



Contract Drafting

Presented by the Department of Private Law, University of Pretoria

Contracts are an inevitable part of commercial activity. Legal relationships are important in various sectors such as the construction industry, employer and employee relationships, purchase and sale transactions, credit agreements, etc. The way in which a contract is drafted and interpreted plays a huge role in the execution of the obligations it contains. A deficiently drafted contract has serious consequences for parties to the contract and will generally result in material financial loss.

The short course in **Contract Drafting** is designed for both lawyers and any individuals who are involved in negotiation, drafting, interpretation and administration of contracts. This course will equip you with skills and knowledge on the practical aspects of contract drafting. The training provides an opportunity for, and is ideal as, a refresher course for lawyers on the basic principles and concepts of the law of contract and how they impact on the drafting and interpretation of contracts.

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Shifting knowledge to insight



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Course content

- An overview of the general principles of the law of contract
- Negotiating skills
- Risk management techniques
- Practical skills in relation to drafting contracts
 - Format
 - Plain language
 - Formalities
 - Legislation and case law
 - Public policy
- Competency and the practical/conceptual skills in respect of interpretation of contracts
 - Different dimensions of interpretation of contracts
 - Applicable law and legal principles
 - Causes for concern
 - Rectification
- Common problem areas with respect to contracts
 - Breach of contract
 - Penalty clauses
 - Damages
 - Jurisdiction

Learning outcomes

After successfully completing this course, you will be able to demonstrate a sound knowledge and reflective understanding of the way in which contracts are prepared and interpreted.

The programme is designed to enhance your basic levels of knowledge and skills obtained during undergraduate studies, by enabling you to apply your knowledge and skills to contracts and projects that seek to develop a more refined understanding of the preparation and interpretation of various legal documents.

Who should enrol?

This course is ideal for you if you are involved in negotiation, drafting and administration of contracts.

Course fees and start dates

Please contact your course coordinator to enquire about relevant fees and course start dates.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates should at least have a National Senior Certificate (Grade 12) and/or relevant work experience.

Accreditation and certification

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Registration and enquiries

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