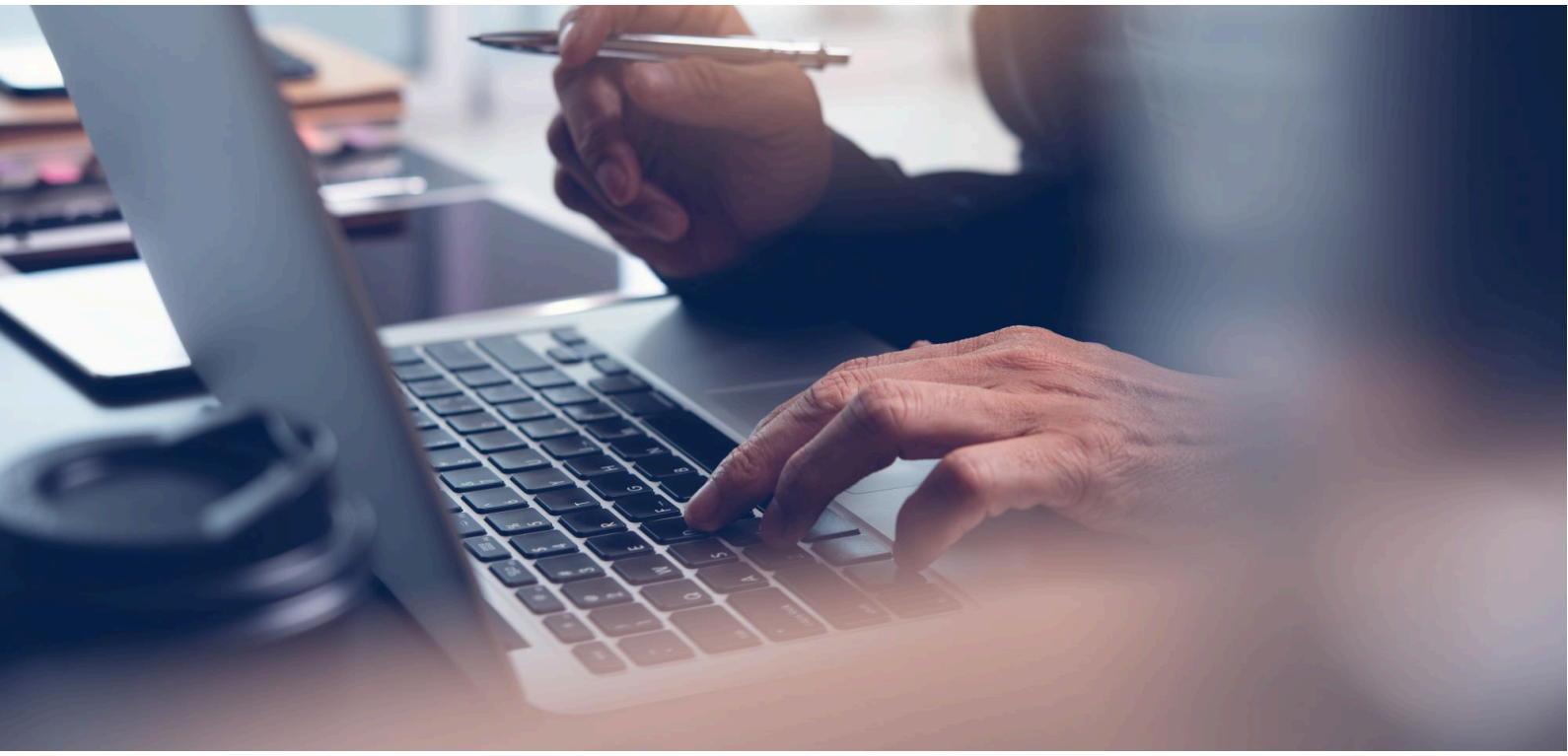
IPI Academy

falconbury



Presented by
Falconbury

Legal Writing and Contract Drafting Skills for Commercial Professionals and Non-Lawyers

28 April 27
+ 1 October 27

Reduce legal risk and write with confidence. This practical training course teaches commercial managers, procurement professionals, and business owners to draft effective contracts and legal correspondence in plain English.

Format:
Live online

CPD:
6 hours for your records

Certificate of completion

Course overview

Commercial and contract managers may not draft contracts entirely from scratch, but they are regularly required to draft new contract clauses, amend existing agreements, update commercial contracts, and prepare clear legal correspondence. Strong contract drafting and legal writing skills are therefore essential for managing risk, protecting commercial interests, and performing effectively in the role.

This practical contract drafting and legal writing training course will provide you with the skills and confidence to draft, review, and amend contracts in clear, precise legal English. Under the guidance of an expert trainer, you will gain a comprehensive understanding of best practice in legal drafting, common drafting pitfalls, and the latest techniques for producing well-structured, unambiguous contractual wording.

The course covers how to write and structure contract clauses effectively, use legal terminology accurately and avoid ambiguity in commercial agreements. You will also develop your ability to draft professional legal emails and letters with clarity and precision, ensuring your written communication is appropriate, effective and legally robust.

Through a series of practical drafting exercises, redrafting workshops and group activities, you will apply the principles learned to real-world commercial agreements and legal correspondence. This highly interactive training course is designed to help you improve your drafting techniques immediately and confidently apply best practice in your day-to-day work.

By attending, you will strengthen your commercial contract drafting, legal writing and contract review capabilities - helping you reduce contractual risk, improve document quality and better protect your organisation's interests.

Benefits of attending

By attending this highly practical training course you will:

- **Learn** how to recognise drafting inaccuracies and effectively re-draft poorly written clauses
- **Draft** effective standard clauses that can be used across the organisation to manage exposure to legal risk
- **Understand** the principles of using plain English within your contracts to reduce uncertainty
- **Discover** how to avoid over-complex sentences and structures to limit the risk of dispute
- **Reduce** ambiguity and legal risk in commercial contracts
- **Build** confidence in reviewing and improving contractual wording
- **Develop** more effective legal writing skills that can be used in all your legal and business communications

Who should attend?

This training course has been specifically designed for commercial and contract professionals who need to draft, amend or update contracts and write legal emails and letters but don't have a legal background.

The content is also relevant for business owners and managers who want to understand how to protect their businesses through well-written contracts and legal correspondence.

- Commercial managers
- Contract managers
- Contract administrators, officers and specialists
- Procurement managers
- Project managers
- Company directors
- Business development managers and senior managers involved in contract review or drafting

Programme

Guidelines to writing/drafting contracts in clear English

- How to structure clauses
- Using the language of obligation and discretion accurately: shall, may and must
- Avoiding old-fashioned language
- Effective use of provisos and exceptions (e.g. 'provided that' and 'notwithstanding')
- Avoiding ambiguity

PRACTICAL EXERCISE: Redrafting clauses in clear English

During this practical session, participants will apply the principles above to redrafting a range of clauses from international commercial agreements. Both individual and group work exercises will be undertaken with results reviewed in a group forum and constructive feedback and guidance supplied by the expert trainer.

Legal correspondence: writing emails and letters with precision and clarity

- Different types of written communication and their appropriate use
- Examples of standard opening and closing
- Differences between semi-formal and informal register
- Structuring a letter of advice
- Differences between British and American English

PRACTICAL EXERCISE: Drafting emails with precision and clarity

The participants will apply the principles above by redrafting a badly written piece of legal correspondence under the guidance of the expert trainer.

Advanced contract drafting practical exercise

With guidance from the expert trainer, participants will be working in small teams to draft a number of clauses from scratch based on written instructions taken from a case study agreement and a commercial lease.

Legal vocabulary

There will be a series of exercises to develop the knowledge of the participants of legal vocabulary.

Presenter

Alan Simmons

Alan Simmons LLB (Hons) in Law with French , LLM in International Human Rights Law, RSA CETEFLA. Alan is a highly experienced trainer of legal English who has been working with international lawyers across the globe for nearly 30 years. He shares his expertise by delivering legal and business skills and language training to lawyers, other professionals and businesspeople to enhance their skills at drafting concise and watertight contract clauses in the English language.

He qualified as a solicitor in England having studied law in the UK, Strasbourg and the European University Institute in Florence and then went on to train as a solicitor in an international law firm. He spent some years practising commercial law in law firms in London in the areas of corporate law, construction law, employment law, intellectual property, advertising and media law.

He is fluent in French and Portuguese and has good written and spoken Spanish, Italian and Albanian. He has completed legal translations from French, Spanish and Portuguese and he also has conversational German, Japanese, Croatian, Dutch, Finnish, Norwegian and Romanian. His passion for different writing systems in languages means he has learnt to read and write Hindi, Persian, Japanese and Arabic.

He has used his skills and experience to successfully train legal staff from junior counsel to judges in all elements of international commercial law across the world. Alan is a dynamic trainer and applies a highly interactive style to ensure complete understanding and an enjoyable learning experience.

Course dates

28 April 27	**Live online** 09:00-17:00 **UK (London)** (UTC+01) *Course code 17127*	GBP **499** ~~599~~ EUR **699** ~~839~~ USD **803** ~~959~~ **Until 03 Mar**
1 October 27	**Live online** 09:00-17:00 **UK (London)** (UTC+01) *Course code 17378*	GBP **499** ~~599~~ EUR **699** ~~839~~ USD **803** ~~959~~ **Until 06 Aug**

How to book

Online:
ipi.academy/2807

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 wanted to feel more comfortable with legal drafting and clear drafting guidelines will definitely allow me to achieve that. Alan was very helpful and professional.

Janina Leonowicz
Senior Contracts Specialist
Collins Aerospace
Apr 29 2026

★★★★★

Despite already having a legal background, this course makes you realise how subjective drafting can be and ways to improve. I got constructive feedback for all the clauses I had drafted and found one to one feedback via email a good way of learning. Overall, I found this course to be very helpful and have recommended it to my colleagues also.

Isha Mirza-Bari
Senior Contracts Specialist and Solicitor
Simbec Orion
Oct 3 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:

ALEKSANDRA BEER
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com

YESIM NURKO
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com

Harry ALTAMONT
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com

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.

10-12 Rivington Street
London EC2A 3DU

ipi.academy
Tel: +44 (0)20 7749 4749
Email: info@ipiacademy.com