



Contract Law for Non-Lawyers

Critical tools for executives who authorise or manage contracts

Melbourne: 20th February | Adelaide: 21st February | Sydney: 25th February | Brisbane: 26th February | Perth: 1st March

Contractual mistakes cost organisations countless thousands, even millions of dollars. As someone who manages, reviews or enters into commercial contracts as part of your daily role, mitigating the risk of these mistakes is a priority.

Konnect Learning's **Contract Law for Non-Lawyers** will give you the practical tools and understanding to mitigate contractual risks, effectively draft content and lock-in contracts that promote best outcomes for your company.

YOUR EXPERT FACILITATOR:



Alan Prasad, *Partner*, Nexus
Law Group



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ABOUT THIS COURSE:

Konnect Learning's **Contract Law for Non-Lawyers** is custom made for those who regularly encounter contracts in their everyday role or business. It is designed to provide you with the essential practical skills and knowledge to avoid financially devastating contractual errors.

By providing you with the latest legal updates and trends on contractual agreements and contract law in Australia, you will have the skills and knowledge to confidently overcome the complexities inherent in dealing with contracts in the corporate world.

KEY BENEFITS OF ATTENDING:

- Understand the basics of contract law, including contract formation and enforceability
- Appreciate how to identify and overcome common problematic clauses before entering into a contract
- Recognise how to discern risky clauses in a contract and how to manage them
- Efficiently draft contract terms that reflect your company's interests
- Effectively identify and resolve contractual breaches
- Comprehend legal risks when responding or issuing a tender

WHO SHOULD ATTEND:

Konnect Learning's **Contract Law for Non-Lawyers** is designed for professionals who regularly encounter contracts in their daily role or through the operation of their business. This includes, but is not limited to, managers, chief officers, directors with responsibilities including:

- Contracts
- Procurement
- Purchasing
- Commercial issues
- Assets
- Projects
- Programs
- Legal
- Business development
- Office supply and coordination

ABOUT THE PRESENTER:



Alan Prasad, *Partner*, Nexus Law Group

Alan is one of the partners managing Nexus' central office. He is a highly experienced and well respected corporate and commercial lawyer bringing 17 years' experience in private practice, working with clients across Australia, Singapore, New Zealand and the South Pacific. He is the former head of Australian Lawyers Network, which merged with Nexus in 2016.

Alan is passionate about providing SMEs, national and international companies practical, commercially driven solutions to every facet of modern business and regulatory compliance and regularly advises companies in strategic acquisitions, business succession and dispute resolution.

ABOUT THE LAW FIRM:

As recognised innovators in the legal industry, Nexus Law Group is structured to deliver value to both clients and lawyers. Their unique structure is designed to bring clients top-tier legal skill at significantly lower cost than the top tier. They are one of the few law firms that are structured in this way. We also recognise and build on their traditional firm roots but are passionate about changing the industry for the better we do this with a focus on real value, not merely the perception of it.

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8:30 Registration 9:00 Start

TOPIC 1

Basics of contract law, drafting and formation

- Common myths and false assumptions about contracts
- Understanding when a contract is in place – when is there a contract?
- Elements of contract
 - Offer, acceptance, consideration, intention, certainty and capacity in contract
- The basics of contract drafting
 - Legalese v plain English writing
 - Overcoming problems by identifying and understanding difficult clauses

Exercise: Participants will split into small groups and identify problems in a contract formation situation, then discuss how these problems should be avoided.

TOPIC 2

Best practice tendering and procurement processes

- Common legal and probity risks in procurement – Identifying the potential issues
- Recent case law on tendering and what this means for you
- The 'process contract' - what this is, when this is created, and what this means as a matter of practicality
- Minimising common legal and probity risks in procurement

TOPIC 3

Problematic contractual clauses and mitigating risk

- Anticipate potential problems by identifying common but difficult contractual clauses
- Understand liquidated damages, termination for convenience, indemnities, consequential loss, force majeure, insurance (including doctrine of subrogation) and other common contractual clauses
- How to manage and otherwise reduce contractual risk through effective negotiation and drafting
- Error avoidance through understanding the 'ins and outs' of common termination provisions
- Analyse when contract clauses are not valid or not enforceable

TOPIC 4

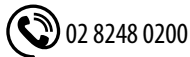
Dispute resolution and resolving contractual breaches

- Understand the remedies available and the different methods of dispute resolution when things go wrong
- Alternative Dispute Resolution (ADR) - how to avoid going to court and costly litigation

Exercise: Participants will partake in an interactive exercise to simulate a real-life mediation, highlighting concepts such as the real cost of litigation, the impact on business relationships and the role that alternative dispute resolution can have.

5:00 Close of Seminar

Lunch, morning and afternoon tea will be provided for all attendees. Morning tea will be at 10:30am, lunch will be at 12:30pm afternoon tea will be at 3:30pm. Please let Konnect Learning know if you have any dietary requirements a minimum of 5 working days before the event.



PO Box H264
AUSTRALIA SQUARE, NSW, 1215



LOCATIONS & DATES

- MELBOURNE: 20TH FEBRUARY
- ADELAIDE: 21ST FEBRUARY
- SYDNEY: 25TH FEBRUARY
- BRISBANE: 26TH FEBRUARY
- PERTH: 1ST MARCH

PRICING DETAILS

Please select **ONE** of the following:

- FIRST IN RATE**
\$999 plus GST Super Sneaky Rate, if you register and pay before 29th November
- EARLY BIRD RATE**
\$1099 plus GST Early Bird Rate, if you register and pay before 25th January
- STANDARD RATE**
\$1199 plus GST Standard Rate, if you register and pay AFTER 25th January

DELEGATE ONE

Name

Position

Phone

Email

DELEGATE THREE

Name

Position

Phone

Email

DELEGATE TWO

Name

Position

Phone

Email

DELEGATE FOUR

Name

Position

Phone

Email

YOUR COMPANY DETAILS

Company Name

Postal Address

Postcode

PAYMENT DETAILS

- CHEQUE** I have enclosed a cheque for \$
payable to Konnect Learning*
- EFT** Konnect Learning (Commonwealth Bank)*
BSB: 062 014 Account number: 1053 3919
- CREDIT CARD** Please charge my Mastercard Visa AMEX[^]
[^] Please note AMEX attracts a 2.5% credit card fee

In the amount of \$

Card No. Security Code

Expiry / Name on card

Signature



CANCELLATION POLICY

The following cancellation policies apply to all Konnect Learning events. Whilst Konnect Learning is sympathetic to the inevitability of changing circumstances, Konnect Learning incurs costs for each cancelled registration. It is for this reason that the following cancellation policies are non-negotiable:

- If a registration is cancelled more than 21 working days before the date of a scheduled event, the fee of that registration will be refunded, minus a \$300 processing fee;
- If a registration is cancelled between 21 and 7 working days before the date of a scheduled event, the registered participant will receive a redeemable credit note that can be used to attend another of Konnect Learning's events (subject to availability of venues);
- If a registration is cancelled less than 7 working days before the date of a scheduled event, Konnect Learning is unable to issue a refund or credit note due to the significant expenses already incurred by Konnect Learning.

CHANGES TO EVENTS

A tremendous amount of effort is spent to ensure all of Konnect Learning's events proceed as originally marketed. It is with regret that circumstances beyond Konnect Learning's control can prevent this from happening. As such, Konnect Learning reserves the right to change the speaker and/or agenda details at any time throughout the marketing lifecycle of an event. It should go without saying that Konnect Learning will diligently minimise the risks of changes to any event and will always ensure events deliver the content that is advertised. Konnect Learning will notify all participants of any changes in a timely manner leading up to an event.

CUSTOMER PRIVACY

Konnect Learning takes diligent action to ensure all client details are protected. Furthermore, we respect our customer's right to 'opt out' of our various promotional activities for relevant, upcoming events. If you do not want to receive further information about our upcoming conferences, training courses and learning experiences, please tick the following box:

ONCE YOU ARE REGISTERED, WHAT IS THE NEXT STEP

When you have registered for an event, and that registration has been received by Konnect Learning, you will be sent a confirmation email. This will include your invoice and any relevant information regarding the event you are registered for. Konnect Learning will regularly keep you updated regarding the events for which you have registered. If you require any further information, visit our website at www.konnectlearning.com.au, or call us on 02 8248 0200.

* Please quote CLNL 0816 and invoice number or delegate name. Payment is required prior to the event.
An invoice will be emailed to you. Phone 02 8248 0200 with any queries.