

# 10 COMMON MISTAKES IN NEGOTIATING AND DRAFTING CONTRACTS --- AND HOW TO AVOID THEM



Non-legal managers and professionals are involved in the negotiation and drawing up of contracts every day. Learnt from past lessons of others, this seminar seeks to provide them with 10 highlighted mistakes commonly seen in negotiating and drafting construction contracts.

With review of insightful cases, this seminar provides a useful checklist to facilitate the direct application by those involved in their daily work situations.

## Course Contents

1. Contract law essential refreshers
2. Ten common mistakes in contract negotiating and drafting
3. Lessons learnt from case reviews and studies
4. Understanding how to negotiate contracts
5. Knowing the fundamentals in drafting a contract
6. Avoiding future pitfall by drafting contract clauses comprehensively



Date

19 August 2022 (Code: M944C/HK-08A)

[http://](#)

21 October 2022 (Code: M944C/HK-10A)

Time

9:30 am to 5:00 pm

Venue

HKQAA -  
19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong

Language

Cantonese (Supplemented with English Materials)

Speaker

Practising Barrister(s)

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