

COURSE DURATION

14 hours

COURSE SYNOPSIS

Demystifying and unlocking the secrets of business contracts with our engaging course, 'Business Contract Law for Non-Legal Professionals.' Designed for executives and industry leaders, this course employs real-world case studies, interactive quizzes, and role-playing games to demystify complex legal terms and clauses. Enhance your negotiation skills and risk management acumen and leave empowered to navigate contracts with confidence.

COURSE OBJECTIVES

By the end of this course, learners will be able to:

- Develop foundational knowledge of essential contract law principles, enabling them to navigate business contracts with confidence.
- Develop practical negotiation skills through hands-on exercises and simulations, enhancing participants' ability to secure favourable contract terms.
- Identify key legal jargon and clauses commonly encountered in business contracts, fostering a deeper understanding of contractual obligations and rights.
- Identify and mitigate contractual risks, preparing participants to protect organisational interests effectively.
- Utilize advanced AI tools like ChatGPT for real-time analysis of complex contract clauses, offering actionable insights and clarifications.

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

This training is relevant to business owners, C-level executives, middle management, project managers, sales and marketing professionals, procurement officers, HR professionals, consultants and freelancers, non-profit leaders, academics and students, financial advisors, engineers and technologists.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry.

TRAINING METHODOLOGIES

Lectures, group discussion, case study, role play, self-reflection, quiz, self-reflection and hands-on .

COURSE CONTENT

Day 1:

- Contracts and the effect of law
- Contract – meaning and forms
- Types of contracts and explanation
- Contract, Agreement, Deed difference
- Contract lifecycle flow
- Elements of a contract
- Real life scenarios and participant experience

Day 2:

- Anatomy of a contract and individual explanations
- Legal terminology simplified
- Breach of contract and remedies
- Tips and Tricks
- Business negotiations for contracts
- Review, Q&A