowledge and skills, but to also demonstrate how individuals can apply their knowledge to work based situations. This Certification is recognised by IIBT.

Contact us to see how we can help you: Visit [www.informacconnect.com/academy](http://www.informacconnect.com/academy), email [training@informa.com.au](mailto:training@informa.com.au) or phone +61 (2) 9080 4399.

### ABOUT IIBT



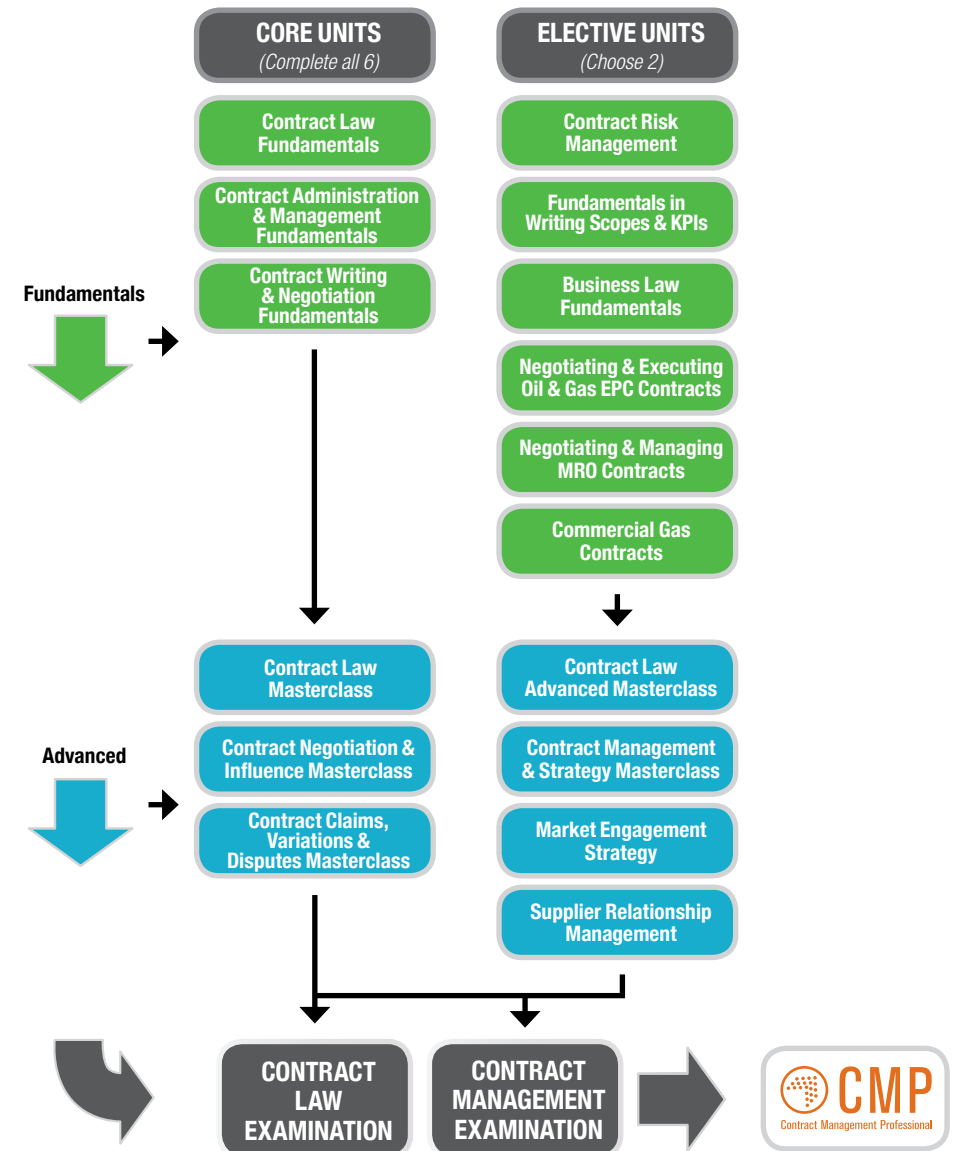
The International Institute of Business & Technology Aust (IIBT) is a highly respected, Government approved, Australian provider of higher education and VET programs. Their suite of programs includes a University level **Diploma of Business Administration**, equivalent to the first year of a business related undergraduate degree at Australian Universities. [www.iibt.wa.edu.au](http://www.iibt.wa.edu.au)

### THE IIBT / INFORMA CONNECT ACADEMY ALLIANCE

IIBT and Informa Connect Academy joined together to provide a pathway for those who complete Informa's CMP at the Master level. All CMP Masters will receive Recognised Prior Learning (RPL): 2 units of credit in the 12 month, Higher Education, University level Diploma of Business Administration.

- Business Law (BL101)
- Management in Organisations (MGT101)

**\*This is a Higher Education Diploma equivalent to first year university NOT a Vocational Education Diploma.**



## Managing Issues on Formation

- Analysing the interpretation problems with formation documents, e.g. Letters of intent, MoUs, Letters of Comfort and Heads of Agreements
- Preliminary agreements and certainty of terms in contracts
- The problem of 'good faith' in contracts and what this means for contracting parties
- The formation of process contracts and the associated risks
- Issues surrounding electronic transactions

## Drafting a Watertight Yet Concise Contract

- The approach taken by judges in interpreting documentation
- The fundamentals of a modern approach to plain drafting
- Using appropriate grammatical structures and words to avoid
- Developing an appropriate structure for contracts and plain language vocabulary
- The incorporation of KPIs in contract drafting
- Development of an overall design framework for contract drafting
- The use of 'standard form' contracts and how to avoid exposure by using these contracts
- The problems surrounding the use of boilerplate clauses in contracts

## Termination of Contracts

- The legal rules which govern termination in contracts
- Designing termination provisions in contracts to ensure they avoid any adverse judicial interpretation
- Identification of the practical response to termination rights in a contract
- Minimisation of the risk which arises on a right of termination being exercised
- Identification of conduct which amounts to wrongful termination and its impact on contracts
- The rules relating to repudiation in contract management

## Damages Examined

- The legal principles which apply to contractual remedies
- Matters which affect the recovery of damages and recent cases where the courts have assessed damages
- The rules relating to liquidated damages in contracts
- The commercial and legal problems associated with liquidated damages clauses
- Drafting effective liquidated damages clauses

## Case Study Analysis

- Analysing poor drafting and how it can be improved to achieve a stronger and clearer outcome
- Review contracts and examine good and bad examples of contracts against the commercial objectives which the contract aims to support

## Risk Management within the Contract

- How to design risk management processes for organisational contracting
- Assessing exposure from the contract
- Identification of appropriate clauses which can be used to manage risk, e.g. exclusion clauses, limitation of liability clauses, indemnities, 'best endeavours' clauses, jurisdiction clauses
- The judicial rules which govern the interpretation of risk management clauses in contracts
- Drafting tips to avoid the pitfalls of risk management clauses
- The legal rules applicable to jurisdiction clauses and how to ensure jurisdiction risk is controlled
- The management of risk associated with variations in contracts

## ACTIVE LEARNING

### Practical Exercise

- Examination of insurance arrangements and indemnities

## Dispute Resolution

- The modern approach to dispute resolution
- The pitfalls and traps of dispute resolution
- Drafting a dispute resolution process for contracting
- How to ensure the collection and maintenance of appropriate documentation within the contract process
- The legal view of clauses which provide for dispute resolution

## Case Study Analysis Throughout the Course

- The course will underpin the legal rules which apply to contracts by using case examples and a detailed case study
- This case study will provide an excellent opportunity for participants to apply the legal principles which will assist in the development of organisational systems to promote better use of contracts



## Terry Reid

Terry has over 27 years' experience as a barrister and solicitor and in the delivery of courses on a variety of legal and commercial topics, covering a wide range of audiences.

Terry graduated in arts and law with first class honours from the University of Auckland and subsequently completed his post graduate qualification at the University of Melbourne. After a period in the banking and finance sector advising banks on a range of financing transactions he entered legal practice working in the corporate/commercial areas. During this time in legal practice he was engaged in teaching at universities and he now mixes teaching with legal consultancy.

***"Terry is great. Really found the whole series of courses both informative and interactive. A pity the course series has come to an end."***

Category Manager

**Caltex**

***"I learnt completely new facts. Some existing views are completely changed and the examples presented may have significant effects when I'm able to apply to real life situations."***

Contracts Officer

**Optus**



## Beverley Honig BA. LLB. MBA

Chief Executive Officer, Honeylight Enterprises Pty Ltd

Beverley Honig is an internationally qualified lawyer with over 20 years' experience in Australia, the United Kingdom and Middle East. A winner of The Australian Financial Review and Westpac 100 Women of Influence Awards, she is also listed in the Who's Who of Business in Australia and the Businesswomen Hall of Fame.

With her pre-eminent expertise in projects and contracts, she is the published author of several bestselling books, including textbook "Project Management: A Managerial Process (McGraw Hill, 15th edition), and "Making Contracts Work" (2010). Besides serving as a judge for the Essential Services Commission Appeals, Beverley is also a Board Director and Chairman of several public and private companies.

***"Very engaging and explained topics clearly. Fantastic instructor! Very beneficial, would definitely recommend."***

Tenement Coordinator

**FMG**



## Margaret Andrè

In 2017 Margaret started her own legal practice after having worked in a boutique law firm that specialised in construction law matters. She has a general interest and sound knowledge of the building and construction sector and is experienced in dispute resolution processes including mediation, adjudication, arbitration and litigation.

Margaret has a strong customer focus and always strives to ensure she is able to add value to her client's business by utilising her wide network base to assist in meeting their needs. With an approachable manner and her flexibility to work with her clients in a timely and cost-effective manner, many of Margaret's clients are referrals from her existing or former clients.



***"As a 'multi-discipline training solutions provider', Informa Connect Academy have shown themselves to be more than a match for every question that I have asked.... the portfolio of training from highly reputable and competent 'subject matter experts'... has given me the confidence to make them my first and intended only call when training is needed in any area."***

Commercial Sales Manager, Australia & New Zealand  
**Tracerco**



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## ABOUT INFORMA CONNECT ACADEMY

**Informa Connect**

# Academy

**Informa Connect Academy** is a premier provider of global education and training solutions that caters to a diverse range of professionals, industries, and educational partners. We are dedicated to promoting lifelong learning and are committed to offering learners expert guidance, training, and resources to help them stay competitive in a rapidly changing world.

Our comprehensive range of courses and programmes are tailored to meet the needs of all professionals, from aspiring specialists to seasoned experts. We partner with elite academic organisations and industry leaders with unmatched expertise in their respective fields to deliver an exceptional learning experience.

## ABOUT TIMINGS, PRICING AND DOCUMENTATION

Course fees include documentation, luncheon and refreshments for in-person learners. Delegates who attend all sessions and successfully complete the assessment, will receive a Informa Certificate and any applicable partner certificates. A hard copy will be provided to in-person learners and a soft-copy will be provided to virtual learners.

## AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible.

To avoid delays, please ensure you apply for your visa several weeks before your intended travel date. Visa processing times can vary.

## REGISTRATION, PAYMENTS AND CANCELLATION

All registrations are subject to our terms and conditions which are available at <https://informaconnect.com/delegate-terms-and-conditions>. Please read them as they include important information. By submitting your registration, you agree to be bound by the terms and conditions in full. All registrations are subject to acceptance by Informa Connect which will be confirmed to you in writing.

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the course. Only those delegates whose fees have been paid in full will be admitted to the course.

For full cancellation details, please visit <https://informaconnect.com/delegate-terms-and-conditions>. All cancellations must be sent by email to [training@informa.com.au](mailto:training@informa.com.au) marked for the attention of Customer Services Cancellation. Due to unforeseen circumstances, Informa Connect reserves the right to cancel the course, change the programme, alter the venue, speaker or topics. For full details, please visit [www.informaconnect.com/academy](http://www.informaconnect.com/academy).



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