



Workshop on Basic Principles of Contract Drafting

February 10 – 14, 2025, 1st Run: Lagos & Port Harcourt

August 11 – 15, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 US\$ for foreign
Participants**

Program Overview:

A well drafted contract is capable of identifying what is important and truly necessary in the contract while leaving out unnecessary language. Poorly drafted contract uses all kinds of funny phrases and useless „legalese“ to impress. This makes it difficult for those who will actually work with the contract to understand its provisions and clauses. This program on “Basic Principles of Contract Drafting” will help participants to understand that many contract provisions can be reduced to a minimum, thereby improving it without reducing their effectiveness. The general drafting principles is the part most closely related to grammar and focuses on techniques to keep your contract precise.

For whom:

This program is designed for decision-makers involved in drafting, reviewing and understanding contract terms, Contracts managers, Project & Procurement Professionals, In-house Legal Advisers, Engineers and other technical professionals who are required to prepare technical specifications or proposals for contract drafting.

Learning objectives:

At the end of the program, participants will be able to;

- draft clear and concise contract (reduce ambiguity in contracts);
- use the general writing principles applicable to contract drafting;
- establish the agreement of Offer, Acceptance and Consideration;
- understand the elements of law and contract term and condition;
- evaluate framed agreements, standard terms and clauses in contract drafting; and
- acquire the essential knowledge and skills needed to draft, read and understand contracts

Course Outline:

Day 1: Process of Contract Drafting;

- Elements of Effective Contracts
- Fundamental Policies and Values of Contract Law
- Sources of Contract Law
- General Writing Principles Applicable to Contract Drafting

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Using Defined Terms

Day 2: Contract Principles

- Basic Attributes of the Contractual Relationship
- Overview of Contract Standard Provisions
- Promises and Conditions
- Warranties

Day 3: Establishing Agreement, Rights and Obligations, Remedies

- Establishing an Agreement:
 - The Offer,
 - The Acceptance and Consideration
- Remedies

Day 4: Planning Ahead for Problems; Contract Interpretation

- Termination Provisions Section
- Impracticality of Performance and Frustration of Purpose Section
- Risk Allocation in Contracts Section
- Clauses that Address the Possibility of Future Litigation

Day 5: Other Important Clauses; Assembling Contracts

- Understanding General Clauses Section
- Assignments Section
- Contract Interpretation Issues
- Class Exercises:
 - Exercise: Redrafting Skills Exercise
 - Exercises: Does a Contract Exist?
 - Exercise: Analyzing Promises and Conditions Section
 - Exercise: Drafting Termination Provisions Section

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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