



2 Part Seminar Series

Contract Law for Non-Lawyers

Standard
\$865 + GST
Supply Clusters
Early Bird
\$765 + GST

How to **Minimise Risks**, and Make Contracts **Work for You**

Each of these practical one day seminars provide the essential legal components for professionals involved in contract negotiation, preparation or management. They provide the legal fundamentals for understanding **how to protect your interests, aid the negotiation process, avoid disputes and ensure the success of your contracts and commercial relationships**. Both seminars provide information on emerging trends, and real life examples, providing practical take-away checklists and time to work through examples and questions from attendees.

SEMINAR 1: Cornerstone of Contract Law **the Fundamentals of Enforceable Contracts**

This is a compact 1 day seminar that includes the essential contract law basics in an easy to understand format:

Making your agreement binding: offer, acceptance and consideration

When to use: MOUs, Heads of Agreement and Letters of Intent, and what each term really means

Drafting your agreements: what to include and how to make it enforceable

Certainty of terms: What are the terms of the contract? What impact do negotiations have on the terms?
How do you keep suppliers to their promises?

Warnings and tips: dealing with variations, SLAs and KPIs & how to deal with these in the contract

Form of contracts: oral versus written, the different type of agreements to use

Record keeping: what should you be keeping, and for how long?

Due diligence: who are you really dealing with?

Common traps and how to deal with them: including rollover (evergreen) contracts, standard form contracts, battle of the forms (when PO and Invoice terms are different), liquidated damages, force majeure, etc

Workshop session on problems brought to the table by attendees

SEMINAR 2: Advanced Contract Law **Making Contracts Work for You**

This compact 1 day seminar goes into more detail in fundamental areas of exposure in negotiations and contracting, in the areas of:

Managing the contract over time

Detailed discussion on liability, indemnity, insurance and release clauses - what is the difference between them, what do they mean in plain English, what to look out for in practice

Intellectual property considerations: what is IP? What you can and can't do with other people's IP. How to protect your own IP. How to identify IP issues in contracting, and what to do with them in the contract

Contract checklist: what to include in your contracts, and what to watch out for in negotiations

Using templates: going through templates and discussing practical approaches to efficient template use (including fall back provisions, and how to create them)

Remedies for contract breach and tips on contracting with remedies in mind

General traps and how to deal with them: advance look at rollover contracts, liquidated damages, force majeure

Legislative considerations: Trade Practices Act, and other relevant legislation

Workshop session on problems brought to the table by attendees

EASY WAYS TO REGISTER

Register for one Seminar or both!



events@aspectlegal.com.au



Aspect Legal, PO Box 450, Pyrmont NSW 2009

Fax 02 9211 4937

CANCELLATION AND PROGRAM POLICY

Should you be unable to attend, a substituted delegate may attend on your behalf, although it would be appreciated if notification is provided prior to the event to events@aspectlegal.com.au.

We reserve the right to alter the venue, agenda, and/or speakers.

DELEGATE DETAILS

Name: _____

Email: _____

Cornerstone

Advanced

Name: _____

Email: _____

Cornerstone

Advanced

Name: _____

Email: _____

Cornerstone

Advanced

Company: _____

Phone: _____

Address: _____

City of Seminar Attendance:

Sydney

Melbourne

Brisbane

Once your booking is received your place will be automatically reserved. Payment in full is required before the course.

Delegates will receive a tax invoice upon receipt of registration.

PRICES AND PAYMENT OPTIONS

Cost per course:

Standard \$865 + GST

Supply Clusters Early Bird \$765 + GST.

Discounts:

10% discount for delegate's 2nd course.

10% discount off for registration of 3 or more delegates.

Email events@aspectlegal.com.au for further discounts for 4+ delegates, or in-house tailored training programs.

Supply Clusters Early Bird cut off dates: 21 days before seminar

Payment Options:

EFT

Bank : CBA, BSB: 062 020, Account No: 1016 8128

Our ref: CS (and the first 4 letters of your company)

Cheque made payable to "Aspect Legal"

Credit Card:

Visa

Mastercard

Bankcard

N.B. Fee of 2% will be added to all credit card transactions

Card Number

Card Holder's Name _____

Signature: _____

Expiry Date: ____ / ____ / _____

SPEAKER



Ms Joanna Oakey Solicitor-Director
B Media LLB (Hons)

Joanna is the Director of Aspect Legal, a progressive legal company focused on providing a proactive and innovative approach to the law. Joanna has experience working with a large and diverse portfolio of organizations in the area of contract law. She has conducted seminars throughout Australia in contract law, compliance and the Trade Practices Act. Drawing from key experiences in multiple jurisdictions (including Australia and the United Kingdom), Joanna provides a range of proactive and commercially driven services to assist compliance officers, procurement officers and business managers, in all facets of legal business risk.

TESTIMONIALS FROM PAST EVENTS

"I just wanted to thank you very much for the course yesterday. I am by no means a legal professional, but the course was structured in such a way that I was able to apply what I learnt to situations that have been in the past as well as future contract negotiations. I am only new in the role of purchasing in a manufacturing field, but what I have learnt yesterday as well as the information I have taken away will be of great assistance in my future dealings. I hope you will run this course again as there are others within my company who I believe will also benefit."

"Many thanks for the opportunity to attend yesterday's seminar. I came away with a lot more knowledge re contracts and contract law than I had beforehand."



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