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COURSE BROCHURE

Mini MBA in Legal Drafting and Review Training Course

14 – 18 December 2026
Vienna

Mini MBA in Legal Drafting and Review Training Course

Ref: 1216_45742 **Date:** 14 – 18 December 2026 **Location:** Vienna **Fees:** 5900 GBP

Mini MBA in Legal Drafting and Review is a 1-week training course for managers and legal staff who write and check agreements, letters and policies, and who leave with a Drafting Style Sheet and Review Checklist. Organisations sign more documents faster than ever, and a loosely worded clause can cost more than the deal it supports. Jupiter Prime Training presents this Mini MBA in legal drafting and review.

Why Mini MBA in Legal Drafting and Review Matters Now

Two pressures meet on every manager's desk. Commercial teams want agreements turned round within days, often without a lawyer reading every page. Boards and auditors, meanwhile, ask who approved which wording and why. Managers who connect drafting choices to margin, cash flow and supplier relationships write clauses that protect the business case. Those who treat documents as paperwork sign away remedies, accept open-ended liabilities and discover gaps only when a dispute arrives. The course links the business essentials of a Mini MBA, such as value, risk and stakeholder interests, to the precise words that carry them.

Who Gains Most from Mini MBA in Legal Drafting and Review

- Managers who negotiate supplier, customer and partnership agreements for their unit
- Legal staff who produce first drafts and mark-ups for business colleagues
- Procurement and sales leads who adapt templates under deadline pressure

A business unit that signs many agreements without a dedicated lawyer gains most when its managers and legal contacts attend together.

Mini MBA in Legal Drafting and Review Capabilities

Participants connect commercial intent to clause wording and check documents with a repeatable method.

- Translate commercial objectives into defined terms, obligations and conditions — the business owner of the deal
- Build clauses in plain, unambiguous English using drafting conventions — counterparties and future readers
- Assess liability, indemnity and termination wording against the value at stake — finance and senior management
- Apply a structured review sequence to incoming drafts and mark-ups — legal reviewers and approvers
- Weigh negotiation trade-offs between price, risk and remedies — procurement and sales leads
- Communicate review findings in a short risk note — the signatory deciding whether to sign

Key Mini MBA in Legal Drafting and Review Terms

- Defined term — a word given one fixed meaning in a definitions clause and used consistently throughout the document.
- Operative clause — a provision that creates a right, duty or condition, as opposed to recitals or background.
- Indemnity — a promise by one party to cover specified losses suffered by the other, often beyond ordinary damages.
- Limitation of liability — a clause capping or excluding the amount or types of loss a party must pay.
- Redline — a marked-up version of a draft showing proposed deletions and insertions for negotiation.
- Style sheet — an internal guide fixing wording conventions, numbering, defined terms and preferred clauses.

Mini MBA in Legal Drafting and Review Day by Day

Day 1: Business Value Behind the Words

- Deal Value Map — Revenue, Cost and Risk Drivers in an Agreement
- Stakeholder Interests Grid — Owners, Finance, Operations and Counterparties
- Document Lifecycle — Request, Draft, Approve, Sign and Store
- Template Versus Bespoke Decision — When Standard Forms Fit
- Energy and Hospitality Supply Examples — Wording That Moved Margin

Day 2: Drafting Clear Clauses

- Plain-Language Drafting Conventions — Shall, Must, May and Will
- Definitions Clause Design — Consistency Across the Document
- Conditions and Obligations — Sequencing Who Does What and When
- Numbering and Cross-Referencing — Avoiding Orphan Clauses
- Ambiguity Tests — Spotting Double Meanings Before Signature

Day 3: Risk Clauses and Their Cost

- Liability Caps and Exclusions — Matching Exposure to Contract Value
- Indemnities and Insurance — Who Carries Which Loss
- Termination and Exit Rights — Leaving Without Value Leakage
- Payment, Price Adjustment and Late-Payment Wording — Cash-Flow Effects
- Governing Law and Dispute Clauses — Choosing a Practical Forum

Day 4: Reviewing and Negotiating Drafts

- Structured Review Sequence — Parties, Scope, Money, Risk and Exit
- Redline Etiquette — Marking Changes With Reasons
- Negotiation Trade-Off Table — Price, Risk and Remedies
- Approval Matrix — Signing Authority by Value and Risk
- Risk Note Format — One Page for the Signatory

Day 5: Practising the Drafting Style Sheet and Review Checklist

- Clause Drafting Applied — Rewriting Three Weak Supplier Clauses
- Risk Clause Applied — Setting a Cap for a Sample Service Agreement
- Review Sequence Applied — Marking Up a Counterparty Draft
- Peer Exchange — Comparing Redlines and Risk Notes
- Drafting Style Sheet and Review Checklist — Final Unit Version

Applying Mini MBA in Legal Drafting and Review After the Course

- Issue the drafting style sheet to everyone who prepares agreements in the unit and collect comments for one month.
- Use the review checklist on the next five incoming drafts and attach a risk note to each before signature.

Mini MBA in Legal Drafting and Review Questions FAQ

What is the Mini MBA in legal drafting and review and why does it matter now?

The Mini MBA in legal drafting and review joins business essentials with the skill of writing and checking legal documents. It matters now because agreements are signed faster and managers carry more of the wording risk themselves.

Which roles gain most from the Mini MBA in legal drafting and review?

Managers who negotiate agreements and legal staff who prepare first drafts gain most. Procurement and sales leads adapting templates also benefit.

How does the Mini MBA in legal drafting and review differ from an extended contract drafting course?

The Mini MBA in legal drafting and review is a one-week course centred on business value and a repeatable review method. An extended drafting course spends longer on detailed clause architecture, due diligence and clause libraries for specialists.

What do you bring back from the Mini MBA in legal drafting and review?

You bring back a style sheet for consistent wording, a review checklist for incoming drafts and a one-page risk note format for signatories.

Mini MBA in Legal Drafting and Review: The Way Forward

The Drafting Style Sheet and Review Checklist give a unit shared wording rules and a fixed order for checking drafts. Its first use is deciding whether the next supplier agreement can be signed as drafted. Managers, legal staff and approvers all work from it. After a quarter, the liability caps it recommends deserve a second look against real claims.