

# Introduction to contracts: An entry-level course for contract reviewers and administrators

## Presenter's credentials

The popular course has been designed, and will be run, by Mark Anderson. His credentials are:

**Solicitor:** He is a practising solicitor, who is recommended in Chambers Directory 2012 for both life science transactions and intellectual property (IP). He is recommended in the international guide, IAM Licensing 2011/12, as a leading UK lawyer in the field of IP licensing.

**Author on contract drafting:** He is the author or co-author of 7 practitioner texts on contract drafting subjects, published by OUP, LexisNexis, Tottel and Law Society Publishing. These include:

*Drafting and Negotiating Commercial Contracts (2<sup>nd</sup> edn, Bloomsbury, 2007)*. 'It is one of the best, if not the best, texts on the principles of commercial drafting... The material is extremely well written and accessible.' (Student Law Journal).

*Execution of Documents (2<sup>nd</sup> edn, Law Society, 2008)*. "This is, for a highly technical law book, a riveting read. Keep it on your shelves and you'll be confident that you will have the answer to most issues about how to make a legal document work." (New Law Journal)

*A-Z Guide to Boilerplate and Commercial Clauses (2<sup>nd</sup> edn, Bloomsbury, 2006)*. 'An extremely useful reference work, the book will be of great benefit to in-house counsel drafting commercial contracts' (the In-House Lawyer). '[The book] is very useful and I hope that it will reach a wider audience.' (His Honour Humphrey Lloyd QC, The International Construction Law Review).

**Draftsman:** He and his colleagues have drafted hundreds of precedents for commercial contracts, which have been published by OUP, LexisNexis and others. Their latest project is a 1,500-page loose-leaf comprising precedents and associated commentary on international life science agreements. As General Editor, Mark has coordinated commentary from commercial lawyers in 7 countries, including the UK, US, Germany and France. This has provided him with detailed insights into drafting issues in several common law and civil code jurisdictions.

**Trainer:** He has run CPD courses on contract drafting subjects for the last 10 years.

## Course details

**Duration:** The course will provide the equivalent of 6 hours CPD.

**Price:** The course fee is £350 plus VAT per person. The price includes course materials, a light lunch, coffee and tea. 10% discount if two or more people attend from the same organisation.

We can arrange in-house courses for a fixed price at your premises, for between 5 and 20 people. We usually price these on the basis that the client arranges and pays for copying of course materials and the provision of a conference room, lunch, coffee and tea. Please ask for further details. For example, an in-house course within 100 miles of our offices would cost in the region of £1,750 plus VAT. This price assumes it is a standard course without 'tailoring' for the client (which we are happy to discuss).

## Location and dates

**Dates and location to be confirmed; the last course was held at Faculty of Laws, UCL, London (close to Euston Station).**

For further information about us, please visit our website at [www.andlaw.eu](http://www.andlaw.eu). Please register your interest in attending one of our courses by contacting Mark Anderson at:

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# Introduction to contracts: an entry-level course for contract reviewers and administrators

This one-day course provides training in the understanding, reviewing and administering of contracts. It is designed for people who have no prior experience of contracts or legal issues.

Often, people learn how to deal with contracts by working on them. After managing a few contracts without any obvious problem arising, it is tempting to think that no special knowledge is required. Because most contracts run smoothly, it may be several years before a major problem is discovered in the company's contract processes. At that point, it may be too late to fix the problem.

This course provides a structured discussion of the practical issues that any contract reviewer or administrator is likely to encounter. We explain the legal and commercial background to those issues, and suggest best practice.

## Specific topics to be considered in the course include:

- What is a contract?
- Why are contracts written this way?
- Key issues in contracts, including: work, payment, intellectual property, and liability
- The process of negotiating and signing contracts
- Administering existing contracts, including record-keeping
- Amending and terminating contracts
- Administering disputes over contracts

We can also provide these and other tailored, in-house courses for your team. Please ask Mark Anderson for further details.

## Who should attend?

This course is designed for people whose job requires them to handle, review or administer contracts. Previous attendees have included research contracts staff in a university, secretarial staff in the legal department of a media company, and engineering staff in a utility company.

This entry-level course assumes that attendees have had no prior training in legal or contractual issues. Experienced contracts managers, or people who have previously attended entry-level courses, may prefer to attend one of the more advanced courses referred to below.

## Other courses you may want to attend

We run public courses on related subjects, including:

- Advanced-level course in contract drafting
- Drafting and understanding "legal" provisions in contracts
- Masterclass on technology licensing
- Masterclass on research collaboration agreements
- Business law for entrepreneurs

We can also provide these and other tailored courses on an in-house basis. Please ask Mark Anderson for further details.

## Preparation for the course?

Although not essential, attendees may find it helpful to read the following practitioner text as preparation for the course:

- *Drafting and Negotiating Commercial Contracts*, by Mark Anderson (2nd edn, Tottel 2007)

## Programme

9.30	<b>Introduction to today's course</b> What is a contract? What makes it legally binding? Why do contracts look like this?
10.15	<b>Key issues in contracts (1)</b> Including work, payment, intellectual property, confidentiality
11.00	<b>Coffee</b>
11.15	<b>Reviewing, finalising and signing contracts</b>
12.00	<b>Practical exercises; discussion of answers</b>
12.45	<b>Lunch</b>
13.45	<b>Administering existing contracts, including record-keeping</b>
15.15	<b>Tea</b>
15.30	<b>Key issues in contracts (2)</b> Including law and jurisdiction, warranties and liability Handling disputes over contracts
16.15	<b>Case study</b> Group discussion of problems in a contract
17.00	Close of course

## Comments from previous attendees of this course

### From a group of contract managers:

- *Very clear, interactive, good examples.*
- *Very clear and gives you good understanding of the topics.*
- *I thought the whole course was excellent. The delivery was clear, the information manageable and the entire course enjoyable. We were encouraged to ask questions, which was excellent.*

### From a group of legal secretaries:

- *Just wanted to thank you for organising the above course. I thought it was excellent. I thought Mark was informative and extremely interesting and we were all commenting on how nice he was. Great course, very worthwhile and really felt like I have learnt something and used my brain.*