



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Formulation of commercial contracts

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.
- To provide the participants with the skills of translation and the correct wording of the trainee and the familiarity of the trainee with the features of the legal language in the English language and its drafting rules with explanatory examples as well as providing the trainee with many basic legal terms in translating legal contracts and training in translating various models of commercial contracts,

Who Should Attend?

- Purchasing and Contracts Managers
- Heads of Purchasing and Tender Departments
- Directors and members of legal departments
- All administrators who have all or part of their responsibility in the procurement and contract stages
- Candidates or seeking to fill positions in procurement and contracts management
- Cadres or chairmen who are responsible for participating in the procurement process



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.
- 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.

DAY 2

- Arbitration, terms and procedures.
- Recourse to the judiciary.
- 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 3

- 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.



DAY 4

- 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

- The reader to understand the nature and needs .
- Prepare the message structure.
- Formulation composition heart of the matter .
- Formulation of the seal.
- Applied Lab.



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