



Business Contract Drafting for Non-Lawyers Course

14 – 18 December 2026
Kuala Lumpur

Business Contract Drafting for Non-Lawyers Course

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Overview

Business Contract Drafting for Non-Lawyers Course is a five-day foundation course for business, procurement, project, sales, operations, and technical professionals who leave with a Business Agreement Drafting Pack. Participants apply agreement structure, requirements-to-clause mapping, plain-language drafting, clause logic, acceptance criteria, operational risk allocation, ambiguity review, and legal-review handoff. The course helps non-legal contributors turn business intent into usable draft provisions without presenting legal advice. Agile Leaders Training Center presents business contract drafting as a controlled cross-functional practice.

Who Should Attend

- Teams converting commercial requirements into draft agreement wording
- Functions specifying services, deliverables, acceptance, and payment conditions
- Groups reviewing supplier, customer, or partner contract language
- Personnel identifying clause ambiguity and operational risk questions
- Managers preparing contract issues for qualified legal review

The course assumes participants contribute business or technical input to agreements and leaves out legal advice, jurisdiction-specific law, litigation, advanced negotiation, and professional legal drafting.

Departments and Industries

The course supports departments and industries whose non-legal teams contribute to business agreements.

- Procurement, commercial, sales, projects, and operations functions
- Technology, telecommunications, and outsourced services
- Engineering, construction, facilities, and industrial services
- Healthcare, transport, logistics, and hospitality
- Finance, professional services, and consumer businesses

Learning Objectives

By the end of this course, participants will be able to:



- Build a usable agreement structure from business requirements
- Apply plain-language drafting and clause logic
- Use precise duty, discretion, and condition wording
- Analyze deliverable and acceptance provisions
- Evaluate operational risk allocation questions
- Prioritize ambiguity issues for legal-review handoff

Course Agenda

Day 1: Agreement Structure and Requirements

- Business Requirement Capture Sheet
- Agreement Section Architecture Map
- Requirements-to-Clause Traceability Matrix
- Defined-Term Purpose and Consistency Test
- Drafting Assumption and Question Log

Day 2: Plain Language and Clause Logic

- Plain-Language Clause Design Method
- Duty, Discretion, and Prohibition Wording Grid
- Actor-Action-Object-Scope Clause Pattern
- Condition, Trigger, and Consequence Logic Chain
- Ambiguity and Internal Conflict Review Checklist

Day 3: Performance and Commercial Provisions

- Deliverable Description and Boundary Sheet
- Acceptance Criteria and Verification Table
- Service Level and Performance Measure Map
- Price, Invoice, and Payment Condition Flow
- Change Request and Approval Clause Sequence

Day 4: Risk Questions and Review Handoff

- Operational Risk Allocation Question Matrix
- Responsibility, Dependency, and Interface Register
- Confidentiality and Information Handling Review
- Term, Exit, and Transition Clause Checklist
- Legal-Review Issue and Decision Brief



Day 5: Business Agreement Drafting Practice

- Exercise: Map Requirements to Agreement Sections
- Exercise: Rewrite Ambiguous Clause Logic
- Exercise: Draft Deliverable and Acceptance Provisions
- Exercise: Prepare Risk Questions and Review Handoff
- Capstone Exercise: Business Agreement Drafting Pack

Practical Exercises

The course uses suggested activities to test business contract drafting decisions in operating contexts.

- Suggested activity: convert service requirements into structured provisions for a technology support agreement.
- Suggested activity: repair ambiguous duties, conditions, and consequences in a facilities contract clause.
- Suggested activity: draft deliverable boundaries and acceptance criteria for an engineering package.
- Suggested activity: prepare an issue brief that separates business decisions from questions requiring legal review.

FAQs

Who suits business contract drafting for non-lawyers and what does it assume?

Business contract drafting for non-lawyers suits professionals who provide commercial, operational, technical, procurement, project, or sales input to agreements and already understand their organization's requirements.

How does business contract drafting for non-lawyers differ from advanced legal drafting?

Business contract drafting for non-lawyers develops clear operational wording, clause logic, requirements traceability, and review handoff, while advanced legal drafting addresses deeper legal interpretation, jurisdiction-specific doctrine, and specialist legal risk.

How can non-lawyers make contract clauses clearer?

Non-lawyers can make clauses clearer by naming the responsible actor, required action, object, scope, condition, timing trigger, approval route, evidence, and consequence while checking defined terms and cross-references for consistency.



What should acceptance criteria in a business contract contain?

Acceptance criteria should state the deliverable boundary, measurable condition, verification method, responsible reviewer, submission evidence, decision route, treatment of defects, and relationship to payment or the next activity.

When should contract wording be sent for legal review?

Contract wording should be sent for legal review when it raises unresolved legal interpretation, mandatory-law, liability, remedy, intellectual-property, confidentiality, termination, dispute, authority, or other issues outside the contributor's role.

Conclusion

Participants take back a Business Agreement Drafting Pack linking requirements, agreement structure, clause logic, performance provisions, risk questions, ambiguity findings, and review handoff. The pack gives cross-functional teams a controlled basis for preparing usable draft wording. It improves traceability between business intent and contract text while keeping legal decisions with qualified reviewers.