



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Legal drafting of memoranda and correspondence

Objectives

- Achieve legal drafting the terms of the written contract.
- Understand potential problems during contract execution and forecast to avoid them.
- Accommodate the conditions and procedures for arbitration in domestic and international contracts.
- Provide the participants with the basics and skills of the mechanisms of preparing the contractual documents, the conditions and specifications, the method of determining the requirements and the list of prerequisites to be included in the tender documents and contracts in the pre-contract stage.
- Define the participants of the most important contractual problems in case the conditions are ignored or prepared in a non-professional manner (Red Signals)
- Introducing participants to the developments of the contractual work under the free market mechanisms and methodologies of work through the privatization of activities (Privatization) and maximize the possible utilization of service providers (services suppliers) in the local market and abroad and how to achieve the desired returns in terms of service quality and competitiveness) And cost reduction in light of these developments and how to benefit from this in the stage of preparation of contract documents

Who Should Attend?

- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

Seminar Outline

DAY 1

- Definition of the contract and its components.
- Contract types.
- Conclude contracts and requirements due the wording.
- Stages and procedures of the contract and its requirements.
- Negotiate the conclusion of contracts.



- Skills of understanding and predicting potential problems in the operational stages of contracting

DAY 2

- Pre-and post-contract considerations and core issues to be considered.
- Contracting and contracting skills and contract drafting skills according to its objectives "Models for Months of Contracts".
- Implementation stage and problems.
- Rights and obligations of the parties to the contract.
- Arbitration, terms and procedures.
- Recourse to the judiciary.

DAY 3

- Legal principles and provisions that govern international contracts.
- Stages of preparing the conditions and specifications and tender documents.
- The importance of preparation and attributes (successful preparation) contractually and operationally.
- List of conditions and documents required (Check List).
- How to make the most of the competitiveness component at the local and international levels in the preparation process.
- Current and future challenges facing the service sectors and methodologies to deal with them through the conditions and specifications.

DAY 4

- Mechanisms and methods of determining needs.
- How to benefit from the list of suppliers and customers of the department in the preparation stage.
- List What You Should Do / Do Not Do
- Participants divided into working groups to prepare the requirements and specifications .
- Presentation of the practical situation of the conditions and specifications before the tender and contracting.
- Follow-up stages of preparation according to standard steps with teams.
- Set up common mistakes list in Most Common Mistakes.
- Best contractual practices in the preparation of best practices.
- Provide standard report stage



DAY 5

- Training in translating different versions of commercial sales contracts.
- Training in different forms of commercial agency contracts and commission agency.
- Training in translation of different forms of contracts for commercial companies.
- Training on translation of supply contracts.
- Training in translating different versions of subcontract contract



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