

COURSE OVERVIEW CM0103-3D
Legal Aspects of Contracts & Contracts
Risk Management & Compliance

Course Title

Legal Aspects of Contracts & Contracts Risk Management & Compliance

Course Date/Venue

November 09-11, 2025/Crowne Meeting Room,
Crowne Plaza Al Khobar, an IHG Hotel, Al
Khobar, KSA

Course Reference

CM0103-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Legal Aspects of Contracts and Contracts Risk Management and Compliance. It covers the contract law, essential elements of a valid contract, types of contracts and key contractual clauses; the contract lifecycle management, principles of effective contract drafting, contract interpretation rules and risk allocation through contracts; negotiating key terms and identifying cross-border contracts; and the contract risks and risk assessment tools and frameworks.

Further, the course will also discuss the mitigation of contractual risks, complying risks in contracts and monitoring and auditing contract risks; the contract compliance frameworks and corporate governance in contracts; the ethics in contract management and regulatory and legal compliance issues; the technology in compliance management and breach of contracts and remedies; and the dispute resolution mechanisms and international contract enforcement.



During this interactive course, participants will learn the continuous improvement in contract management covering post-contract reviews and audits, updating contract templates and playbooks and building organizational knowledge base; and the best practices in contract risk and compliance by standardizing clauses across the organization, embedding compliance in procurement policies, training and upskilling contract managers and building a culture of accountability.

Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Apply and gain an in-dept knowledge on legal aspects of contracts and contracts risk management and compliance
- Discuss contract law, essential elements of a valid contract, types of contracts and key contractual clauses
- Employ contract lifecycle management, principles of effective contract drafting, contract interpretation rules and risk allocation through contracts
- Negotiate key terms and identify cross-border contracts, contract risks and risk assessment tools and frameworks
- Mitigate contractual risks, comply risks in contracts and monitor and audit contract risks
- Recognize contract compliance frameworks and corporate governance in contracts
- Apply ethics in contract management and identify regulatory and legal compliance issues
- Employ technology in compliance management and explain breach of contracts and remedies
- Discuss dispute resolution mechanisms and international contract enforcement
- Carryout continuous improvement in contract management covering post-contract reviews and audits, updating contract templates and playbooks and building organizational knowledge base
- Implement best practices in contract risk and compliance by standardizing clauses across the organization, embedding compliance in procurement policies, training and upskilling contract managers and building a culture of accountability

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend


This course provides an overview of all significant aspects and considerations of legal aspects of contracts and contracts risk management and compliance for contract managers, administrators, coordinators, legal advisors, compliance officers, procurement, purchasing, supply chain professionals, project managers, risk managers, internal auditors, finance and commercial managers and other technical staff.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Contracts & Management Consultant** with over **25 years** of extensive experience in the areas of **Construction Contracts Management, Project Procurement & Contract Management, Contracts & Procurement, FIDIC & International Contract Laws, Construction Law, Principles of Design Management, Quality Management, Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Data Modelling, Root Cause Analysis & Solution Development, Project**

Planning, Scheduling & Cost Control Professional, Project Scheduling & Cost Control, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design. Further, he is also well versed in **Organization Management & Business Consulting, Stakeholder & Supplier Evaluation, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management, Budgeting & Cost Control and Marketing Management.** Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider, Founder-Principal/CIO, Subject Matter Expert, Consulting Partner, Executive/Management Development Facilitator, Multinational/Corporate Senior Management Consultant, Senior Quality & Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administration Manager, Quality Manager, International Sales & Business Development Executive, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Admin Assistant, Sales & Marketing Representative, Key Note Speaker, Lecturer and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.**

Mr. Taylor has **Master** degrees in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy.** Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 09th of November 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0900	Introduction to Contract Law Definition & Role of Contracts in Business • Sources of Contract Law (Common Law, Civil Law, Statutes) • Differences Between Domestic & International Contracts • Importance of Enforceability
0900 – 0930	Essential Elements of a Valid Contract Offer & Acceptance Principles • Consideration & Mutual Obligations • Legal Capacity of Parties • Intention to Create Legal Relations
0930 – 0945	Break
0945 – 1015	Types of Contracts Fixed-Price versus Cost-Plus Contracts • Bilateral vs. Unilateral Contracts • Standard Form versus Bespoke Contracts • Express versus Implied Terms
1015 – 1045	Key Contractual Clauses Force Majeure Provisions • Indemnity & Limitation of Liability • Confidentiality & IP Rights • Governing Law & Jurisdiction
1045 – 1115	Contract Lifecycle Management Stages: Initiation → Drafting → Negotiation → Execution → Closure • Role of Contract Managers & Legal Teams • Digital Contract Lifecycle Management Tools • Post-Award Contract Monitoring
1115 – 1145	Case Study – Validity of a Commercial Contract Example of Disputed Validity in Court • Identification of Missing Elements • Legal Implications of Unenforceability • Group Reflection on Preventive Measures
1145 – 1230	Principles of Effective Contract Drafting Importance of Clarity & Precision • Avoiding Ambiguous Language • Use of Standard Terms versus Custom Terms • Plain English versus Legalese
1230 – 1245	Break

1245 – 1330	Contract Interpretation Rules <i>Literal versus Purposive Interpretation • Contra Proferentem Principle • Role of Courts & Arbitrators • Practical Examples of Misinterpretation</i>
1330 – 1400	Risk Allocation through Contracts <i>Identifying Contractual Risks • Transferring versus Retaining Risk • Shared Risk Models • Negotiating Fair Allocation</i>
1400 – 1420	Negotiating Key Terms <i>Price & Payment Terms • Delivery Schedules & Milestones • Performance Guarantees • Remedies for Breach</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 10th of November 2025

0730 – 0800	Cross-Border Contracts <i>Choice of Law & Dispute Resolution Clauses • International Commercial Terms (Incoterms 2020) • Challenges of Multiple Jurisdictions • Role of Treaties & Conventions (CISG, New York Convention)</i>
0800 – 0830	Workshop – Drafting Key Contract Clauses <i>Drafting a Limitation of Liability Clause • Drafting a Force Majeure Clause • Drafting Confidentiality Provisions • Group Review & Feedback</i>
0830 – 0900	Identifying Contract Risks <i>Legal Risks (Unenforceable Terms, Illegal Provisions) • Commercial Risks (Non-Performance, Insolvency) • Operational Risks (Delays, Defects) • Financial Risks (Currency, Inflation, Interest Rate)</i>
0900 – 0930	Risk Assessment Tools & Frameworks <i>Risk Matrices & Heat Maps • FMEA (Failure Mode & Effects Analysis) • ISO 31000 Risk Management Principles • Contractual Risk Registers</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Mitigating Contractual Risks <i>Insurance Requirements in Contracts • Warranties, Bonds & Guarantees • Escrow & Retention Arrangements • Contingency Planning</i>
1030 – 1100	Compliance Risks in Contracts <i>Anti-Bribery & Corruption Compliance (FCPA, UK Bribery Act) • Trade Sanctions & Export Control Risks • Data Protection & GDPR Implications • ESG & Sustainability Compliance Clauses</i>
1100 – 1200	Monitoring & Auditing Contract Risks <i>KPIs for Risk Management in Contracts • Supplier/Vendor Risk Assessments • Contract Audit Programs • Early Warning Indicators</i>
1200 – 1230	Case Study – Managing Risk in a Complex Project <i>Example of a Failed Contract Due to Poor Risk Allocation • Identification of Overlooked Risks • Lessons Learned from Litigation/Arbitration • Discussion of Improved Risk Controls</i>
1230 – 1245	<i>Break</i>

1245 – 1330	Contract Compliance Frameworks <i>Importance of Compliance in Contract Management • Compliance Obligations in Procurement & Supply Chain • Integration of Compliance Programs with Contracts • Monitoring Compliance Performance</i>
1330 – 1420	Corporate Governance in Contracts <i>Role of Boards & Executives in Contract Governance • Delegation of Authority Policies • Internal Controls in Contract Approvals • Documentation & Audit Trails</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 11th of November 2025

0730 – 0800	Ethics in Contract Management <i>Ethical Issues in Negotiations • Conflicts of Interest Management • Transparency & Fairness Principles • Code of Conduct in Contracting</i>
0800 – 0830	Regulatory & Legal Compliance Issues <i>Industry-Specific Regulatory Requirements (Oil & Gas, Construction, IT) • Government Contracting Compliance (Public Sector) • Employment Law & Labor Obligations in Contracts • International Trade Compliance</i>
0830 – 0900	Technology in Compliance Management <i>Digital Contract Management Platforms • AI-Powered Compliance Monitoring Tools • E-Signatures & Blockchain-Based Smart Contracts • Cybersecurity & Data Protection Compliance</i>
0900 – 0930	Case Study – Compliance Failures & Consequences <i>Review of a Bribery Scandal Linked to Contracts • Role of Weak Compliance Monitoring • Financial, Legal & Reputational Damage • Lessons for Strong Compliance Programs</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Breach of Contract & Remedies <i>Types of Breaches (Minor, Material, Anticipatory) • Remedies: Damages, Specific Performance, Rescission • Liquidated Damages versus Penalties • Limitation of Liability Enforcement</i>
1030 – 1100	Dispute Resolution Mechanisms <i>Negotiation & Mediation • Arbitration (ICC, LCIA, UNCITRAL Rules) • Litigation in Domestic & Foreign Courts • Hybrid Approaches (Arb-Med-Arb)</i>
1100 – 1200	International Contract Enforcement <i>Recognition of Foreign Judgments • New York Convention for Arbitral Awards • Enforcement Challenges Across Jurisdictions • Role of Treaties & Bilateral Agreements</i>
1200 – 1230	Continuous Improvement in Contract Management <i>Lessons Learned from Completed Projects • Post-Contract Reviews & Audits • Updating Contract Templates & Playbooks • Building Organizational Knowledge Base</i>

1230 – 1245	Break
1245 – 1315	Best Practices in Contract Risk & Compliance Standardizing Clauses Across the Organization • Embedding Compliance in Procurement Policies • Training & Upskilling Contract Managers • Building a Culture of Accountability
1315 - 1345	Capstone Workshop – End-to-End Contract Risk & Compliance Simulation Participants Analyze a Case Contract • Identify Legal, Risk & Compliance Issues • Propose Solutions & Amendments
1345 – 1400	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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