



Presented by
Falconbury

Business and Contract Law

15-16 September 2025
+ 10-11 November 2025

A two-day no-nonsense plain English practical course* to get to grips with business and contract law for busy business executives.



Format:
Classroom, Live online



CPD:
12 hours for your records



Certificate of completion

Course overview

The law and regulations governing business and contract law are increasingly complex and now affect all industries and every type of commercial agreement, from entering into a contract to validity of purchase conditions.

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 programme combines up-to-date commercial law with practical methods of translating this law into documentation. It identifies and analyses the different types of contract and how the various statutes affect them, ensuring that you fully understand the impact of current legislation and case law, and looks at how Brexit may affect your contracts.

By the end of the course you will be able to recognise and deal confidently with the risks and benefits of commercial contracts.

There will 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 practical sessions will help embed the learning to ensure you get the maximum benefits from this course.

Benefits of attending

By attending this highly practical course you will:

- **Understand** the rules of negotiation and how to develop winning strategies
- **Enhance** your communication skills to secure better outcomes
- **Learn** how to form a binding and enforceable contract
- **Get to grips** with how best to manage contracts
- **Recognise** the implications of The Bribery Act
- **Boost** your knowledge on how to limit risk and resolve disputes that do arise
- **Build** on your understanding of boilerplate clauses

Who should attend?

This course has been specially designed for all those involved in the negotiation, drafting and management of commercial business contracts, including:

- Commercial managers
- Contracts managers and engineers
- Procurement managers
- Project / bid managers and technical staff
- Finance managers
- Business development managers
- Sales and marketing managers
- Contract administrators, officers and specialists

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

Tools, techniques and terminology when creating a formal contract

- Pre-contract pitfalls
- Informal contracts
- Standard terms
- Letters of intent
- Memorandum of understanding
- Enforceable contracts

Getting to grips with how the law changes what you thought you had agreed to

- What are implied terms and where do you use them?
- Working within government restrictions
- What is good faith and making it benefit your organisation
- Misrepresentation
- International convention

Managing the contract

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

Including constructive performance obligations

- Specific performance
- Condition precedents
- Liquidated and ascertained damages
- Delivery
- *Force majeure*
- The doctrine of frustration

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

Practical drafting exercise

In this session participants will draft standard contract terms based on the skills and knowledge developed during the day under the guidance of experts

Day 2

When things go wrong and defences to breach of contract – limit contractual risk and damages for your organisation

- Identifying the areas of potential claims
- Examining claims in contract
- Examining claims in tort
- What are the claims under other headings?
- Insurance
- Exclusion and limitation of damages
- Breach of contract
- Damages

Termination and dispute resolution

- Duration
- Liquidation
- Change of control
- Drafting key provisions to minimise the risk of disputes
- Governing law
- ADR clauses
- Arbitration or litigation

Practical drafting exercise

In this session participants will practise drafting contract terms and receive practical advice and guidance on how they can develop in this area.

Some typical agreements

This session will review the terms and conditions of some typical agreements to illustrate how to avoid the legal pitfalls and challenges faced.

- Service
- Supply
- Manufacture
- Licensing

Practical workshop: Drafting and understanding boilerplate clauses with sample clauses and pointers

- General provisions
- Confidentiality
- Costs
- Assignment
- Notices
- Law of the contract

Presenter



Arun Singh OBE

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), a facilitator for company programmes and an experienced speaker at international corporate conferences.

Course dates

15-16 September 2025 Classroom

London

Course code 14912

GBP **1,199** ~~1,399~~

EUR **1,679** ~~1,959~~

USD **1,927** ~~2,239~~

Until 11 Aug

10-11 November 2025 Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 15400

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

Until 06 Oct

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](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% 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 our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews



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



The content and presentation were amazing with examples along the way the learning was intense but very well put together.



Margaret Chivers
Commercial Manager
Gemini Rail Services
Sep 12 2024



The speaker is very knowledgeable, with many examples from experience and fun to speak to. Flawless organization, Customer service is very helpful, accepting all formalities that my company required to pay for the course.



Gaukhar Rysbekova
Corporate Affairs and Contracts Coordinator
International Center for Development of Machine Building (IMBC)
Sep 11 2023



Amazing speaker and professional



Adel Beisembayeva
Senior lawyer
BIGlobal LLP
Sep 11 2023

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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