

Commercial Contracts for Non-Lawyers: Practical Skills for Global Professionals

Gain practical skills to understand, draft, and manage commercial contracts with confidence no legal background required. Learn to navigate global standards, mitigate risks, and support business objectives across jurisdictions.

22nd - 23rd October 2025

Dusit Thani Hotel, Dubai - U.A.E.

Course Facilitator:

**Karen
Dawson**

**Brickfields Asia College -
Freelance**



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Course Overview

In today's business environment, professionals often find themselves reviewing or managing contracts—without having a legal background. This practical course is designed to help business professionals understand commercial contracts by focusing on essential legal concepts, common clauses and effective risk management.

Participants will gain confidence in interpreting agreements, working with legal counsel and negotiating better terms for their companies, businesses and themselves.

Key Learning Outcomes

- Evaluate whether a document is legally binding.
- Understand key legal concepts such as warranties, indemnities, exclusion clauses and liquidated damages.
- Spot red flags, unclear terms, and areas requiring negotiation.
- Apply knowledge of contract types such as fixed-price and cost-reimbursable models.
- Assess insurance and indemnity mechanisms for risk mitigation.
- Utilize supporting documents like NDAs, MOUs and Letters of Intent effectively.
- Determine when and how contracts can be properly terminated.

Why You Should Attend?

- Professionals who review, manage, or negotiate contracts but lack legal expertise.
- Organizations aiming to reduce legal risks and enhance internal contract management skills.
- Business units seeking to improve collaboration with legal teams and streamline commercial decisions.
- Individuals looking to boost their confidence in contract interpretation, negotiation, and enforcement.
- Teams involved in cross-border transactions, where understanding risk and legal language is crucial.

Course Trainer

Karen Dawson

Legal Consultant & Trainer
LL.B (Hons.)
University of London, CLP



Karen Dawson is an experienced legal consultant and trainer with over 20 years in the oil & gas and construction sectors. Karen Dawson has held key in-house legal positions, including with global offshore contractor Saipem Asia Sdn. Bhd., and later as Head of Legal at Sime Darby Berhad's Energy & Utilities Division, where she built and led a dynamic legal team. Karen Dawson has advised extensively on legal and contractual matters, particularly in oil & gas projects across upstream and midstream sectors, and on large-scale infrastructure projects such as the Bakun Dam.

Karen brings deep expertise in:

- Oil & gas and civil construction contracts
- Contract negotiation and risk management
- Arbitration, litigation, and dispute resolution

Karen has negotiated successful outcomes with major industry players including:

- ExxonMobil, Total, Murphy Oil, Maersk Oil Qatar,
- PTT Thailand, Modec International LLC, and Sarawak Hidro Sdn. Bhd.

With a solid grasp of business needs and legal obligations. Karen is known for her ability to align legal strategies with commercial objectives.

Currently, she consults on contract-related matters in Kuala Lumpur and conducts professional training for both legally and non-legally trained professionals.

Karen is a trainer at Brickfields Asia College, delivering programs such as:

- Commercial Contracts
- Masterclass in Drafting Contracts
- Oil & Gas Contracts

Karen's corporate training experience includes:

- PERTAMINA (Indonesia) – Managing Contractual Risk in EPC Contracts
- Digi Telecommunications (Malaysia) – Understanding Commercial Contracts
- Public sessions on legal drafting and contract review in Kuala Lumpur and Sarawak

Karen is known for her engaging delivery style and practical approach, making complex legal concepts accessible and relevant.

Karen's sessions are consistently highly rated by participants and client organizations alike.

Foundations of Commercial Contracts: Legal Concepts, Key Clauses & Risk Management

Session 1: Contract Fundamentals – From Offer to Execution

- Definition of a contract
- Contract lifecycle: from negotiation to close-out
- Legal elements:
- Offer and acceptance
- Consideration under common law
- Capacity and intention to create legal relations
- Certainty and privity of contract

Session 2: Key Terms in Commercial Contracts

- 10 most commonly negotiated terms in contracts
- Reading contracts from a commercial standpoint
- Understanding:
- Representations and warranties
- Conditions precedent and subsequent
- Implied terms
- Guarantees and performance obligations

Session 3: Managing Risk Through Contract Clauses

- Risk allocation tools in contracts:
- Exclusion clauses
- Limitations of liability
- Consequential loss clauses
- Liquidated damages
- Third-party liability
- Types of indemnity provisions
- Understanding:
- Insurance types and coverage
- Subrogation rights
- “Time is of the essence” clauses
- Force majeure clauses

Session 4: Contract Interpretation – What the Courts Consider

- Judicial approaches to contract interpretation
- Key rules of interpretation:
- Contra proferentem
- Express vs implied terms
- Priority of documents and contract hierarchy

Strategic Contract Execution: Pricing, Guarantees, Key Docs & Termination

Session 5: Contract Pricing Models and Responsibilities

- Contracting models:
- Fixed-price / lump sum
- Cost reimbursable
- Time and materials
- Unit price
- Aligning scope with pricing strategy
- Responsibilities and payment risks

Session 6: Bonds, Guarantees and Risk Mitigation

- Tender or bid bonds
- Advance payment guarantees
- Performance bonds
- Parent company guarantees
- Bank guarantees
- Standby letters of credit
- Practical issues in enforcement

Session 7: Important Documents – Getting the Basics Right

- Role and function of each document:
- Memorandum of Understanding (MOU)
- Memorandum of Agreement (MOA)
- Letter of Intent (LOI)
- Letter of Award (LOA)
- Non-Disclosure Agreement (NDA)
- Legal enforceability and when to use each

Session 8: Ending Contracts – When and How

- Contract duration and expiry
- Termination clauses:
- Termination for cause
- Termination for convenience
- Consequences of termination

Programme Schedule

08:30 am – 09:00 am	Registration & Coffee Break
09:00 am – 11:00 am	Course
11:00 am – 11:30 am	Networking & Coffee Break
11:30 am – 01:00 pm	Course
01:00 pm – 02:00 pm	Networking & Luncheon
02:00 pm – 03:00 pm	Course
03:00 pm – 03:15 pm	Networking Break
03:15 pm – 04:00 pm	Course

Who Should Attend

- Procurement and Supply Chain Managers
- Project Managers
- Sales & Business Development Professionals
- Finance Professionals
- Contract Administrators
- Operations Managers
- Technical Leads & Engineers involved in contract execution
- Entrepreneurs & Start-up Founders
- Executive Assistants handling contract paperwork
- Anyone regularly interfacing with commercial contracts but without a legal background

Commercial Contracts for Non-Lawyers:

Practical Skills for Global Professionals

2-Day Training | 22nd - 23rd | October 2025

📍 Dusit Thani Hotel, Dubai - U.A.E.

Registration Form

Event Code: CS-CCNL-005

Please fill & sign below form & send us on
training@corsol.net

Course Fee

Registration Fees:

- | | |
|------------------------|------------------------|
| • Book 1 delegate | Pay USD 2,795/delegate |
| • Book 2 - 3 delegates | Pay USD 2,450/delegate |
| • Book 4 or more | Pay USD 2,375/delegate |

(All pricing excludes all taxes)

Payment Mode:

- Payments will be made by **Credit Card** or by **Bank transfer**, an Invoice will be sent soon after we receive the signed & filled registration form.
- Payment is required within **5 working days** after the receipt of the invoice.
- Payment must be received in full prior to the Course Origination.

Terms & Conditions:

- 1) Fee Includes (For Face 2 Face Training): the course fee covers all course material, lunch & refreshments. Please note that hotel accommodation is not included in the course fee.
 - 2) Fee Includes (For Virtual Training): the course fee covers the live course session & the course material soft copies along with Certificates of Attendance.
 - 3) Payment terms: Payments are required within 5 working days from the date of receipt of an invoice; all payments should be transferred by Credit Card/bank transfer to the Corsol International account. A receipt will be issued as payment is received.
 - 4) Cancellation /Substitution Policy: Cancellation is only acceptable if submitted to us by email & will be subject to charges, cancellation received 60 days prior to the event 25% of the training fee will be charged, 30 Days prior to the event 50% of the training fee will be charged. 15 days prior to the event 75% of the training fee will be charged, 7 days prior to the event 100 % of the training fee will be charged. Substitution is the best option to avoid cancellation, as the cancellation is required in writing via email likewise Substitution is also required by email with complete details of the substituted delegates (Name, Position, Email & Mobile).
 - 5) In the case of No Show, clients cannot claim any refund, & are not entitled to claim the Credit Voucher.
 - 6) Cancellation by a paid client; does not subject to any cancellation charges, Corsol International will either accept the substitution or will provide a Credit Voucher of the Invoice amount which can be utilized in any of our future training, with validity up to 6 months.
 - 7) Every possible effort is made to incorporate the event as it campaigns, however, due to any unforeseen circumstances Corsol International reserves the right to change the venue, location, and trainer. Also due to unforeseen circumstances, the event may be canceled or postponed, in this case, the paid delegate(s) Corsol International will process & refund the full amount, less the bank/service charges up to 5 % or less.
 - 8) While all topics shown in this brochure will be covered in the course, the facilitator/instructor reserves the right to restructure and delivers them in a different order or sequence.
- 6) The client is considered aware of all the above terms and conditions, as they sign on this registration form & Corsol International will not be responsible for any expectation or monetary loss as indicated above.

Delegate 1

Name : _____
Job title: _____
Email: _____
Mobile: _____

Delegate 2

Name : _____
Job title: _____
Email: _____
Mobile: _____

Delegate 3

Name : _____
Job title: _____
Email: _____
Mobile: _____

Delegate 4

Name : _____
Job title: _____
Email: _____
Mobile: _____

Delegate 5

Name : _____
Job title: _____
Email: _____
Mobile: _____

Note: In case of 6 or more nominations make a duplicate of this form & fill in the details.

ORGANIZATION DETAILS:

Company : _____
Address: (to be used on invoice): _____

Telephone: _____
Country: _____

AUTHORIZED BY:

Signature: _____
Name: _____
JobTitle: _____
Email: _____
Date: _____

PAYMENT DETAILS:

Credit Card Holder's Details - To send Payment Link
First Name: _____
Last Name: _____
Email: _____
Country: _____

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