

## EFFECTIVE CONTRACT DRAFTING 3.5 hours total

*Practical and interactive*

*Face-to-face 3.5 hours, or online workshop in two sessions of 1.75 hours each*

Clear, precise drafting is essential, including for achieving the client's purpose, making documents easy to read, avoiding future disputes, and managing the firm's risk. This course will focus on skills and not the law. And it will help you to meet the SRA competence standard (B4, SRA competence statement).

### **Who should attend?**

Trainees, as a PSC communication skills elective.

Or lawyers at any level who need to work on their drafting style, or who are new to drafting. (See also our course for associates, which focuses more on drafting from scratch.)

### **By attending, you will**

- be able to spot common drafting issues, including lack of completeness, ambiguity, inconsistency, and wordiness
- increase your awareness of your own drafting style and any issues
- increase your ability to assess and use precedent clauses appropriately
- practise adopting drafting guidelines (with group and trainer feedback)

### **Content is adjusted and pitched to suit level**

- Drafting for the reader and for your purpose
- Clause structuring
- Keeping drafting short and simple, including tenses, voice, syntax, and language
- Completeness and how to ensure it
- Cross-references and provisos: understanding and limiting/replacing *subject to*, *notwithstanding*, and *provided that*
- Ambiguity: how it commonly arises and how to avoid it
- Language of obligation and discretion: use and consistency of *shall*, *will*, *must*, and *may*

Exercises throughout, including analysing and redrafting poorly-drafted precedent clauses (with group and trainer feedback).

You will receive written best-practice guidelines for use in the office.

**Continued ...**

**Trainer:** Stella Styllis, who practised as a solicitor for over twenty years. Since 2003, Stella has been delivering training in legal skills and language to lawyers from the UK and worldwide. She focuses mainly on contract drafting and legal writing

**Method for two sessions of 1.75 hours each**

**Zoom preferred** but can use similar platforms.

**Trainer monitoring and input throughout** for maximum individual attention and benefit.

**Small groups:** up to 9. Contact us to discuss higher numbers.

**Work in ones, twos and threes in breakout rooms.** Screen-sharing and joint document annotating.

**Homework:** brief work between sessions