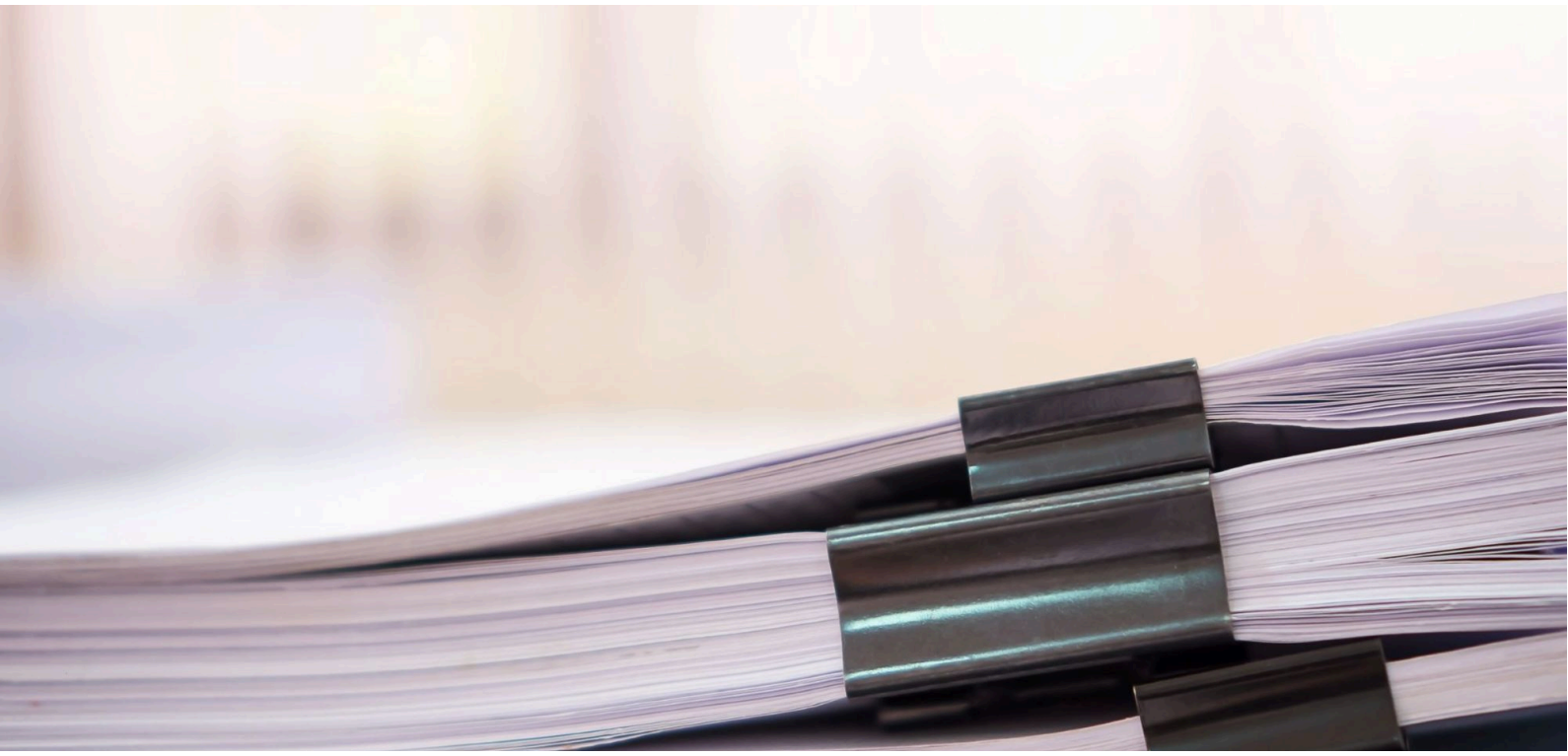
IPI Academy

falconbury



Presented by
Falconbury

Introduction to Commercial Contract Review and Negotiation: A Practical 9-Step Framework

3 December
+ 11 June 27, 10 November 27

A practical one-day training course providing a step-by-step structured framework and checklists to help professionals review, negotiate and manage contracts confidently while identifying, managing and reducing legal and commercial risk

Format:
Live online

CPD:
6 hours for your records

Certificate of completion

Course overview

Commercial contracts are complex, high-risk documents that directly affect revenue, liability and long-term business relationships. This practical contract review training course provides a clear, jargon-free 9-step framework to help professionals confidently review, understand and manage commercial contracts.

Using plain language, checklists and sample contract clauses, the course strips away unnecessary jargon and focuses on the issues that matter most in real-world contract review and negotiation. The expert trainer will equip participants with a structured method for identifying risk, protecting commercial interests and strengthening negotiation outcomes.

The training course guides participants through the entire lifecycle of a contract, starting before review even begins by identifying the key questions to ask at the outset. It addresses contract formation issues such as:

- offer and acceptance,
- battle of the forms, and
- documents marked 'subject to contract',

ensuring participants understand when contracts become legally binding and how obligations can be created unintentionally.

The training course explains the difference between express terms and implied terms, how to interpret schedules and policy documents, and how to identify which law governs a contract - particularly in cross-border commercial agreements.

Delegates will learn how to spot attempts to introduce onerous or hidden terms, understand what parties can and cannot do under contract law, and assess enforceability with confidence.

A structured checklist approach is used throughout, enabling participants to review contracts systematically and efficiently.

The course also considers key commercial protections, exploring how contracts can be drafted to reduce the risk of disputes and avoid litigation or arbitration wherever possible.

Key topics include:

- Payment clauses and common payment structures
- Indemnities and risk allocation
- Liability, limitation and exclusion clauses
- Termination rights and consequences

Participants will learn how to identify red flags, assess exposure and negotiate stronger protections.

The training course concludes with a focused review of the 10 most negotiated contract clauses, supported by 20 practical tips for contract review and sample wording for commonly contested provisions.

By breaking contracts down into nine core areas, this training course enables professionals to review clauses and identify risks more quickly, negotiate more effectively and protect their commercial interests. By the end of the course, delegates will be able to review, negotiate and manage contracts with greater confidence, clarity and commercial awareness.

Delivered in a highly interactive format, the expert trainer combines real-life insights with practical exercises, discussion and case studies. Participants will leave with a toolkit of practical techniques they can apply immediately to ensure contracts align with their commercial objectives - and clear strategies they can use when they do not.

Benefits of attending

By attending this highly practical training course you will:

- **Develop** a structured approach to reviewing any commercial contract, enabling faster, more confident decision-making
- **Understand** how contracts are formed, including offer and acceptance, and the impact of 'subject to contract' communications
- **Clearly** distinguish between express and implied terms and assess their commercial and legal impact
- **Learn** how risk and ambiguity can be hidden in drafting style, structure and apply techniques to manage grey areas
- **Assess** the role of schedules and policy documents and how they can materially affect contractual obligations
- **Identify** which law governs the contract, particularly in cross-border agreements, and understand the implications for your interests
- **Clarify** what parties can and cannot do within the legal boundaries of a contract
- **Learn** how to build effective contractual protections to reduce risk and manage disputes
- **Understand** the differences between warranties, representations, guarantees and indemnities, and when to use each
- **Analyse** payment clauses, including timing, triggers and risk points
- **Evaluate** liability provisions, including exclusions, limitations and caps
- **Learn** how to terminate contracts effectively and manage post-termination consequences
- **Apply** 20 practical contract review tips and review the 10 most negotiated commercial contract clauses, supported by a detailed checklist

Who should attend?

Ideal for professionals responsible for commercial contracts, this training course equips delegates with a clear, step-by-step framework to review contracts effectively, manage risks and strengthen commercial outcomes, including:

- In-house counsel
- Private practice lawyers
- Commercial managers
- Contract managers and administrators
- Business development managers
- Procurement managers
- Supply chain professionals
- Project managers
- Compliance officers and managers
- Risk managers
- Finance directors and managers

All those responsible for reviewing, interpreting or negotiating contract terms in a business or legal context, including those new to the role and those more experienced who wish to have a refresher.

Programme

Step 1: Starting the review

- Questions to ask yourself
- What is the outcome you want from this contract?
- The risk you are prepared to take
- What are the express terms?
- Are there any terms implied but not stated?
- Definitions which terms are to be defined style to adopt the definitions
- Headings
- Writing style and what can be buried
- What has been included into contract such as schedules and policy documents?
- Do the boiler clauses of the contract reflect what you want from the contract?
- Are there preliminary documents or emails 'subject to contract' to consider and their meaning?
- Conflict between clauses
- Ambiguity and grey areas

Step 2: Governing law and dispute resolution

- Which law applies to the contract?
- Who has the right or the jurisdiction to resolve disputes?
- Selecting the law and the dispute resolution procedure, advantages and disadvantages

Step 3: Core contractual obligations

- Essential terms of a contract
- Restrictive covenants - what you cannot do
- Schedules of work
- Checklist and checklist of questions to ask yourself

Step 4: Protection within the contract

- Warranties
- Representations
- Guarantees
- Indemnities
- What each means and when to use each and to avoid overlapping

Programme

Step 5: Payment clauses

- Fixed price
- Cost plus
- Time and materials.
- When you will be paid and upon what information?
- Checklist for timing of payments

Step 6: Risk diversification

- Indemnities in detail
- Varieties
- Effective indemnities
- What to watch out for - checklist
- Options to indemnities

Step 7: Liability

- Limitations and exclusions of liability
- Exclusion
- Limitation
- Cap
- Drafting limitation exclusion clauses
- Sample clauses and checklist
- Insurance for liabilities

Step 8: Termination

- How a contract ends – options
- Time up!
- Breach of the contract
- Approaches to termination clauses
- Impact of termination
- Which duties and obligation s continue after termination

Step 9: Reviewing & analysing the contract and 10 most negotiated clauses

- 20 tips for reviewing the contract
- First reading
- Second reading
- The review and analysis
- Detailed checklist with advice and experience of facilitator
- Most negotiated clauses - Including intellectual property, limitation of liability, payment terms, renewal
- Sample wordings

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

3 December	**Live online** 09:00-16:30 **UK (London)** (UTC+00) *Course code 16896*	GBP **699** EUR **979** USD **1,119**
11 June 27	**Live online** 09:00-16:30 **UK (London)** (UTC+01) *Course code 17306*	GBP **599** ~~699~~ EUR **839** ~~979~~ USD **963** ~~1,119~~ **Until 16 Apr**
10 November 27	**Live online** 09:00-16:30 **UK (London)** (UTC+00) *Course code 17553*	GBP **599** ~~699~~ EUR **839** ~~979~~ USD **963** ~~1,119~~ **Until 15 Sep**

How to book

Online:
ipi.academy/3371

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

★★★★☆

Overall, the course was well structured, informative and engaging. Arun made a rigid and law-heavy subject feel accessible by focusing clearly on the key topics before bringing them together at the end to demonstrate their practical application. Arun's knowledge and use of relevant real-world examples helped make the content easier to understand and relate to.

Hannah Vince-Drew
Clinical Research Supervisor
Bedfont Scientific
Jul 15 2026

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.

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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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