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COURSE BROCHURE

Advanced Contract Law for Non-Lawyers Training Course

24 May – 4 June 2027
Vienna

Advanced Contract Law for Non-Lawyers Training Course

Ref: 166_4766 **Date:** 24 May – 4 June 2027 **Location:** Vienna **Fees:** 10600 GBP

Contract Law for Non-Lawyers is a 2-week advanced training course for engineers, operational managers and procurement staff who negotiate, sign or rely on agreements without legal training, and each participant produces a clause review checklist for the contracts they sign. More business decisions now carry legal consequences long before counsel sees the paperwork. Jupiter Prime Training presents contract law for non-lawyers in plain language, grounded in clauses participants meet every week.

Why Contract Law for Non-Lawyers Matters Now

Three shifts bring legal reasoning into everyday management. Purchase orders, online terms and email exchanges now form binding agreements quickly, often without a lawyer involved. Liability, indemnity and data clauses have grown longer as counterparties push risk down the chain. In-house legal teams are small, so they rely on managers to spot problems before signature. Organisations whose managers read clauses with confidence negotiate better terms and avoid accidental exposure; those that sign on trust discover unlimited liabilities or lost remedies only when something fails. The course explains principles common to most legal systems and shows where the governing law of a specific agreement changes the answer, drawing examples from model forms such as those of the International Federation of Consulting Engineers FIDIC.

Who Gains Most from Contract Law for Non-Lawyers

- Engineers and technical managers who negotiate scope, warranties and acceptance terms
- Procurement and sourcing staff who issue purchase orders and standard terms
- Operational managers who sign service, lease and maintenance agreements
- Sales and business development leads who agree customer terms under time pressure
- Project sponsors who approve contract changes and terminations

A business unit gains most when its engineering, procurement and sales members attend together and agree which clauses always go to legal review and which they can settle themselves.

Contract Law for Non-Lawyers Capabilities

Participants learn to read a contract the way a lawyer would test it, then decide which risks they can manage and which need advice.

- Test whether offer, acceptance and agreed terms have formed a binding contract — negotiation leads
- Assess warranties, indemnities and limitation of liability clauses for hidden exposure — risk owners
- Weigh remedies available after breach, including damages and termination — business sponsors
- Apply a structured clause review before signature — approving managers
- Specify the questions that must go to legal counsel — in-house legal teams
- Communicate legal risks in plain terms to colleagues and suppliers — cross-functional teams

Key Contract Law for Non-Lawyers Terms

- Offer and acceptance — the exchange in which one party proposes terms and the other agrees to them unconditionally, forming a contract.
- Consideration — in many legal systems, the value each party gives in exchange, which makes a promise enforceable.
- Warranty — a contractual promise about the quality or condition of goods or services, giving a remedy if untrue.
- Indemnity — a promise by one party to cover specified losses or claims suffered by the other.
- Limitation of liability — a clause capping or excluding the amount or types of loss a party must pay.
- Repudiatory breach — a breach serious enough to allow the innocent party to end the contract and claim damages.

Contract Law for Non-Lawyers Day by Day

Day 1: How Contract Law Shapes Business Decisions

- Legal Risk Map Of A Typical Agreement — Seeing Where Disputes Originate
- Governing Law And Legal System Differences — Knowing When Answers Change
- Role Of In-House Counsel — Deciding What Managers Handle Alone
- Case Examples From Manufacturing And Healthcare — Costly Signature Mistakes
- Personal Signing Authority Check — Confirming Limits Before Commitment

Day 2: Forming a Binding Contract

- Offer, Invitation To Treat And Counter-Offer — Tracking When Terms Are Fixed
- Acceptance By Conduct And Email — Avoiding Accidental Agreements
- Consideration And Intention To Create Legal Relations — Testing Enforceability
- Capacity And Authority To Sign — Protecting Against Invalid Commitments
- Letters Of Intent And Heads Of Terms — Managing Pre-Contract Risk

Day 3: Contract Terms and Their Meaning

- Express And Implied Terms — Recognising Obligations Not Written Down
- Conditions, Warranties And Innominate Terms — Linking Breach To Remedy
- Battle Of The Forms — Deciding Whose Standard Terms Apply
- Interpretation Of Ambiguous Wording — Predicting How Clauses Are Read
- Entire Agreement And Amendment Clauses — Controlling Side Promises

Day 4: Warranties, Representations and Guarantees

- Quality And Fitness For Purpose Warranties — Matching Promises To Specifications
- Representations Before Signature — Understanding Misrepresentation Risk
- Parent Company And Bank Guarantees — Securing Performance
- Defects Liability Periods — Planning Remedy Windows
- Warranty Claim Procedures — Preserving Rights Through Timely Notice

Day 5: Indemnities and Allocation of Loss

- Indemnity Clause Anatomy — Triggers, Scope And Procedure
- Third-Party Claims And Defence Rights — Controlling Litigation Exposure
- Mutual Versus One-Sided Indemnities — Negotiating Balanced Risk
- Insurance Alignment With Indemnities — Checking Cover Matches Promises
- Indemnity Red Flags — Spotting Unlimited Or Uninsurable Exposure

Day 6: Limitation and Exclusion of Liability

- Liability Caps — Setting Amounts Proportionate To Contract Value
- Exclusion Of Indirect And Consequential Loss — Defining What Is Excluded
- Carve-Outs From Caps — Fraud, Wilful Misconduct And Confidentiality
- Reasonableness And Enforceability Limits — Knowing When Clauses Fail
- Liquidated Damages Versus Penalties — Pre-Agreeing Fair Compensation

Day 7: Breach and Its Consequences

- Types Of Breach — Minor, Material And Repudiatory
- Anticipatory Breach — Responding When A Party Signals Non-Performance
- Force Majeure And Frustration — Allocating Risk Of Extraordinary Events
- Waiver And Affirmation — Avoiding Loss Of Rights Through Conduct
- Breach Response Checklist — Collecting Evidence Before Acting

Day 8: Remedies and Recovery

- Damages Principles — Causation, Remoteness And Mitigation
- Specific Performance And Injunctions — When Money Is Not Enough
- Set-Off And Withholding Payment — Using Leverage Lawfully
- Limitation Periods For Claims — Acting Before Rights Expire
- Negotiated Settlement Agreements — Closing Disputes With Certainty

Day 9: Termination and Exit

- Termination For Cause — Grounds, Notice And Cure Periods
- Termination For Convenience — Costs And Compensation Exposure
- Consequences Of Termination — Surviving Clauses And Final Accounts
- Wrongful Termination Risk — Avoiding Counter-Claims
- Dispute Resolution Clauses — Choosing Courts, Arbitration Or Expert Decision

Day 10: Practising the Clause Review Checklist

- Formation And Authority Check On A Live Agreement — Applying Day Two Tests
- Warranty And Indemnity Review — Flagging Exposure For Negotiation
- Liability And Termination Clause Scoring — Ranking Risks For Escalation
- Legal Referral Triggers — Agreeing What Always Goes To Counsel
- Clause Review Checklist — Finalising The Checklist For Peer Testing

Applying Contract Law for Non-Lawyers After the Course

- Run the clause review on the next three agreements awaiting signature and record which issues needed referral to counsel.
- Brief procurement and engineering colleagues on liability caps, indemnities and termination rights using plain-language clause summaries.

Contract Law for Non-Lawyers Questions FAQ

What is contract law for non-lawyers, and why does it matter now?

Contract law for non-lawyers explains formation, terms, warranties, indemnities, liability, breach, remedies and termination in plain language for managers who sign agreements. It matters now because binding contracts form quickly through orders and emails, and managers often commit their organisations before legal advisers are involved.

Which roles gain most from contract law for non-lawyers training?

Engineers, procurement staff and operational managers gain most, because they negotiate and sign agreements without legal training. Sales leads and project sponsors also benefit when they must judge liability and termination risks quickly.

How does contract law for non-lawyers training differ from a contract administration course?

It explains the legal principles behind clauses rather than the records and procedures of running an agreement. A contract administration course covers registers, payments and variations; this course helps non-lawyers judge whether terms are enforceable and fair before signature.

What do you bring back from contract law for non-lawyers training?

You bring back a clause review checklist tested on one of your own agreements, covering formation, warranties, indemnities, liability caps, breach and termination, plus clear triggers for referral to legal counsel.

Contract Law for Non-Lawyers: The Way Forward

The clause review checklist first informs whether the next agreement on a participant's desk can be signed, negotiated further or sent to counsel. Engineers, buyers and approving managers use it before every signature. After its first few uses, revisit the referral triggers with legal colleagues, because real agreements show which clauses managers can safely handle themselves.