

MANAGING AND NEGOTIATING COMMERCIAL CONTRACTS FOR NON-LAWYERS

Negotiate and draft strong cross-border agreements to minimise exposure to risk and liability

27 - 29 April 2026
9.00am - 5.00pm | GMT +8



Concorde Hotel, KL
Zoom Platform

WHY YOU SHOULD ATTEND

Participants will delve into the intricacies of contract clauses, where their hidden risks and strategic applications will be revealed. The goal here is to ensure that participants are well able to craft contract terms that facilitate business deals while protecting commercial positions, clarifying obligations and managing contractual risks.

Throughout this training, participants will engage in practical case studies, negotiation role-play sessions and lively discussions on real life examples. No prior legal qualifications are required although the course is well suited for those already dealing with contracts on a day-to-day basis and have a grasp of contract terms.



This is a **Hybrid event** where participants can choose to attend **In Person** at our training venue or join **Virtually** via Zoom Platform.

Organised by:



WEeventz Pte Ltd (Singapore)
WEeventz Malaysia Sdn Bhd (Malaysia)



HRD Corp Claimable Programme

TARGET AUDIENCES

This training will be suitable for professionals involved in the creation, negotiation, and management of commercial agreements: -

- Procurement and Purchasing Managers
- Contract Managers and Administrators
- Sales Managers
- Business Development Managers
- Finance Professionals
- Senior Managers
- Executives
- Project Managers
- Anyone involved in negotiations or contract oversight within their organization

This training is suitable for individuals at various experience levels seeking to strengthen their skills in handling commercial contracts effectively.

WORKSHOP OVERVIEW

In today's complex business environment, the ability to effectively negotiate, draft, and manage commercial agreements is crucial for achieving strategic objectives, minimizing risks, and building strong, lasting relationships with partners and clients.

Throughout this course, you will explore essential concepts, practical negotiation techniques, key contractual terms, and best practices for managing contracts effectively. Whether you're involved in procurement, sales, or management roles, understanding how to navigate the contractual process will empower you to make informed decisions and protect your organization's interests.

This three-day course is designed to offer practical training to assist participants in up-leveling their understanding contracts as well as sharpening their negotiation skills.

MAJOR BENEFITS OF ATTENDING

By end of this course, delegates will be able to learn how to: -

- **LEARN** how to use industry negotiation documents to best advantage
- **UNDERSTAND** the key issues to be addressed in standard commercial contracts
- **IDENTIFY** the best dispute resolution mechanisms for all contracts
- **GAIN** an intuitive understanding of the different types of commercial contracts, how they fit together and their commercial drivers
- **TRANSLATE** commercial goals into enforceable terms with clarity and precision.
- **ALLOCATE** risk appropriately across key clauses such as indemnities, limitations of liability and performance securities.
- **REVIEW** contracts with a more critical eye having understood the nuances of every clause.
- **PROTECT** their organization's commercial interests throughout the full contract lifecycle—from formation and performance to variation and lawful termination.
- **NEGOTIATE** from a position of strength having understood the ins and outs of contractual terms and how to apply strategy to gain tactical advantages and wins.

INHOUSE TRAINING

In-house training, specifically designed for your organization, can be a cost-effective way to train a group of staff. All WEventz course listed are available to be run in person or virtually, whatever suits you, either as they stand or modified to suit your needs. If you have other areas that you would want covered in a training session, please contact us to discuss your needs and we will try to help.

PRE-COURSE QUESTIONNAIRE

A questionnaire will be forwarded to you to establish your exact training needs and issues of concern to ensure that you gain maximum value from this course. Your completed questionnaire will be analysed by the course facilitator prior to the training and addressed during the training.

COURSE OUTLINE

DAY ONE

MODULE 1: CORE LEGAL PRINCIPLES IN COMPLEX COMMERCIAL CONTRACTS

- Introduction
- Elements of a valid contract
- Standard form vs pro forma contracts
- Battle of the Forms

MODULE 2: STRATEGIC USE OF CONTRACT TYPES IN COMMERCIAL TRANSACTIONS

- Types of commercial contracts
- Selecting a contract: commercial and legal considerations
- Tailoring contract types to business needs
- Key Elements of Joint Ventures and Consortium Agreements
- What you need to know about Structuring Deals

MODULE 3: INTERPRETATION OF CONTRACTS

- Rules of Contractual Interpretation
- The contra proferentem rule
- Role of good faith
- Exclusion and limitation clauses

MODULE 4: LEVERAGING PRELIMINARY AGREEMENTS IN DEAL STRUCTURING

- Non-Disclosure Agreements
- Memorandum of Understanding
- Memorandum of Agreement
- Heads of Agreement / Term Sheets

DAY TWO

MODULE 5: NAVIGATING HIGH-IMPACT CLAUSES

- The 20 Most Negotiated Clauses
- Perspective is everything
- Performance obligations of the parties
- Price and payment terms
- Warranties and representations
- Limitation of liability
- Indemnity provisions
- Time of the essence clauses

MODULE 6: BOILERPLATE CLAUSES – STRATEGIC CONSIDERATIONS AND HIDDEN RISKS

- Beware the Standard Clauses
- Force majeure
- Termination (for cause and convenience)
- Options to renew
- Dispute resolution clauses
- Confidentiality – A Shield & A Sword
- Change in Control or Change in Ownership
- Change in the Law
- Choice of law and jurisdiction

DAY THREE

MODULE 7: MANAGING CONTRACTUAL RISK IN HIGH-VALUE AGREEMENTS

- Understanding contractual risk: legal, operational, financial & reputational
- Risk allocation mechanisms in contracts: Indemnities
- Exclusion and limitation of liability clauses
- Insurance and liability allocation
- Liquidated damages clauses – advantages and challenges
- Performance bonds & guarantees
- Assignments & novation
- Case Study: The Deepwater Horizon Disaster

MODULE 8: SMART NEGOTIATING – TRADE-OFFS & LEVERAGE IN CONTRACT NEGOTIATIONS

- Viewing the contract holistically: identifying interdependent clauses and commercial levers
- Understanding how changes in one clause can affect others
- Using concessions wisely: trading terms while preserving value
- Packaging clause sets for negotiation

THE TRAINER



KAREN DAWSON

Legal Consultant & Trainer

LL.B (Hons.) University of London, CLP

*Human Resource Development Corp (Malaysia) Certified & Accredited Trainer
Malaysia*

Karen is a legal consultant with hands on experience as in-house legal counsel with excellent contracting skills, management capability and commercial savvy honed over two decades primarily in the oil and gas and construction industries. She worked for international offshore contractor, Saipem Asia Sdn. Bhd., and thereafter for several years with leading Malaysian conglomerate, Sime Darby Berhad, organizations that demand excellence in people, performance, and profits.

Karen built and managed a dynamic legal team at the Energy & Utilities Division of Sime Darby, as Head of the Legal Department.

A specialist and expert on oil and gas contracting, she advised extensively on legal and contractual matters in both upstream and midstream sectors. Karen also has extensive experience in civil construction, having been involved in multi-billion-ringgit power projects such as the Bakun Dam Project. Additionally, Karen was involved in several successful local and international arbitrations and litigation matters.

She is also a seasoned negotiator, having negotiated win-win positions with major local and international industry players such as ExxonMobil, Total, PTT Thailand, Murphy Oil, Maersk Oil Qatar, Modec International LLC and Sarawak Hidro Sdn. Bhd.

Through her years of experience as in-house legal counsel and consultant, Karen understands the balancing act between business efficacy and the necessity for companies to be legally protected.

She currently provides Legal Consultancy to firms and companies in Kuala Lumpur on contract related matters requiring her expertise and experience.

Karen also currently trains legally and non-legally trained professionals to increase their understanding of contractual and legal matters with the objective of aiding them in their various job functions. At Brickfields Asia College, she provides training in Commercial Contracts, Masterclass in Drafting Contracts, Advanced Commercial Contracts, Drafting and Negotiating as well as Oil & Gas Contracts.

Karen has over the years provided training on Management of Contractual Risk in EPC Oil & Gas contracts to PERTAMINA (Indonesia) and on Understanding Commercial Contracts to Digi Telecommunications (Malaysia) amongst others. Karen has done in-house training on Understanding Oil & Gas Contracts in Kuala Lumpur. She has also provided training on "How to Review and Draft Contracts" (public trainings in Sarawak and Kuala Lumpur) and Legal Drafting and Writing Skills and on the MACC Act.

She presents ideas and information in creative and engaging ways to captivate her audience. Karen's workshops are always very well-received and highly regarded by the participants and organizations alike.

PROGRAM SCHEDULE | GMT +8

8.45am	-	Registration
9.00am	-	Session Begins
10.30am	-	Break
10.45am	-	Session Resumes
12.15pm	-	Lunch Break
1.45pm	-	Session Resumes
3.15pm	-	Break
3.30pm	-	Session Resumes
5.00pm	-	Sessions Ends

EVENT REGISTRATION FORM WE 2362

COMPANY INFORMATION *(For billing purposes)*

Organization: _____

Billing Address: _____

Postcode: _____ Tel: () _____

ENQUIRY | SUBMISSION

Completion of registration form and directly to the person in charge below: -

Name: Wianto K
 Whatsapp: (+62) 8226 1132 899
 Email: wianto.k@weventz.sg

IN PERSON

HRDCTraining Programme No.: 10001580200

Individual Pricing
1 Delegate

MYR 9,495

Group Pricing
2 or more delegates

MYR 8,495 per pax

- The above amount payable is net withholding taxes or any other taxes. If any, will be borne by the customer
- Fee is inclusive of course documentation, luncheons, refreshments and 15% service charge

REGISTRATION FEE

VIRTUAL

Individual Pricing
1 Delegate

MYR 5,595

Group Pricing
2 or more delegates

MYR 4,595 per pax

- The above amount payable is net withholding taxes or any other taxes. If any, will be borne by the customer

DELEGATES' DETAILS

Name: _____

Job Title: _____

Email: _____

Name: _____

Job Title: _____

Email: _____

Name: _____

Job Title: _____

Email: _____

Name: _____

Job Title: _____

Email: _____

AUTHORISATION

Signatory be authorised to sign on behalf of contracting organisation. E.g: HR / Training Personal, Approving Superior

Name: _____

Job Title: _____

Signature: _____

HOTEL ACCOMMODATION (IN PERSON)

Concorde Hotel Kuala Lumpur, Malaysia

2, Jln Sultan Ismail, Kuala Lumpur, 50250 Kuala Lumpur, Malaysia

**Accommodation are to be settled by delegates directly with the hotel. Please note that rooms are available on a first-come-first-served basis. Hotel reservations and travel arrangements are the responsibilities of the registrant.

Payment Policy: Payment is due in full at the time of registration. PLEASE NOTE: Payment must be received prior to the commencement of the training unless agreed otherwise. WEventz Pte Ltd (hereinafter called "WEventz" reserves the right to refuse admission if payment is not received on time. If payment is not received by the mutually agreed payment date, 10% penalty will be charged to the bill.

Cancellations & Substitutions: Substitute delegate(s) will be accepted at any time prior to the event at no additional charge. WEventz will not provide refunds for cancellations. All bookings carry a 50% liability immediately after a fully completed registration form has been received by the WEventz. Please note that a written notice of the cancellation must be received via email 3 weeks prior to the event date in order to obtain the balance of the event fee as a credit to be applied against another Weventz program. Cancellation of any event with less than 3 weeks' notice prior to the event date carry a 100% liability; however the delegate will still be entitled to a complete set of course documentation. Weventz will not be able to mitigate its losses for less than 50% of the contract value in case of dispute with the client or cancellation of this contract by any one party.

Program Change Policy: Please note that speakers and topics were confirmed at the time of publishing. WEventz reserves the right to alter or modify the advertised speakers and/or topics if necessary, without penalty and in such situations no refunds, or part refunds. **Indemnity:** Should for any reason outside the control of WEventz training, speakers change, or the event be cancelled, WEventz shall endeavour to reschedule, but the client hereby indemnifies and hold WEventz harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.