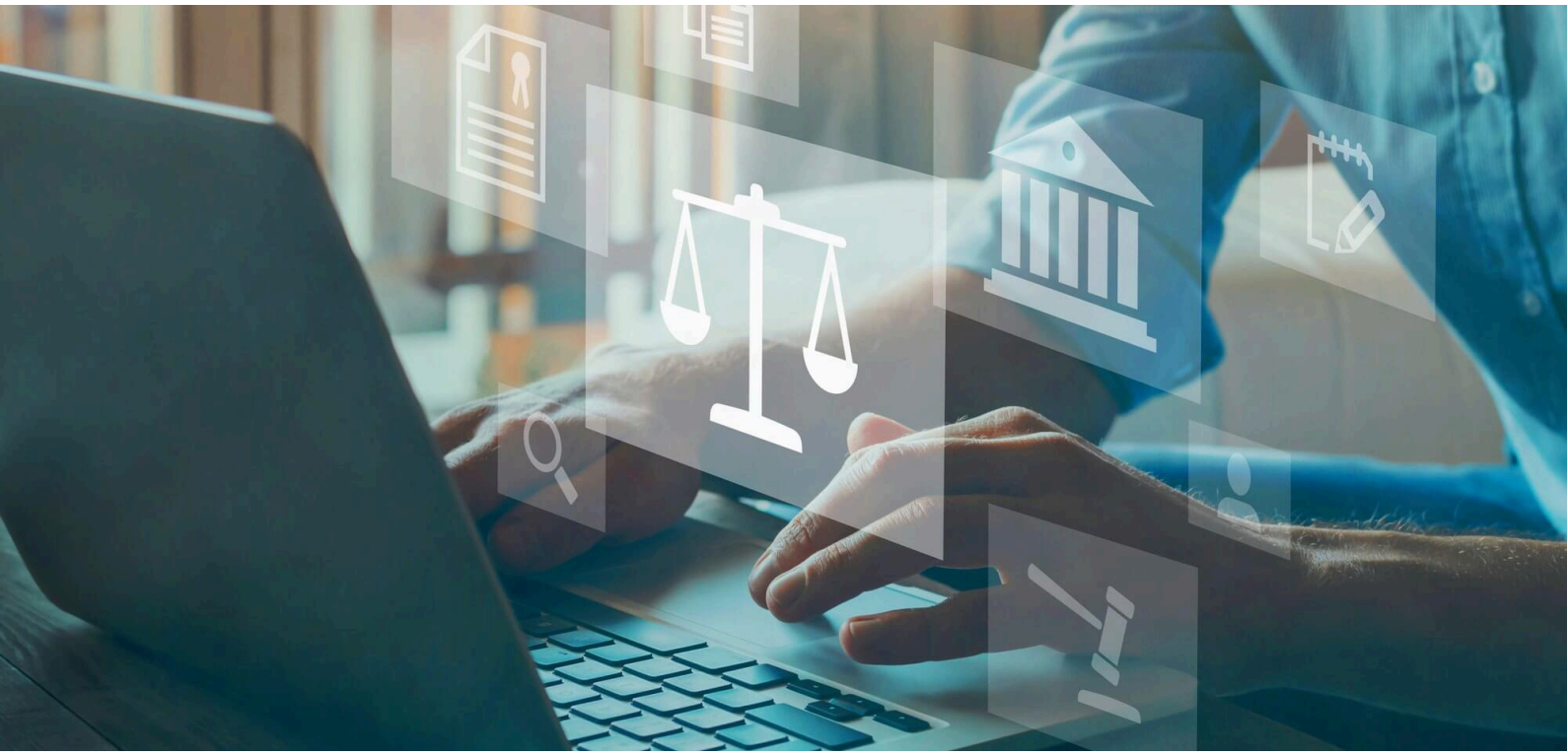
IPI Academy

falconbury



Presented by
Falconbury

Practical Business and Contract Law for Commercial Professionals

29-30 April 27
+ 7-8 October 27

Learn business and contract law essentials from international expert Arun Singh OBE through interactive training sessions on drafting and negotiating to build winning strategies and protect your organisation from legal risks.

Format:
Live online

CPD:
12 hours for your records

Certificate of completion

Course overview

Understand the legal building blocks of commercial success – without the legal jargon. In today's fast-moving business environment, contracts aren't just for lawyers - they're essential tools for anyone working with customers, suppliers, partners, or clients. Whether you're managing commercial relationships, handling procurement, negotiating terms, or reviewing agreements, knowing how the law applies to contracts is key to avoiding costly risks and making smarter decisions.

If you are involved in commercial contracting or dealing with external parties at any level, you need to grasp the practical legal implications of these relationships to ensure you do not expose your organisation to unnecessary risk. You will also need to protect your company from litigation and anticipate legal pitfalls.

This practical, business-focused training course gives you the legal essentials you need - without overwhelming you with technical detail. It combines up-to-date commercial law with practical methods of translating this law into documentation.

You'll learn how business and contract law works in real-life commercial settings, what terms you need to watch out for, and how to protect your organisation from disputes, liability and unexpected costs.

The expert trainer identifies the different types of contract, breaks down the key elements of contract law, explores what makes agreements valid or risky, and explains the impact of recent changes in legislation and case law - including the post-Brexit legal landscape. You'll also get hands-on experience turning legal principles into clear, practical documents you can use.

By the end of the training course, you will be able to recognise and deal confidently with the risks and benefits of commercial contracts. There will also be plenty of time for interaction with the expert trainer and opportunities to network with other delegates, so you can share experiences and get answers to your questions. The course includes a mix of theory, practical exercises, case studies and discussion sessions to help embed the learning and ensure you get the maximum benefits from this training.

Benefits of attending

By attending this highly practical training course you will:

- **Gain** a clear understanding of proven negotiation principles and how to craft strategies that consistently deliver successful results
- **Strengthen** your communication techniques to influence outcomes and build more effective commercial relationships
- **Master** the key elements required to create legally binding and enforceable contracts in any business context
- **Develop** confidence in managing contracts throughout their lifecycle to minimise risk and maximise value
- **Understand** how The Bribery Act affects commercial agreements and what steps you must take to stay compliant
- **Learn** practical methods for identifying, limiting and resolving contract disputes before they escalate
- **Deepen** your knowledge of boilerplate clauses and how they can protect your organisation in high-risk situations

Who should attend?

This training course has been designed for non-lawyers who negotiate, draft or manage commercial contracts and want to gain a clearer understanding of legal risk and how to protect their organisation through better drafting and negotiation, including:

- Commercial managers
- Contracts managers and engineers
- Procurement managers and purchasing officers
- Business development managers
- Project managers, bid managers and technical staff
- Operations managers
- Compliance officers
- Finance managers
- Risk managers
- Sales and marketing managers
- Contract administrators, officers and specialists
- Entrepreneurs / start up founders

Programme

Day 1

Effective contract negotiation

- Preparing for negotiation
- Developing winning strategies
- Objectives and aligning to strategy
- Understanding the rules of negotiation and culture
- Key negotiation behaviours and communication skills
- Mapping routes to agreement

Formation of a binding contract

- What is a contract?
- Making a binding and enforceable contract
- Six components
- Offer
- Acceptance
- Deeds

Pre-contract documents

- Identifying pre contract documents
- Binding or not binding
- What to include
- What not to include
- Which can be enforce and which cannot be enforced
- Advantages and pitfalls
- 'Subject to contract'
- Duty of good faith

Terms of a contract

- Different types of terms
- Express terms
- Implied terms
- Exclusion terms
- Representations

Managing the contract

- Payment mechanisms
- Contract
- Service levels
- Audit rights
- Dealing with change
- Delegation
- Contract programme and governance
- Change management

Day 2

Constructive performance obligations

- Defective performance
- Performance undertakings
- Delays
- Liquidated damages and penalties
- Warranties, representations, guarantees and indemnities
- Events beyond your control – Force Majeure

Drafting exercises

Bribery and corruption

- The Bribery Act
- General and corporate offences
- Bribing foreign officials
- Enforcement and penalties
- Key issues for companies
  - Associated persons
  - Facilitation payments
  - Gifts and hospitality

Limiting risk – damages, contractual and non-contractual remedies

- Financial liabilities
- Defences
- Direct damages, indirect and consequential damages

Termination, variation and dispute resolution

- Triggers for termination
- 'Material breach'
- Steps required to vary a contract
- Different options for dispute resolution
  - Mediation
  - Arbitration
  - Courts

Boilerplate clauses - with pointers and sample clauses

- Assignment and sub – contracting
- Costs
- Entire agreement
- Insolvency and bankruptcy
- Communication notices
- Set off
- Time is of the essence
- Severance
- Waiver

The 10 key steps tool for drafting and analysing a contract

Presenter



Arun Singh

Arun Singh (Prof) OBE, FRSA is an international lawyer and consultant to an international law firm. He was formerly a partner and head of commercial law at KPMG Legal and partner at Masons (now Pinsent Masons).

Arun has advised on disputes and collaborations in a wide range of jurisdictions including Europe, countries in West and East Africa, India, Bangladesh, China, Hong Kong, Saudi Arabia, UAE, Qatar, Pakistan, Libya, Jordan, Syria, the US, Caribbean, Russia, Israel, Lebanon, Egypt, Thailand and Singapore. Arun is cited and ranked in the Chambers Guide to the world's leading lawyers. He concentrates on international investment, joint ventures, licensing of technology, research and development, M&A, energy, outsourcing and corporate governance in developed and emerging markets; he also handles international legal risk management matters. Arun advises a range of international organisations and is a visiting professor in International Business, Leadership and Negotiations at Salford University Business School, senior associate at Oxford University's Institute of Legal Practice and teaches international leadership and negotiations at the University of Cambridge. He has facilitated programmes in Europe, Asia, the Middle East and the US.

He is a recognised corporate educator and a non-executive director of two international investment companies – one of which is listed on the London Stock Exchange, chairing the Audit Committee and Investment Committee.

He was appointed an OBE by HM the Queen in January 1999 for services to international trade, investment and intercultural management. Arun is an editor and contributor to a number of publications including Business and Contract Law (a Thorogood Special Report) and How to Lead Smart People – Leadership for Professionals (Profile Books) (recommended reading in the big four corporate advisory firms and basis for the popular international Coursera MOOC, University of London course 'Stepping Up: Leading Others').He is also a facilitator for company programmes and an experienced speaker at international corporate conferences.

Course dates

29-30 April 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17142*	GBP **999** ~~1,199~~ EUR **1,399** ~~1,679~~ USD **1,607** ~~1,919~~ **Until 04 Mar**
7-8 October 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17466*	GBP **999** ~~1,199~~ EUR **1,399** ~~1,679~~ USD **1,607** ~~1,919~~ **Until 12 Aug**

How to book

Online:
ipi.academy/104

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★★

I was hoping to have a better understanding of how contracts are formed in their entirety, the meaning of key clauses, how they are exercised and their potential consequences. I now feel much more equipped to make more informed decisions and more confident when it comes to contract negotiation with clients.

Chloe Remy
Business Development Lead
London Marathon Events Ltd
Nov 10 2025

★★★★★

Great course and great webinar as a whole. The course was well structured and the [speaker] a great teacher, very personable with a great sense of humour. He made, what could be a dry subject for some, very interactive and digestible, definitely made the course extra enjoyable. Content 5/5, Presentation 5/5, Speaker 5/5.

Chloe Remy
Business Development Lead
London Marathon Events Ltd
Nov 10 2025

★★★★☆

Very good - would recommend. [I wanted to] Become more confident in dealing with contracts. I definitely feel much more confident in these matters as a result of the course. Speaker was very engaging and tailored the content to meet our specific needs.

Ralph Turner
Business Development Manager
London Marathon Events
Nov 10 2025

★★★★★

It was very helpful to me, and I think I'm more confident after this webinar with the knowledges that I have learned so far. It was very useful.

Ardita Sylaj
Contract Management Expert
One Albania
Dec 4 2024

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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