



## **Business Contract Drafting for Non-Lawyers Course**

30 November – 4 December 2026  
Vienna

## Business Contract Drafting for Non-Lawyers Course

**Ref:** 588\_145230 **Date:** 30 November – 4 December 2026 **Location:** Vienna **Fees:** 5700 Euro

### 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.