

UNDERSTANDING CONTRACTS (BASIC PROGRAMME)

(Non-Accredited)

Duration : Half Day

Delivery Method
Face-to-Face / Virtual / Blended



UNDERSTANDING CONTRACTS (BASIC PROGRAMME)

OVERVIEW

This basic workshop equips participants with a practical understanding of contracts and their role in the workplace and business environment. Participants will learn what constitutes a contract, the difference between written and verbal agreements, the importance of understanding terms before signing, and how contracts can be used for protection and accountability.

1. UNDERSTANDING WHAT CONSTITUTES A CONTRACT

- Defining what a contract is
- Identifying the basic elements required for a contract to exist
- Understanding how contracts are used in business and workplace settings

2. WRITTEN AND VERBAL CONTRACTS

- Understanding which agreements should be in writing
- Recognising when verbal agreements may still be binding
- Knowing the risks linked to informal or unclear agreements

3. UNDERSTANDING CONTRACT TERMS BEFORE SIGNING

- Reading and understanding key terms and conditions
- Identifying responsibilities, obligations, and expectations
- Recognising the importance of asking questions before signing

4. DEALING WITH CONTRACT-RELATED PROBLEMS

- Identifying common issues that may arise from contracts
- Understanding how to address misunderstandings or disputes
- Knowing when to seek guidance or escalate the matter

5. LEGAL RIGHTS OF PARTIES TO A CONTRACT

- Understanding the basic rights and obligations of each party
- Recognising the importance of fairness and accountability
- Knowing how contractual terms can affect each party

6. USING CONTRACTS FOR PROTECTION AND BENEFIT

- Understanding how contracts protect individuals and businesses
- Using contracts to clarify expectations and reduce risk
- Recognising contracts as a tool for professional and business security

KEY OUTCOMES

Participants will gain a basic understanding of contracts, including what makes an agreement binding, the importance of reviewing terms before signing, how to deal with contract-related issues, the basic rights of parties involved, and how contracts can be used for protection and accountability.